

## TERMS OF REFERENCE

### 1. Introduction:

1.1 Initiated and implemented in 2021, SBDP is a flagship program of the government which seeks to end local communist armed conflict by improving the quality of live in affected communities and thereby minimizing local support and sympathy to the terrorist. This is accomplished by providing socioeconomic development projects to identified clear armed-conflict communities such as farm-to-market roads, health centers, electrification, water and sanitation facilities, schools, and livelihood projects. A total of 2,318 projects were proposed and funded in the FY 2021 National Budget under LGSF.

1.2 To ensure transparent, accountable, and responsive implementation of the SBDP, Third-Party Monitoring (TPM) by an accredited non-government entity shall be deployed to provide an independent perspective on project performance and shall augment existing monitoring capacities of this Department.

### 2. Objective:

2.1 The TPM shall cover all infrastructure and non-infrastructure LGSF-SBDP projects reported as completed and/or ongoing in the Regional Project Monitoring and Evaluation System (RPMES)

*Note: Lists of completed and ongoing projects per province/HUC attached for reference of participating bidder.*

3. **Project Duration:** 6 Months (July to December 2022)

### 4. Coverage and Scope

4.1 The scope of the monitoring shall include:

4.1.1 Planning process

4.1.2 Project implementation

#### 4.1.3 Results and outcomes of the projects

### **5. Technical Specifications:**

#### 5.1 Roles of the Third-Party Monitoring (TPM) Service Provider:

The TPM Service Provider shall:

##### 5.1.1. Develop and submit the following initial outputs:

- a. Framework and Tools describing the process and steps needed to conduct the TPM; and
- b. Work and Financial Plan reflecting the detailed activities, deliverables, budget requirements and schedule of implementation.

##### 5.1.2. Provide and mobilize a team that shall conduct the TPM of the completed and ongoing projects;

##### 5.1.3. Submit a progress report to the RTWG on regular basis; and

##### 5.1.4. Submit terminal report to the Regional Director through the Regional Technical Working Group (RTWG) at the end of the engagement with the DILG XII RO (not later than December 15, 2022).

### **6. Qualifications of Participating CSOs:**

6.1. Must be accredited by any government entity;

6.2. CSO office location is within Region XII;

6.3. Must have at least 2 years experience in project implementation, project monitoring and evaluation, Results-Based Monitoring and Evaluation (RBME);

6.4. Must have developed a Framework and Tools describing the process and steps needed to conduct project monitoring and evaluation

### **7. Eligibility Requirements:**

(Per Annex "H", Appendix A of the 2016 Revised IRR of RA 9184)

7.1. Mayor's/Business Permit;

7.2. Professional License or Curriculum Vitae of Employees;

7.3. PhilGEPS Certificate of Registration;

7.4. Income/Business Tax Return

7.5. Omnibus Sworn Statement (Notarized)

**8. Other Documentary Requirements:**

8.1. Initial Outputs: (Indicated in Item 5 above)

- a. Framework and Tools describing the process and steps needed to conduct the TPM; and
- b. Work and Financial Plan reflecting the detailed activities, deliverables, budget requirements and schedule of implementation.

**9. Copy of Accreditation Certificate**

**10. Copies of Documents as proof of previous contracts, such as:**

10.1. Work and Financial Plan;

10.2. Progress Reports; and/or

10.3. Terminal Report.