

Field Office VII  
MJ Cuenco Avenue, Cebu City  
Telephone No. 232-9505/412-9908 loc. 126

**REQUEST FOR EXPRESSION OF INTEREST**  
(REI NO. KC-NCDDP-17-007)

ANNEX "B"

**Contract of Service: Technical Service Provider (TSP)**  
**TSP Designation: Regional Livelihood & Enterprise Support Coordinator (3)**

I. Background

The National Community-Driven Development Program (NCDDP) is the scaling up of COD operations of Kalahi-CIDSS to 847 municipalities considered poor and affected by the Typhoon Yolanda, one of the worst disasters to have hit the country. The Program used the lessons from Kalahi-CIDSS, the parent program, which has been implemented since 2003, to become more responsive to the needs of communities in varied contexts. It is also regarded as one of the platforms for converging government support to reduce poverty and achieve more inclusive growth.

While KC-NCDDP has reached 4.5 million households and funded 14,422 community sub-projects as of February 2016, we are falling behind in terms of providing services that will directly increase incomes of the poor in poverty-stricken communities. Lack of jobs continue to be a key challenge in communities while basic social services and community infrastructure are continuously being restored. Therefore, it is crucial for KC-NCDDP to look into facilitating the process of funding livelihood related subprojects as we expect to see an increase in prioritization given the unmet community livelihood needs in Cycles 1 and 2.

The effort to strengthen the livelihood and entrepreneurship (L&E) aspect of KC to enhance the economic well-being of the poor and find market-based solutions to social problems will entail close partnership with the Sustainable Livelihood Program of DSWD, other government agencies such as the Department of Trade and Industry (DTI), Department of Agriculture (DA), Department of Agrarian Reform (DAR), among others, and socially-oriented for-profit and non-profit entities. Hence, the need for a National Livelihood and Enterprise Support Coordinator.

II. Scope of Work (Responsibilities and Deliverables)

Assists the RPMO in project implementation coordination, grants fund management, resource mobilization, monitoring and provision of technical assistance.

## 1. Project Implementation Coordination

- 1.1 Support the delivery of quality project outputs through preparation of program workplan;
- 1.2 Coordinate with project staff and monitor the progress of over-all project implementation;
- 1.3 Provide project management information and implementation decision points to the RPMO, and assist in communication of decision rules/advice/direction to field implementing units and staff;
- 1.4 Coordinate with regional M&E Officers to accomplish project information capture and reporting to project management units;
- 1.5 Review and consolidate accomplishment/technical reports for submission to the RPMO as necessary;
- 1.6 Conduct periodic sub-project inspection and monitoring to include spot review of Request for Fund Release;
- 1.7 Conduct random documents review and quality control checks on sub-projects for monitoring compliance to Project policies and standards.
- 1.8 Assist in inter-agency collaboration in promoting livelihood and enterprise development.

## 2. Grant Funds Management

- 2.1 Assist the RPMO in grant funds mobilization to ensure its effective and efficient utilization in the implementation of project activities;
- 2.2 Coordination with Finance Unit to facilitate execution of processes and documentary requirements in project implementation;

## 3. Technical Assistance on Community Driven Development:

- 3.1 Provide inputs and assist in the continuing enhancement of DSWD's policies and procedures to provide sustainable L&E support under KC-NCDDP;
- 3.2 Provide inputs in the enhancement of operational guidelines to improve the implementation of sustainable L&E sub-projects.

## 4. Knowledge Development and Management:

- 4.1 Assist regional offices in facilitating generation of lessons, strategies, and operational models and best practices from the implementation experience.

- 4.2 Ensure assimilation of lessons, strategies, and operational models from the Project into the KALAHI-CIDSS development processes.

5. Capability Building and Training:

- 5.1 Assist in developing and implementing capability building interventions to various project stakeholders in implementing and managing the Project;
- 5.2 Provide technical assistance in the conduct of Project Development Workshops and other related training workshops;

6. Perform other related functions as may be assigned by the DRPM.

III. Qualifications:

1. With Bachelor's degree in social science or relevant discipline that provides an understanding of rural development, livelihood and social enterprise;
2. At least two (2) years of progressive experience in managing/coordinating development projects, one (1) year of which in livelihood or community-driven development;
3. Demonstrated capability to formulate and execute strategies to propel rural or community driven development programs;
4. Demonstrated leadership and project management skills;
5. Proven experience in coordinating and monitoring projects;
6. Good grasp of national and region-specific poverty conditions, current anti-poverty initiatives, and different approaches to poverty reduction;
7. Experience in working and coordinating with Government Agencies, NGOs and CSOs;
8. Ability to work under tight timelines;
9. Willingness to travel to remote areas within the project coverage;
10. Knowledge in use of computer software packages for word-processing, excel, power point, databases and spreadsheets, and the internet;
11. Excellent written and oral communication skills in English, Filipino and local dialect.

IV. **Duration of Engagement**

The contract is for the duration of six months (June to December 2017).

V. **Description of Relationships and Reporting Obligations**

Relates with project funder, inter-agency partners, and LGUs. Reports to and directly accountable to the Regional Community Development Specialist. He/she shall submit, on a semi-monthly basis (15th and 30th of the month) a written accomplishment report.

VI. **Remuneration and Terms of Payment**


The Client shall pay the Technical Service Provider for Service rendered an amount equivalent to the approved salary schedule of KC-NCDDP. Payment shall be made on a semi-monthly basis, every fifteenth (15th) and thirtieth (30th) day of the month upon submission of written accomplishment reports.

The DSWD now invites interested individual applicants to indicate their interest in providing the services. The duration of the engagement is **within July to December 2017**. Interested applicants must submit their Expression of Interest (EOI) together with a comprehensive Curriculum Vitae (CV).

The consultants/service provider shall be selected in accordance with the KC-NCDDP Guidelines for the Technical Service Provider (TSP). Interested applicants may view Terms of Reference (TOR) for the engagement at [ncddp-proc.dswd.gov.ph](http://ncddp-proc.dswd.gov.ph) and <http://www.fo7.dswd.gov.ph/> and they must submit their EOI and CV at the address below or email at [kc.ncddp.proc@gmail.com](mailto:kc.ncddp.proc@gmail.com) not later than **5:00 pm of July 07, 2017**.

**THE CO-CHAIRPERSON**

Procurement Evaluation & Awards Committee  
3<sup>rd</sup> floor, DSWD Field Office VII- Kalahi CIDSS Office  
M.J. Cuenco Ave. cor. Gen. Maxilom Ave., Cebu City  
Telefax No.: (032)412-4174  
Trunkline No. : (032)2329505 loc 126

  
RODULFO B. ALCOS JR.  
Regional Program Coordinator  
Procurement Evaluation & Awards Committee  
Co-chairperson

Acknowledged by:

\_\_\_\_\_  
(Signature over printed name) and Date