

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANT SELECTION)

PROJECT NO.: 2024-PMS3(010)-BVI-INDV-040

PHILIPPINES

TEACHER EFFECTIVENESS AND COMPETENCIES ENHANCEMENT PROJECT (TEACEP)

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

Assignment Title: Project Manager
Reference No. : TEACEP-CS-2-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 Project Manager for TEACEP renewable every year for five years. The TEACEP Project Manager will oversee the successful implementation of the TEACEP in the targeted regions (IX, XII, and BARMM). This role requires a highly organized and result-oriented individual with experience in managing complex education projects. Upon completion of the contract, the Project Manager will be formally onboarded, integrating them into the project with necessary resources and support to begin the 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: social science; business administration; public administration; economics; education; or any related course	Transcript of Records/Diploma

<p>Experience:</p> <p>a. At least 5 years of experience working in program/project management and strategic leadership in complex development settings or recognized technical expertise</p> <p>b. At least 5 years of experience in working with or in international and donor organizations in the implementation of programs/projects</p>	<p>Personal Data Sheet (PDS)/Curriculum Vitae, Certificates with Work Experience Sheet (WES) and Project documentation / contracts/work portfolio showcasing the candidate's involvement as project manager</p> <p><i>*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 on project management and other related training for the past 5 years 	<p>Certificate of Participation</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 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 Malcols 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

Project Manager

I. PROJECT BACKGROUND

The Department of Education (DepEd), together with World Bank (WB), 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 PDOs:

- 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.

In terms of project management, monitoring, and reporting of activities and milestones, the Project Management Service (PMS) as the lead implementing office, will collaborate with the Project Implementation Units (PIUs) within DepEd Central Office (CO), Regions IX and XII, and the Ministry of Basic, Higher and Technical Education (MBHTE). A Project Integration Coordination Office (PICO) will be established comprising of technical staff to be deployed at the CO and at the project-supported regions. The PICO will generally support coordination among the Project Steering Committee (PSC), Project Management Committee (PMC), and Technical Working Groups (TWGs), providing guidance on project outputs and schedules. Further, the PICO and concerned PIUs will work directly with a procured consultancy firm in carrying out the implementation of project activities. The structure of PICO is in Attachment 1.

In support of the achievement of the project objectives, it is necessary to secure various deliverables for the project 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 PBC component or the expenditure-based component pertaining to IPF must adhere to the WB's Procurement Guidelines for Implementing Agency.

In relation to this, a Project Manager will be procured to work with the PICO on the overall implementation of the project.

II. OBJECTIVE

The Project Manager will work with the PICO in overseeing, monitoring, and evaluating the comprehensive implementation of project activities, and will collaborate closely with PMS throughout the project's implementation. The Project Manager will be tasked to lead Hired TEACEP Team composing of procured individual consultants and contract of service personnel which will provide technical assistance at the central level. The Project Manager, as a key figure, will not only guide the project team but also foster seamless cooperation with PMS, facilitating a synergistic approach to project execution.

III. SCOPE OF SERVICES

Under direct supervision of the Head of the PICO, the Project Manager will undertake the following tasks related to the implementation of the TEACEP.

- a. Provide strategic leadership to the Hired TEACEP Team
 - Organize regular strategy sessions with the project team to discuss long-term goals, assess progress, and make necessary adjustments.
- b. Ensure that project goal and related activities are achieved and implemented in accordance with the work plan duly approved by the PMC.
 - Develop a detailed project implementation plan that breaks down the project goals into actionable tasks, timelines, and responsibilities aligned to Project Operations Manual (POM)
 - Regularly review and update the implementation plan based on project progress and changing circumstances, ensuring alignment with the PMC-approved work plan.
 - Coordinate with relevant stakeholders to ensure buy-in and understanding of the implementation plan's objectives and timelines.
 - Coordinate with Regional PIUs members (Regions IX and XII, and BARMM) to ensure that approved work plan are implemented.
 - And any others related to achieving and implementing project goals and related activities in accordance to approved work plan by the PMC.

- c. Monitor the progress of the project and the delivery of technical, operational, and administrative outputs of the CO project team.
 - Establish a robust monitoring and evaluation framework to track project activities, outputs, and outcomes against predefined targets.
 - Conduct regular performance assessments of team members to ensure they are meeting their individual and collective goals.
 - Analyze project data to identify trends, areas of improvement, and potential challenges, and use this information to inform decision-making.
 - And any others related to monitoring and evaluation of the progress of the project.

- d. Maintain a close working relationship and collaboration with the core actors and the key stakeholders to support problem analysis and identification, planning and prioritization of activities, stimulation of innovation, and risk taking.
 - Facilitate regular communication and collaboration with core actors and stakeholders to understand their perspectives, challenges, and needs.
 - Initiate problem-solving workshops and brainstorming sessions to identify innovative solutions to project-related challenges.
 - Engage stakeholders in the prioritization of activities, leveraging their expertise and insights to make informed decisions.
 - And any others related to building close working relationship and collaboration among the core actors and key stakeholders.

- e. Provide necessary instructions/information to the CO project team;
 - Develop clear and concise communication protocols for disseminating instructions, updates, and project-related information to the team.
 - Regularly conduct team briefings to provide clarity on project goals, expectations, and any changes to project plans.
 - Establish a feedback loop that encourages team members to ask questions, seek clarifications, and share insights on project-related matters.
 - And any others related to disseminating instructions / information.

- f. Review and submit financial, procurement, and project progress reports to concerned offices (internal & external);
 - Collaborate with the finance and procurement teams to review budget utilization and procurement processes to ensure compliance with project guidelines.
 - Facilitate the preparation of comprehensive financial, procurement, and progress reports, detailing expenditures, achievements, challenges, and lessons learned.
 - Coordinate the submission of reports to internal and external stakeholders, ensuring accuracy and adherence to reporting timelines
 - And any others related to project reporting

- g. Provide technical inputs to the evaluation of the project;
 - Collaborate with the evaluation team to provide context-specific insights into the project's design, implementation, and outcomes.
 - Participate in data collection and analysis efforts, offering technical expertise to help interpret findings and draw meaningful conclusions.
 - Suggest recommendations based on evaluation outcomes to improve project effectiveness and impact.
 - And any others related to technical aspect of the project.

- h. Participate in the regular meetings, Focus Group Discussion (FGDs), review missions, etc.
 - Actively engage in regular project team meetings to facilitate information sharing, alignment, and coordination.
 - Participate in FGDs, and project monitoring to gather firsthand insights from stakeholders, beneficiaries, and partners.
 - Represent the project in external events, workshops, and conferences
 - And any others related to meetings, FGD, project monitoring etc.

IV. DELIVERABLES/EXPECTED OUTPUTS:

The provision of Project Manager to the PICO at DepEd CO is expected to generate the following output:

- Project implementation plan that breaks down the project goals into actionable tasks, timelines, and responsibilities aligned to POM;
- Regular updates to the implementation plan based on project progress and changing circumstances, ensuring alignment with the PMC-approved work plan;
- Detailed progress reports on the implementation of the project goals and related activities, including timelines, achievements, and challenges;
- Monitoring and evaluation (M&E) framework aligned to the National Economic and Development Authority (NEDA) requirement and to the POM to track project activities, outputs, and outcomes against predefined targets;
- TEACEP Alert Mechanism and other reportorial requirements to the oversight agencies and development partners;
- Data analysis to identify trends, areas of improvement, and potential challenges, and use this information to inform decision-making;

- Communication protocols for instructions and updates;
- Stakeholder engagement plan for the prioritization of activities; and
- Comprehensive reports for internal and external offices and stakeholders.

V. REQUIRED QUALIFICATIONS

In order to carry out the roles and responsibilities, the Project Manager 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: social science; business administration; public administration; economics; education; or any related course 	<p>Transcript of Records/Diploma</p>
<p>Experience:</p> <p>c. At least 5 years of experience working in program/project management and strategic leadership in complex development settings or recognized technical expertise</p> <p>d. At least 5 years of experience in working with or in international and donor organizations in the implementation of programs/projects</p>	<p>Personal Data Sheet (PDS)/Curriculum Vitae, Certificates with Work Experience Sheet (WES) and Project documentation / contracts/work portfolio showcasing the candidate's involvement as project manager</p> <p><i>*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 on project management and other related training for the past 5 years 	<p>Certificate of Participation</p>

VI. WORKING ARRANGEMENT

The Project Manager, as member of the PICO/PMS will work closely with the PIUs towards the timely achievement of their corresponding project outputs and deliverables. Likewise, the Project Manager shall provide strategic coordination with the PSC, PMC, and TWGs on the progress and actions to be taken in the course of implementation of the project.

Relatedly, the PICO shall provide a specific office space within DepEd CO for all individual consultants. Thus, the Project Manager must report to the office daily to monitor and manage the project.

VII. TERMS OF PAYMENT

The contract of the Project Manager is renewable every year for the duration of 5-years subject to the availability of allotment and performance evaluation.

The payment of salary shall be made bimonthly upon the submission of accomplishment report and certificate of service rendered signed by the Head of Office or End User following all prescribed accounting rules and regulations.

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

		<ul style="list-style-type: none"> ● 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 ● 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

		<ul style="list-style-type: none"> ● 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 ● 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

		<ul style="list-style-type: none">● Public Administration
	Education	<ul style="list-style-type: none">● Social Sciences● Mathematics● Technology● Languages● Humanities● Filipino● Social Studies● Values Education