

# **EXTERNAL EVALUATION OF THE AGRICULTURE, SOCIAL SUPPORT AND ENVIRONMENT FACILITIES (ASSEF) PROJECT**

## **REVISED TERMS OF REFERENCE for the CONSULTANT**

### **I. Background and Rationale**

The Agriculture, Social Support and Environment Facilities (ASSEF) Project is a project implemented by National Economic and Development Authority (NEDA) Regional Office 5 with funding assistance from the Agencia Española de Cooperación Internacional para el Desarrollo (AECID). The project provided funds to sub-projects implemented by eligible Local Government Units (LGUs). A total of 32 sub-projects are implemented by 22 LGUs in Bicol Region. Among the 32 sub-projects, 15 are categorized under the agriculture sector, eight for social support and nine under the environment sector. Project implementation covers 36 months starting March 2006. Project implementation is extended until September 2009.

The AECID granted a total of € 700,000.00 while the counterpart of the Government of the Philippines amounted to € 441,205.00.

The ASSEF Project has five components namely: Agriculture Improvement and Development (AID); Basic Social Improvement and Development (BSID); Environment Improvement and Development (EID); Capability Building and Development (CBD); and Monitoring and Evaluation Component (M & E).

A Project Steering Committee provides guidance and prepares policies for the implementation of the Project. The PSC is chaired by a Deputy Director General of NEDA and the members are AECID Coordinator General in the Philippines; and the Regional Director of NEDA Region 5. The Project Coordination was undertaken by NEDA 5 through the Project Management Office (PMO). The PMO has a core staff (full time) and a support staff (on need basis) from NEDA 5, AECID and two direct hired staff. The Core staff is composed of officials from AECID and NEDA 5. The support staff was composed of 28 technical experts and 15 non-technical personnel of NEDA Region 5.

An external project evaluation will be conducted to assess the accomplishments of the ASSEF Project and the attainment of its objectives. The evaluation will also validate the benefits from the sub-projects and will provide learning and recommendations for better implementation of similar projects in the future.

## **II. Objectives of the Project**

The main objective of the ASSEF Project is to increase the agricultural productivity and income of small farmers thereby improving the social and environmental condition of poor communities in the Bicol region. To following are the specific objectives of the project:

1. To improve agricultural production.
2. To improve basic social infrastructure.
3. To improve environmental management.
4. To enhance the capabilities of LGU staff.

## **III. Scope of the Evaluation**

The evaluation will cover all the components of the ASSEF Project. It shall focus on the following aspects:

1. Impact of the sub-project on the beneficiaries
2. Qualitative and quantitative accomplishments of sub-projects
3. Sustainability of the sub-projects
4. LGU management of the sub-projects
5. Overall success (or failure) of the ASSEF Project

## **IV. Methodology**

The evaluation will include review of all ASSEF accomplishment reports, site visits, interview of project beneficiaries (at least 1 per sub-project) and implementers (at least 1 elected official and 1 technical staff), and focused group discussions with project management and staff. The evaluator team shall conduct the study in 3 phases:

- a) Review of project accomplishment reports
- b) Interview of ASSEF PMO officials and staff
- c) Interview of key informants (32 sub-projects in 22 LGUs)
- d) Assessment and evaluation report preparation

The consultant and the Project Management Office (PMO) shall meet to clarify the required reports, methodology, main aspects of the evaluation, site visits to be conducted, key informants, and the cost and schedule of field activities for the preparation of the inception report. The draft evaluation report shall be presented to the PMO prior to the preparation of the final report.

## **V. Minimum Qualifications of the Evaluation team**

The team shall be composed of one (1) team leader and two (2) experts. The team must have the following minimum qualifications:

1. At least one member must have master's degree in economics, public administration, resource management, sociology, etc.

2. At least one member must have a bachelor's degree in engineering (preferably civil, mechanical, or agricultural).
3. One member must have at least five (5) years experience in project development, project management, project planning, project monitoring, or project evaluation.
4. Capability to mobilize and conduct the evaluation.
5. Capability to prepare technical report/evaluation.

## **VI. Final Evaluation Report**

The final evaluation report shall contain the following:

Executive summary

Introduction

- Background
- Brief project description
- Evaluation methodology
- Evaluation team
- Limitations of the study
- Structure of the study
- Description of the activities conducted
- Detailed description of the process
- Description of the selected sub-projects

Detailed criteria for the evaluation

- Relevance
- Efficacy
- Efficiency
- Impact
- Sustainability
- Gender responsiveness

Evaluation reports (ASSEF Project and sub-projects)

Lessons learned

Recommendations

Annexes

- Inception Report
- List of institutions and persons included involved

The consultant shall submit five (5) hard covered copies of the Final Report in A4 size, substance 20 copy paper, in ring binders and five (5) digital copies in CD-ROM discs.

## VII. Budget

The approved budget for the contract (ABC) is P550,000. The approved total contract amount shall cover the professional fees of the team members and the expenses to be incurred by the team (i.e. for transportation, meals, hotel accommodation, supplies, materials, reproduction, and other incidental expenses).

The total contract amount shall be paid output based as follows:

1. Submission of Inception Report	20%
2. Approval of First Draft	20%
3. Approval of Second Draft	20%
4. Approval of Final Draft	20%
5. Acceptance of Final Report	20%

The total contract amount is subject to withholding taxes. A penalty equivalent to one per cent of the the total contract amount shall be imposed for every day of delay in the submission of the final output. The imposition of the penalty shall start from the date of the final notice of submission is served by the First Party to the Second Party.

## VIII. Scope of Evaluation

The evaluation shall cover the following LGUs and sub-projects:

<u>Province/LGU</u>	<u>No. of Sub-projects</u>
<b>Camarines Norte</b>	
1. Talisay	3
2. San Vicente	3
3. Vinzons	1
<b>Camarines Sur</b>	
4. Camaligan	1
5. Canaman	2
6. Gainza	2
7. Lupi	2
8. Magarao	2
9. Ocampo	1
10. San Jose	1
11. Bagamanoc	1
<b>Catanduanes</b>	
12. Baras	1
13. Bato	2
14. Gigmoto	1

15. Panganiban	1
16. Viga	1

**Masbate**

17. Esperanza	1
18. Mobo	1
19. San Jacinto	1

**Sorsogon**

20. Barcelona	1
21. Magallanes	1
22. Sta. Magdalena	1

**IX. Time Frame**

The final evaluation report must be submitted and accepted by the PMO within seventy (70) calendar days from the date of signing of the contract of service. The timetable of activities is shown below:

Item	Activity	Time
1	Documents review and evaluation	2 weeks
2	Field work (interviews and site visits)	4 weeks
3	Preparation of the draft final report	3 weeks
4	Review and approval of the Final Report	1 week

**X. Evaluation of Bids/Proposals**

The pre-qualification envelope shall contain the incorporation documents of the company, track record of the company, and biodata of the team members. The technical proposal envelope shall contain the proposed theoretical framework, evaluation methodology, report format, etc to be used. The financial proposal envelope shall contain the professional fees of the team members and the estimated operating expenses based on the scope of the project evaluation.

The selection of consultant shall be based on the responsiveness of the technical proposals to the requirements of the ASSEF PMO and the reasonableness of the financial proposal (i.e. the professional fees of the team members and the estimated expenses for transportation, accommodation, meals, supplies, materials, reproduction, etc).

The Bids and Award Committee reserves the right to reject any or all bids and proposals, to renegotiate or amend the technical and financial proposals of the winning bidder, and to accept the proposal most advantageous to the ASSEF Project and the government. The decision of the Bids and Award Committee (BAC) on the selection of consultant for the external evaluation of the ASSEF Project is final.

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NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY  
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INVITATION TO APPLY FOR ELIGIBILITY AND TO BID

1. The NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY REGIONAL OFFICE 5, Legazpi City, through its Bids and Awards Committee (BAC), invites consultants to apply for eligibility and to bid for the consultancy services of the hereunder project:

Name of Project : Consultancy Services for External Evaluation of the ASSEF Project  
Location : Region 5 (Bicol)  
Approved Budget for the Contract: P 550,000.00  
Contract Duration : June 19, 2009 – August 28, 2009

Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

The evaluation will cover all the components of the ASSEF Project. It shall focus on the following aspects:

- a. Impact of the sub-project on the beneficiaries
  - b. Qualitative and quantitative accomplishments of sub-projects
  - c. Sustainability of the sub-projects
  - d. LGU management of the sub-projects
  - e. Overall success (failure) of the ASSEF Project
2. Eligibility of prospective bidders shall be evaluated on a non-discretionary "pass/fail" basis. Shortlisting of eligible consultants will be done based on the following criteria: (a) appropriate experience – 30%; (b) quality of proposal – 40%; (c) job capability – 30%. Bid evaluation procedure to be adopted shall be Quality-Cost Based Evaluation Procedure (QCBE).
  3. The list of eligibility requirements is indicated in the Terms of Reference (TOR).
  4. Deadline for submission of eligibility requirements and bids shall be on June 10, 2009 at 5:00 p.m. Bidders shall drop or send their duly accomplished eligibility requirements, technical and financial proposals in three separate sealed envelopes at NEDA Regional Office No.5, Arimbay, Legazpi City.

5. The NEDA Regional Office No.5 reserves the right to accept and reject any and all proposals, to declare a failure of bidding, to annul the bidding process, or not award the contract, without thereby incurring any liability to the affected Bidder(s).

LUIS G. BANUA  
Chairman  
Bids and Awards Committee

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## Timetable for the External Evaluation of ASSEF Project

Activity	Date
1. Posting of IAEB to the PhilGEPS, NEDA 5 Website Bulletin Board for information	May 29, 2009
2. Submission of LOI together with application for Eligibility and submission of Proposals	June 5 – 10, 2009
3. Bid Evaluation	June 11, 2009
4. Negotiation and Post Qualification	June 15 – 17, 2009
5. Award of Contract	June 18, 2009
6. Start of External Evaluation	June 19, 2009
7. Completion of External Evaluation	August 28, 2009