



CONSUELO

ZOBEL ALGER FOUNDATION

RECRUITMENT

Terms of Reference

Research Firm/Consultant/s for the conduct of
Baseline Research – Scoping of Geographic Areas
for the Next Cohort of Consuelo Partners



TERMS OF REFERENCE (TOR)

Research Firm/ Team of Consultant/s for the conduct of Baseline Research – Scoping of Geographic Areas for the Next Cohort of Consuelo Partners

1. Title of Contractor

Research Firm/ Team of Consultant/s for the conduct of Baseline Research – Scoping of Geographic Areas for the Next Cohort of Consuelo Partners

1.1 Instructions

Interested individuals or groups should submit the following **on or before August 16, 2024, 5pm:**

- a) Cover letter addressed to Dr. Mariella Castillo, Managing Director of Consuelo Zobel Alger Foundation Philippine Branch
- b) For Firms
 - i. Company Profile highlighting relevant experience and track record
 - ii. Team composition which details the assignments of team members
 - iii. CVs of team members
- c) For Teams of Consultants
 - i. Team composition which details the assignments of team members
 - ii. CVs of all team members
- d) Certificates of completion from at least two (2) previous clients on similar projects undertaken
- e) Technical Proposal which demonstrates the understanding of the Terms of Reference, explains the proposed approach to the Research Study, and outlines the data collection and analysis methods that will be used to meet the Research Objectives
- f) Financial Proposal
- g) Sample related work

Send all requirements to consultancy@consuelo.org.

2. Period of Contract

The period of this assignment is from **September 6, 2024 to February 14, 2025**.

3. Background

Consuelo Foundation is a private operating foundation with the mission to promote the wellbeing of at-risk children and families in the Philippines and Hawai'i, and to prevent and treat their abuse, neglect, and exploitation. We do this through innovative and effective strategies and services that engage and empower individuals, families, and communities.

At present, Consuelo implements all its programs, namely: 1) Protection and Recovery Program (PRP), 2) Life Skills Plus (LS+) Program, 3) Family Strengthening (FS) Program, and 4) Child Abuse Protection and Intervention Network (CAPIN) with the help of partner organizations in various areas nationwide. As part of its results- and evidence-based approach to programming, Consuelo is endeavoring the intentional convergence of implementation across its different on-site operations within the Philippines.

This baseline research aims to contribute to testing the viability of convergence implementation of all its programs in selected geographical sites within the Philippines. This research shall provide evidence-based information on how to prioritize sites through developing a set of relevant criteria. It shall be carried out in two phases: the first phase will primarily focus on developing the criteria for site prioritization and shortlisting sites, whereas the second phase shall be dedicated to the in-depth assessment of the shortlisted sites.

The initial phase will be carried out by the Communications, Research, and MEAL (CRM) Unit of Consuelo Foundation; while the second phase will be done by the contracted research firm / individual.

4. Scope of Work

A research firm/individual will be contracted by the Foundation to conduct an in-depth assessment of the shortlisted priority sites. This phase involves finalization of the shortlisted sites and thorough review of factors for success and possible challenges that may arise in program implementation, monitoring and evaluation.

The research firm shall employ data collection and analysis strategies that may include but are not limited to: document review, analysis of primary and secondary data, key informant interviews, focus group discussions, and surveys. Through this process, the firm shall be able to provide a more in-depth assessment.

The firm shall confirm with the Social Welfare and Development Agencies (SWDAs) if they are operating in the identified priority sites, and assess the SWDAs to determine the alignment of Consuelo's priorities and program outcomes to their respective organizational mission and thrusts. This shall include recommendations on strategies and approaches, particularly in achieving program outcomes and addressing potential gaps.

4.1 Research Objectives and Questions

The Research aims to:

- Determine the facilitating and hindering factors that may be encountered before and during program implementation that can help assess the viability of prospect sites and partners; and
- Provide recommendations on how to achieve the desired outcomes of all Consuelo Programs for the identified priority sites.

The Research seeks to answer the following questions:

- Confirmation of list of SWDAs that operate in the identified municipalities
- Socio-demographic Characteristics of the City/Municipality
 - What is the general information on the population of each shortlisted site (sex-disaggregated and age-disaggregated data included)?
 - What are the settlement patterns in the selected LGUs? What are the underlying physical, social, cultural, economic, political, and other factors influencing/those that influenced these settlement patterns?
 - How many children with disabilities live in each shortlisted site?
 - What is the average household size in each shortlisted site?

- Economic Characteristics of the City/Municipality
 - What is the average household income in each shortlisted site?
 - What are the major employers and industries in each shortlisted site?
 - What is the occupational mix/distribution of employed citizens among the shortlisted sites (e.g. agriculture, manufacturing, services, etc.)?
 - What are the common and unique sources of income (street food vendors, online sellers, vlogging, etc.) of the families in the selected LGU? What factors shape these sources of income?
 - What is the unemployment rate among the shortlisted sites?
 - What are the demographics of working children in the shortlisted sites (including sex-disaggregated and age-disaggregated data)?
 - What are the common and unique factors behind children engaging in child labor among these shortlisted sites? What are the underlying factors behind child labor trafficking?

- Education Characteristics of the City/Municipality
 - What is the literacy rate of the citizens for each shortlisted site? What is the average highest educational attainment of citizens in each shortlisted site?
 - What are the education and child development facilities available on each shortlisted site? (e.g. childhood development centers and special education centers for children with disabilities)
 - How are these facilities equipped to address the needs of the children within the LGU?
 - What is the out-of-school youth and children incidence among these shortlisted sites? Do the shortlisted LGUs assess the reasons/factors behind these statistics?

- Governance Aspect (Existence of Four Legacies on Children)
 - Do these shortlisted LGUs formulate, fulfill, and initiate the four legacies for Children, namely the following:
 - Do these shortlisted LGUs have an available and up-to-date Local Development Plan for Children? If none, why? When was it last updated? If not updated, is it still relevant to the current state of the shortlisted LGUs?
 - Do these shortlisted LGUs have an available and up-to-date Local Investment Program for Children? If none, why? When was it last updated?

If not updated, is it still relevant to the current state of the shortlisted LGUs?

- How much of the LGU's budget is allocated for child protection/ children?
 - Do these shortlisted LGUs have an available and up-to-date Local Code for Children/Existing Child Protection Ordinance? If none, why? When was it last updated? If not updated, is it still relevant to the current state of the shortlisted LGUs?
 - Do these shortlisted LGUs have an available and updated Local State of Children Report? If none, why?
 - How do the selected LGUs engage with their stakeholders? What are the strategies of these sites in terms of engaging/nourishing partnerships and participation from other sections?
- Child Protection
 - What types of formal and informal child protection actors and services are present and available on the shortlisted site?
 - Are child protection services accessible to the community? If yes, what are the factors that helped facilitate accessibility? If not, what are the common challenges encountered by those who avail it?
 - Are there any available alternative care institutions (e.g. Bahay Pag-asa) within the shortlisted sites? What type of alternative care institutions are available, if any?
 - What type of services do the existing private Social Welfare Development Agencies (SWDAs) within the shortlisted sites provide? What aspect(s) do they help with and who do they usually cater to (in relation to child protection)?
 - What types of child protection plans, programs, and activities (PPAs) are available in each shortlisted site?
 - Is there enough budget allotted for these PPAs? Is there a staff complement to facilitate the implementation of these PPAs?
 - Are citizens (duty bearers, in particular) in the shortlisted LGUs aware and knowledgeable of existing Child Protection laws?
 - If yes, to what extent is their level of awareness and knowledge?
 - How is this demonstrated by the citizens (e.g. awareness is demonstrated by maximizing the presence of existing VAWC desks; for duty-bearers – allocation of budget and available of programs for children)?

- What efforts have been made, if any, to inform local citizens of the available local child protection services?
 - How does the LGU make use of the data/information it receives through its reporting platforms (e.g. by the Local Social and Welfare Development Office (LSWDO), particularly local VAWC desks)?
 - How many children in conflict with the law (CICLs), children affected by armed conflict, and those with CANE cases (e.g. OSAEC) live in each shortlisted site? What are the response/case management practices of these LGUs for these cases?
- Child Abuse, Neglect, and Exploitation (CANE)
 - CANE Reporting and Case Management Systems
 - Is there a multi-disciplinary team (MDT) in charge of handling CANE cases? Can you describe the MDT's case management response?
 - Can you describe the continuum of care (from referral to rescue to family/community reunification) available and practiced among CANE survivors?
 - Is there a reporting and monitoring system in place for reporting CANE cases?
 - Is there a Child Protection Unit?
 - Are they able to provide estimates of CANE cases?
 - In the past years, what is/are the trend/s in the reporting of VAWC cases to the VAWC desks of shortlisted sites?
 - What are the common and unique reported types of cases in each shortlisted site?
 - Is there a decrease/increase in the VAWC reports filed by the citizens?
 - Is there a decrease/increase in the VAWC cases reported that have been addressed/taken action of?
 - What are the emerging issues in terms of Child Abuse, Neglect, and Exploitation (CANE) in the shortlisted sites?
 - Is there a common pattern/trend observed among the shortlisted sites?
 - What are the common and unique socio-cultural norms that can be observed in each shortlisted site? How do cultural and ethnic beliefs affect the norms in each site?

- What are the disaster incidence data and in-migration and out-migration rates in each shortlisted LGU?
- Information on SWDAs within the Locality
 - *Programmatic Aspect (Track Record/Experience)*
 - Does the SWDA cater/serve clientele similar to Consuelo Foundation's?
 - What type of programs does the SWDA currently offer/implement?
 - Has the SWDA implemented a program/project on child development/protection and child participation? (*How do SWDAs define child participation?*)
 - Are these programs/projects aligned with the goals of Consuelo's Programs (PRP, LS+, CAPIN, or FS)?
 - Does the SWDA have any experience implementing programs/projects funded by donors/external funders? Any experience in grant reporting (program and finance)?
 - How does the SWDA measure and track the progress and implementation of its programs and activities?
 - Based on experience in project implementation, what common and unique challenges has the SWDA encountered (e.g. funding processes such as liquidation and reimbursement, grant reporting, turnover of staff, legal issues, engaging with stakeholders, etc.)?
 - *Governance and Operations*
 - Does the SWDA have a functional structure?
 - In terms of leadership (e.g. decision-making body or board and executive committee)?
 - In terms of staff complement (e.g. presence of an executive team/organizational structure)?
 - Does the SWDA have an accounting and financial system in place (e.g. presence of the organization's accounting and finance policies and personnel)
 - Does the SWDA have its own organization policies on Child Protection, Safeguarding, Prevention of Sexual Exploitation and Abuse, Fraud, etc.?
 - Due Diligence. Were there any pending/filed administrative/criminal cases against the organization/Leadership/Founder/staff?

- *Partnership Opportunities/Networks Available and Community Relations*
 - What are the practices and strategies of the SWDA in stakeholder engagement? What are the practices and strategies of the SWDA in terms of engaging with their respective LGUs?
 - Is the SWDA a member of any child protection/child rights group/network?
 - Does the SWDA have a presence in the local communities within its locality/outside its LGU?
 - Does the SWDA have any experience doing collaborative work/projects with any government agency/local government unit? With local/international NGOs?
 - How does the SWDA contribute within and beyond its local community in terms of lobbying/advocating reforms on child development and protection?

- *Sustainability*
 - Does the SWDA/organization have a (business) continuity plan to ensure the sustainability of its programs/projects?
 - For organizations reliant on external funding: Is there an existing plan to ensure the sustainability of operations and programs beyond funding/support?
 - Does the SWDA register, assess, and manage its identified risks? How does the SWDA practice risk registry and assessment?

4.4 Methodology

The research firm/individual shall employ data collection and analysis strategies that may include but are not limited to: documents review, analysis of primary and secondary data, key informant interviews, focus group discussions, and surveys.

Target participants will be LGUs and SWDAs from the **six*** shortlisted sites.

**For cost proposal, kindly prepare rates for Metro Manila, Luzon, Visayas, Mindanao.*

5. Qualifications

Interested firms/ teams of consultants must have:

- Graduate degree/s in Development Studies, Social Work, Community Development, or relevant social science disciplines
- Demonstrated experience in designing and conducting baseline research, stakeholder mapping and assessments on development interventions implemented by government agencies or non-government organizations
- Expertise on child protection and child participation frameworks and approaches
- Strong communication skills in English and Filipino
- Experience combining quantitative and qualitative methods for mixed-method analyses
- Ability to contract and mobilize field staff to different sites in the Philippines

6. Engagement Activities, Timeline, Deliverables, Payment Tranches, and Due Dates

Activities	Timeline	Deliverables	Due Date	Payment Tranche
Submission of Inception Report, specifying the details of the methodology and timeline of activities, including secondary data review and tools for data collection	2 weeks from start date	Inception Report with literature review and draft of tools	September 20, 2024	-
	6 days review + 6 days revision	Review of Inception Report by Consuelo and revision of contractor	October 8, 2024	30%
Data Collection and Writing of Draft Report	11 weeks	Draft Report	December 20, 2024	-
Revision of Draft Report based on initial comments from Consuelo Foundation	5 days review + 5 days revision	Revised Report Matrix of Comments and Actions undertaken to address the Comments	January 14 to January 28, 2025	40%

Presentation of Revised Report / Validation	Upon approval of revised report	PPT	February 4, 2025	-
Writing of Final Report incorporating final comments of Consuelo Foundation	1 week after presentation	Final report Matrix of Comments and Actions undertaken to address the Comments	February 14, 2025	30%

Note: The final tranche will be released once the report is considered final and approved by Consuelo Foundation.

7. Invoicing and Payment

The Consultant shall submit an Invoice or Billing statement for the payment of the completed deliverable. Payments will be made upon final acceptance and approval of the deliverable.

8. Reporting and Monitoring:

The MEAL Officer will be responsible for the supervision of the Contractor’s performance of this assignment. Technical outputs and deliverables will be reviewed by the Communications, Research, and MEAL Manager, Programs Director, and SI Manager. Final approval will be provided by the Managing Director.

9. Approval

The above Terms of Reference have been prepared, reviewed, and edited to a degree sufficient for approval and contracting.