

Department of Social Welfare and Development
CDD/KALAHICIDSS PROGRAM

TERMS OF REFERENCE
Consultant-Writer
Development of CDD Knowledge Portal

1. Background:

KALAHICIDSS is one of the poverty reduction programs implemented by DSWD since 2003. It uses the community-driven development (CDD) approach. The project aims to reduce poverty by empowering communities and promoting good governance, through (i) provision of support for community projects and activities, and (ii) encouraging local government responsiveness to community-identified development projects.

The Project is being implemented as part of the department's mission in pursuing poverty alleviation and empowerment of poor, vulnerable and disadvantaged communities. This is also in response to the government's social contract and key programs and strategies in the Philippine Development Plan for 2011-2016 in developing human resource through improved social services.

From 2003 to 2010, the Project covered 200 municipalities in 42 poorest provinces in the country. A total of 5,876 community sub-projects were funded amounting to P5.93 billion, benefiting 1,345,767 households or 6,728,835 individuals.

In 2010, the Project expanded its coverage to reach up to 50% of poorest municipalities in targeted provinces, utilizing the Additional Financing (AF) of the World Bank (WB) and a grant from the United States' Millennium Challenge Corporation (MCC). As of July 2013, a total of 7,593 barangays in 328 municipalities have already been covered.

CDD is a globally recognized strategy for achieving service delivery, poverty reduction, and good governance outcomes. It 1) helps communities in poor municipalities identify challenges around reducing poverty and make informed decisions on a range of locally identified options for development, including how this is made and in what form; 2) Gives control of resources to address local poverty to communities; and 3) Builds the capacity of both state (including local governments) and civil society stakeholders to provide assistance and respond to calls for support from poor communities as they implement development initiatives.

The continuing expansion of the operations of CDD results in an increasing number of field workers who facilitate the processes in communities and an equal number of LGU counterpart staff who are expected to be able to adopt the CDD approach beyond the Project's term. Additionally, the drive to tighten convergence of CDD with two other core poverty reduction programs of the Department as well as with the other programs of the government targeting the poor particularly the Bottom Up Budgeting, implies that the stakeholders for CDD has also expanded.

The resulting demand to inform and educate this expanding base of actual and potential CDD practitioners is huge and can no longer be sufficiently met by the existing and limited strategies of KALAHICIDSS (i.e. training, face-to-face meetings, occasional coverage in newspapers, radio and t.v.).

Thus, an alternative system that serves the purposes of sharing information and knowledge as well as a venue for learning addressed to field workers and multiple audiences must be developed.

This proposal seeks to install the first phase of a web-based learning and sharing system on CDD through the engagement of a consultant who will develop this model and the first set of priority materials/content that are needed for the next six months of operations.

2. Objectives:

The objective of this assignment is to develop an appropriate model for a web-based learning and sharing system that can be linked to the existing websites of KALAHI-CIDSS and the DSWD web portal. The said system must take into consideration the needs/requirements of intended users, current capacities of the KALAHI-CIDSS Project, appropriate formats (e.g. text, animations, audio, video clips, self-instructional/modular based, interactive forums, etc.) and their cost-effectiveness and flexibility of uses or application, as well as provide recommendations for how the system can be maintained and kept current.

Owing to the immediate need for information about the Project in expansion sites, this assignment is also intended to produce a set of project information materials that will be needed by field staff for the enrolment and transition activities and orientation to be able to implement the start up and community activities in the first six months.

3. Scope of Work:

This assignment will involve these three pieces of work:

1. Desk review to inventory available information materials in various forms (publication/hard copy, video, audio, powerpoint presentations) in close coordination with the in house team to be assigned by Management for this assignment.
2. Development of a model for a web-based learning and sharing system. Through FGDs and interviews with key informants:
 - a. determine the immediate and more long term needs of identified primary and secondary users of the portal and identify contents/thematic areas, and formats that can be uploaded in the websites
 - b. Determine existing capacities and resources that could facilitate the establishment of this portal and appropriate support structure and mechanisms to operationalize and keep it current and responsive to the evolving needs of stakeholders
 - c. Other relevant recommendations
3. Writing and packaging in tandem with a graphics designer/artist an online toolkit that provides useful information of field staff on:
 - a. General Project Information including introductions on poverty and the thrusts of the Philippine government and CDD towards poverty reduction and inclusive growth
 - b. Enrolment Information/Kit
 - c. Basics of CDD (including repackaging of stories to illustrate how it is operationalized)
 - d. Overview of BuB
 - e. Overview of CEAC

3. Transfer of Technology

The consultant shall work in tandem with an in house team in KALAHI-CIDSS and a process of consultation will be carried out to ensure that the NPMO is involved in the development of the model and is kept closely updated and able to input on the mechanisms to be developed.

4. Deliverables:

Deliverable 1: Inventory of available knowledge materials which includes but is not limited to manuals, toolkits, publications, best practice stories, power point presentations, video documentaries

Deliverable 2: Model for a web-based learning and sharing system that describes:

- a. A brief description of the conceptual model
- b. Intended users
- c. Needs/requirements of these users in the short and medium/long-term
- d. Key Content Areas or Themes with a brief description of each
- e. Recommended format
- f. Implementation Arrangements that considers the existing and projected capacities and resources to operate the system
- g. Other considerations

Deliverable 3: Web-based learning materials with the KALAHI-CIDSS field workers as the primary targets packaged/re-written/edited for online purposes along the content areas/themes described above. These should be in a format that can easily be produced applying web design technology and uploadable to the Project website and DSWD knowledge portal. The same should be tested and retested prior to acceptance.

5. **Timelines and Duration:** Duration of engagement is 3 months.

Activity/Output	Duration
Conduct of Inventory of knowledge materials for deliverable 1	20 Days
Conduct of series of consultations and writing to develop model for deliverable 2	40 Days
Development of web-based learning materials for deliverable 3	30 Days

6. Institutional Arrangements:

The Consultant shall coordinate closely with a team from the National Project Management Office of KALAHI-CIDSS assigned to assist the consultant obtain all pertinent documents/materials needed for the assignment and to coordinate the FGDs and interviews per schedule to be provided by the former. Overall supervision and guidance shall be provided by the National Project Manager who shall also review and recommend for approval by the Deputy National Project Director all reports/outputs for this engagement.

7. Qualifications

The consultant(s) shall have the following set of skills and qualifications:

1. Advanced degree in social sciences or related disciplines
2. At least ten years of experience in participatory community development
3. At least seven years of experience in training and developing learning and knowledge materials on CDD or related projects

It is understood that the lead consultant for this assignment shall engage the services of a web graphics artist/designer who can work with him/her to produce the third set of deliverables and that the fee indicated in this ToR is inclusive of such.

CALL FOR EXPRESSION OF INTEREST

The CDD/KALAHY-CIDSS Program of the Department of Social Welfare and Development is inviting qualified individual consultants to submit an expression of interest for a short-term assignment to develop the Project's web-based learning and sharing system.

The consultant to be engaged for this assignment must meet the following qualifications:

1. Must have an advanced degree in social sciences or related disciplines
2. Must have at least ten years of experience in participatory community development
3. Must have at least seven years of experience in training and developing learning and knowledge materials on CDD or related projects

The assignment is expected to be completed in three months

Interested applicants must submit the following via email to kc@dswd.gov.ph:

1. Expression of interest addressed to
The Deputy National Project Director, CDD/KALAHY-CIDSS Program
KALAHY-CIDSS NPMO Bldg.
DSWD, Batasan Road, Capitol Hills, Quezon City
2. Curriculum vitae that should indicate the consultant's experience in participatory community development, training, and development of learning materials
3. At least 3 Work samples (relevant training materials, toolkits, papers) This may also be delivered via courier or in person to KALAHY-CIDSS NPMO, DSWD Compound, Batasan Road, Quezon City Attention: The Deputy National Project Director (Please do not forget to indicate your name)

The Terms of Reference for this assignment may be downloaded from the website of DSWD at dswd.gov.ph or at the ncddp.dswd.gov.ph.