

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANT SELECTION)

PROJECT NO.: 2024-PMS3(011)-BVI-INDV-039

PHILIPPINES

TEACHER EFFECTIVENESS AND COMPETENCIES ENHANCEMENT PROJECT (TEACEP)

Loan No./Credit No./ Grant No.: IBRD-94810

Assignment Title: Procurement Specialist
Reference No. : TEACEP-CS-1-ICS

The Department of Education (DepEd) *has received* financing from the World Bank toward the cost of the Teacher Effectiveness and Competencies Enhancement Project (TEACEP), and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include one-year contract for the Procurement Specialist for TEACEP renewable every year for two years. The TEACEP Procurement Specialist will be responsible for acquiring all necessary goods and services for the project, ensuring compliance with DepEd and World Bank procurement guidelines. This role requires a detail-oriented individual with strong knowledge of procurement regulations and experience in managing procurement processes for education projects. Upon completion of the contract, the Procurement Specialist will be formally onboarded, integrating them into the project with necessary resources and support to begin their role effectively.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The DepEd now invites eligible individual consultants to indicate their interest in providing the Services. Interested Consultant should provide information demonstrating that s/he has the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

QUALIFICATIONS	Means of Validation (MOV)
Education: <ul style="list-style-type: none">Bachelor's degree in any of the following fields: accounting; financial management; political science; public administration business administration; and any related course.	Transcript of Records / Diploma

<p>Experience:</p> <p>a. At least 5 years of experience in procurement management under foreign assisted projects in public sector or international development banks using government procurement law (RA 9184) and various International Financing Institution's procurement guidelines such as but not limited to, such as World Bank (WB), Asian Development Bank (ADB), Department of Foreign Affairs and Trade (DFAT)</p> <p>b. Experience with World Bank Systematic Tracking of Exchanges in Procurement (STEP)</p>	<p>Personal Data Sheet (PDS)/ Curriculum Vitae, Certificates and Project documentation / contracts/work portfolio showcasing the candidate's involvement in specific procurement tasks.</p> <p><i>*Notarized Personal Data Sheet (PDS) may be submitted during the Invitation of identified/ selected consultants.</i></p>
<p>Trainings:</p> <ul style="list-style-type: none"> • Preferably with training/certification in procurement from an international organization and training/certification on the RA 9184 and its Implementing Rules and Regulations. 	<p>Attendance certificate/ course certificate/ classroom or online</p>

The attention of interested consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers", dated November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the Competitive Selection of Individual Consultants method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 0900 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by January 2, 2025.

Bids and Awards Committee I

Attn: Assistant Secretary Malcolm S. Garma

c/o Procurement Management Service-BAC Secretariat Division

Rm. M-512, 5th Floor, Mabini Bldg., DepEd Central Office Complex,

Meralco Avenue, Pasig City, Philippines, 1600

Tel: 8633-9432 or 8636-6542

Fax: N/A

E-mail: *depedcentral.bacsecretariat@deped.gov.ph*

Teacher Effectiveness and Competencies Enhancement Project (TEACEP)

Project Management Service

TERMS OF REFERENCE

Procurement Specialist

I. PROJECT BACKGROUND

The Department of Education (DepEd), together with World Bank, developed the Teacher Effectiveness and Competencies Enhancement Project (TEACEP) with loan financing of USD 110 million comprised of USD70 million allocation for Performance-Based Conditions (PBCs), and USD40 million allocation for Investment Project Financing (IPF) which is implemented from Fiscal Year (FY) 2023-2028. TEACEP is designed to support the government's priority education reforms, focusing on enhancing teaching quality for literacy, numeracy, and socioemotional skills for kindergarten to grade 6, and ultimately to improve reading and math learning outcomes among elementary students in selected regions in Mindanao. Moreover, the identified Project Development Objective (PDO) is to improve the quality of and equitable access to teaching in Kindergarten to Grade 6 (K-6) in project-supported areas, namely Region IX, Region XII, and Bangsamoro Autonomous Region of Muslim Mindanao (BARMM).

TEACEP is composed of three (3) components to achieve its aforementioned objectives:

- 1)Component 1 – Supporting teachers and school leaders in improving teaching practices;
- 2) Component 2 - Providing adequate materials for effective teaching and learning; and
- 3) Component 3 - Project management, monitoring and evaluation.

To further achieve the project objectives, it is necessary to secure various deliverables for the TEACEP, including goods, non-consulting services, and consulting services through procurement processes. As stipulated in the project's loan agreement, all procurement of goods, non-consulting services, and consulting services funded under the loan whether as part of the Performance Based Conditions (PBC) component or the expenditure-based component pertaining to the Investment Project Financing (IPF) must adhere to the WB's Procurement Guidelines for Implementing Agency. In particular, the procurement of a Procurement Specialist to provide consulting / technical expertise on the implementation of procurement activities of the project will be procured using the said guidelines.

Relatedly, to improve project management, monitoring, and pa of activities and milestones, the Project Management Service (PMS) will collaborate with the Project Implementation Units (PIUs) within DepEd Central Office, Regions IX and

XII Offices, and the Ministry of Basic, Higher and Technical Education (MBHTE). A PMO will be established comprising of technical staff to be deployed at the central office and project-supported regions which will work closely with the PMS establishing a Project Integration Coordination Office (PICO). The PICO will generally support coordination among the Project Steering Committee (PSC), Project Management Committee (PMC), and Technical Working Groups (TWGs), providing guidance on outputs and schedules. Further, the PICO and concerned PIUs will work directly with the consultancy firm to be hired in carrying out the implementation of the project.

II. OBJECTIVE

The objective is to engage the services of an individual consultant for the position of Procurement Specialist with expertise in World Bank Procurement Regulations and familiar with Republic Act 9184 (RA 9184) or the “Government Procurement Reform Act”. The Procurement Specialist will work closely with the Project Management Service (PMS) as the Project Integration and Coordination Office (PICO) and Procurement Management Service (ProcMS) at DepEd CO, and the PMOs of DepEd target regions, namely: Region IX, Region XII and BARMM.

III. SCOPE OF SERVICES

The Procurement Specialist will ensure that all procurement activities under TEACEP is in accordance with the Bank’s Procurement Regulations and pertinent procurement-related provisions stipulated in the loan agreement. The specific tasks are as follows:

- a. Prepare, monitor and update as needed the annual Procurement Plan detailing contract packages (including estimated cost) for goods, consultancy services, and non-consulting services, the procurement/selection methods and processing times until completion of each procurement activity and submit it to PICO/PMS for review;
- b. Implement/advise on the whole procurement process for goods and non-consulting services according to project Procurement Plans and the applicable World Bank’s Procurement Regulations including:
 - Conduct market research/study and analysis to identify potential suppliers sourcing opportunities, total costing estimates and the appropriate procurement method;
 - Review and assist in the preparations of the technical specifications of goods and services to be procured;
 - Support and provide guidance in the posting/advertisement of the Invitation to Bids/ Quotations;
 - Prepare bidding documents, request for quotations, technical evaluation reports, and other procurement documents in accordance with the sample documents applied for the respective projects with the support of the technical experts;

- Prepare contracts ensuring its terms and conditions is in compliance with Bank's Procurement Regulations and pertinent procurement-related provisions; and
 - Assist in dealing with bid challenges, contract performance, resolve procurement-related complaints and initiate corrective actions, when necessary.
- c. Assist in the process of the selection and engagement of project consultants according to Project Procurement Plans and the applicable WB's Procurement Regulations including:
- Preparation and finalization of Terms of Reference (TORs), Request for Expression of Interest, short-listing of consultants, drafting contracts, and other procurement-related documents;
 - Review technical evaluation reports and contract negotiation with selected consultants;
 - Monitor, lead/supervise the contract implementation;
 - Help in managing the quality and timeliness of consultants' work to World Bank, DepEd and relevant procurement standards;
 - Lead technical review of draft and final deliverables;
 - Coordinate review by World Bank Procurement Specialists; and
 - Manage consultations and disclosure of documents.
- d. Lead in the evaluation of bids/proposals and contracts, and the preparation of reports, more specifically:
- Ensure that the technical, commercial, legal and financial aspects of the bids/proposals are evaluated, in accordance with the requirements of the relevant procurement documents;
 - Review and issue comments, as necessary, on contract packages procured;
 - Assist in the review and preparation of the WB's standard evaluation reports prepared by the PMUs for all contracts subject to prior review before their sending to the WB for "no objection";
 - Prepare endorsement letter for Procurement Service regarding the request for World Bank "No Objection" for the re-bidding of subprojects;
 - Review of the request for the No Objection Letter for re-bidding;
 - Ensure that project costing is in line with the project outcome;
 - Ensure the timely procurement documentation for goods, and services (procurement planning and implementation);
 - Review of Bidding Documents, Bid Evaluation Report (BER) and BER Review Report submitted by PMS/PICO, and as needed PMOs of DepEd target regions;
 - Prepare communication to PICO/PMS regarding the result of the review of the BER and its supporting documents;
 - Conduct random monitoring of procurement/contract implementation and provide recommendation/s for possible improvement;
 - Monitor the implementation of the Procurement Plan, analyze procurement performance, and submit a monthly progress report to PMS Director that includes assessment and strategies or recommendations on implementation issues and emerging concerns that need to be addressed; and
 - Set up effective record keeping systems for all prior review and post review contracts or commitments register.

- e. Provide technical assistance to:
 - the Bids and Awards Committee (BAC) at DepEd CO such as shortlisting of consulting firms and the evaluation of technical proposals, and also as needed the BAC at target regions; and
 - End-users in the preparation/updating of Terms of References (TOR), Purchase Requests, and supporting documents such as technical specifications for goods and non-consulting services in accordance with WB Harmonized Procurement Guidelines and the Philippine Government Procurement Law (RA 9184).

- f. Regularly attend in:
 - The pre-procurement meetings, pre-bid conferences and bid openings at DepEd CO and occasionally as needed the PMOs of DepEd target regions to ensure the conduct of said activities are in accordance with the WB Harmonized Procurement Guidelines and Procedures; and
 - The PMS and PICO Coordination Meetings, Mission, etc.

- g. Facilitate or serve as resource person during National Procurement Conferences, semestral implementation support missions with the development partners, and TEACEP's mid-term review;

- h. Provide in-depth procurement training to all relevant stakeholders as required and guide, mentor, and train other relevant staff in procurement undertakings during project implementation;

- i. Develop procurement policies, and update as needed the Project Operations Manual (POM) procurement provisions and Project Procurement Strategy for Development (PPSD) to ensure alignment with TEACEP's project development objectives and responsiveness to actual operations;

- j. Participate in procurement audits and reviews of the project under TEACEP;

- k. Perform other duties that may be required by PMS Director.

Together with the Ad Hoc Project Team for Procurement under PICO, carry out the Project's procurement activities through the Systematic Tracking of Exchanges in Procurement or STEP system including the securing of no objection, preparation or amendment if needed, of bidding documents in accordance with the WB Guidelines and Harmonized PBD, contract management, and contractual payment of winning bidders, and ensure timely receipt of the goods and consultant's status reports;

IV. DELIVERABLES/EXPECTED OUTPUTS:

The provision of technical support to the Ad hoc Procurement team of PICO at DepEd CO is expected to generate the following output:

- Prepare and monitor Annual Procurement Plan
- Timely and efficient preparation of procurement documents (e.g., bidding documents, evaluation reports, draft contract, etc.) and ensure that the procurement documents are compliant to RA 9184 Philippine Bidding Documents and its Harmonized Procurement Guidelines and/ or WB Harmonized Procurement Guidelines;
- Monitor and ensure that all procurement process and requirement in the Systematic Tracking of Exchanges in Procurement (STEP) is complied to minimize cases of rebidding;
- Monthly procurement progress reports;
- Updated POM on procurement provisions/process, PPSD and Procurement Plan;
- The PICO, ProcMS, PIUs and PMOs of DepEd target regions trained and oriented regarding the WB Harmonized Procurement Guidelines;

V. REQUIRED QUALIFICATIONS

In order to carry out the roles and responsibilities, the Procurement Specialist must have the following:

QUALIFICATIONS	Means of Validation (MOV)
<p>Education:</p> <ul style="list-style-type: none"> • Bachelor's degree in any of the following fields: accounting; financial management; political science; public administration business administration; and any related course. 	<p>Transcript of Records / Diploma</p>
<p>Experience:</p> <p>a. At least 5 years of experience in procurement management under foreign assisted projects in public sector or international development banks using government procurement law (RA 9184) and various International Financing Institution's procurement guidelines such as but not limited to, such as World Bank (WB), Asian Development Bank (ADB), Department of Foreign Affairs and Trade (DFAT)</p> <p>b. Experience with World Bank Systematic Tracking of Exchanges in Procurement (STEP)</p>	<p>Personal Data Sheet (PDS)/ Curriculum Vitae, Certificates and Project documentation / contracts/work portfolio showcasing the candidate's involvement in specific procurement tasks.</p> <p><i>*Notarized Personal Data Sheet (PDS) may be submitted during the Invitation of identified/ selected consultants.</i></p>

<p>Trainings:</p> <ul style="list-style-type: none"> • Preferably with training/certification in procurement from an international organization and training/certification on the RA 9184 and its Implementing Rules and Regulations. 	<p>Attendance certificate/ course certificate/ classroom or online</p>
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VI. WORKING ARRANGEMENT

The Procurement Specialist should work closely with the Project Manager and the PICO to ensure that all procurement activities are aligned with the project's overall goals and objectives. The Procurement Specialist should participate in project planning meetings, provide input on the project schedule, develop, and implement procurement plans, manage the procurement process, and monitor contract performance. The Procurement Specialist should also keep the Project Manager and the PICO informed of any changes to the project's procurement needs and should provide the Project Manager with regular updates on the status of procurement activities. Furthermore, the PICO will designate a specific office space within the DepEd Central office for the accommodation of all individual consultants. Consequently, the Procurement Specialist is required to report to this office at least once a week or as necessary to fulfill their duties.

VII. TERMS OF PAYMENT

The payment of salary shall be made bimonthly upon the submission of accomplishment report, certificate of service rendered and acceptance of outputs or certificate of retainership signed by the Head of Office or End User.

Annex A.

RELATED COURSES FOR THE INDIVIDUAL CONSULTANTS

POSITION	REQUIRED COURSES	RELATED COURSES/FIELDS
Project Manager	Social Science	<ul style="list-style-type: none"> ● Sociology ● Psychology ● Social Work ● Community Development ● Peace Studies ● Human Services
	Business Administration	<ul style="list-style-type: none"> ● Entrepreneurship ● Management ● Agribusiness ● Economics ● Industrial Psychology ● Hospitality Management ● Office Administration
	Public Administration	<ul style="list-style-type: none"> ● Applied Social Science ● Management ● Accounting ● Economics
	Economics	<ul style="list-style-type: none"> ● Mathematics ● Statistics ● Law ● History ● Political Science ● International Studies ● Policy Science ● Public Administration
	Education	<ul style="list-style-type: none"> ● Social Sciences ● Mathematics ● Technology ● Humanities ● Filipino ● Social Studies
Procurement Specialist	Accounting	<ul style="list-style-type: none"> ● Business Administration & Management ● Advertising ● Agri-business ● Business Entrepreneurship ● Commercial and Mercantile Law ● Customs Administration

		<ul style="list-style-type: none"> ● Educational Administration/Management ● Entrepreneurial Management ● Hotel and Restaurant Management ● Legal Management ● Marketing Management ● Office Administration/Management ● Public Administration/Management ● Real Estate Management ● Tourism ● Travel Management
	Financial Management	<ul style="list-style-type: none"> ● Entrepreneurship ● Management ● Agribusiness ● Economics ● Industrial Psychology ● Hospitality Management ● Office Administration
	Political Science	<ul style="list-style-type: none"> ● International Relations/Studies ● Political Economy ● Public Administration/Policy ● Development Studies
	Public Administration	<ul style="list-style-type: none"> ● Applied Social Science ● Management ● Accounting
	Business Administration	<ul style="list-style-type: none"> ● Entrepreneurship ● Management ● Agribusiness ● Economics ● Industrial Psychology ● Hospitality Management ● Office Administration
Financial Management Specialist	Accountancy	<ul style="list-style-type: none"> ● Business Administration & Management ● Advertising ● Agri-business ● Economics ● Public Administration/Management
	Business Administration	<ul style="list-style-type: none"> ● Entrepreneurship ● Management ● Agribusiness ● Economics ● Industrial Psychology

		<ul style="list-style-type: none"> ● Hospitality Management ● Office Administration
	Public Administration	<ul style="list-style-type: none"> ● Applied Social Science ● Management ● Accounting
Project Advisor for BARMM	Social Science	<ul style="list-style-type: none"> ● Sociology ● Psychology ● Social Work ● Community Development ● Peace Studies ● Human Services
	Business Administration	<ul style="list-style-type: none"> ● Entrepreneurship ● Management ● Agribusiness ● Economics ● Industrial Psychology ● Hospitality Management ● Office Administration
	Public Administration	<ul style="list-style-type: none"> ● Applied Social Science ● Management ● Accounting
	Economics	<ul style="list-style-type: none"> ● Mathematics ● Statistics ● Law ● History ● Political Science ● International Studies ● Policy Science ● Public Administration
	Education	<ul style="list-style-type: none"> ● Social Sciences ● Mathematics ● Technology ● Languages ● Humanities ● Filipino ● Social Studies ● Values Education