



## **REQUEST FOR EXPRESSION OF INTEREST**

(Small Value Procurement)

### **PROCUREMENT OF CONSULTANCY SERVICES (INDIVIDUAL) FOR PILOT TESTING OF GUIDEBOOK FOR BAHAY PAGASA MANUAL OF OPERATIONS JJWC REI NO. 22-013**

The Juvenile Justice and Welfare Council (JJWC), through the Policy and Research Division (PRD), intends to apply the sum of **Three Hundred Fifty Thousand Pesos (Php 350,000.00)** as Approved Budget for the Contract (ABC) chargeable against the 2021 Continuing Funds and 2022 GAA Funds for the **Procurement of Consultancy Services (Individual) for Pilot Testing of Guidebook for Bahay Pagasa Manual of Operations.**

#### **I. RATIONALE**

In 2021, the Juvenile Justice and Welfare Council (JJWC) initiated the development of a Guidebook for Bahay Pagasa Manual of Operations (Guidebook, for brevity) to standardize programs development, services provision, and the overall operations of CICL facilities managed by Local Government Units (LGUs) and Non-Government Organizations (NGOs). The Guidebook provides, among others, the mandatory contents of a BPA manual of operations, laws, guidelines, and policies that should be considered, and accreditation requirements demanded by the DSWD.

The Guidebook fulfills the JJWC Directives during the 4<sup>th</sup> Regular Council Meeting (2021) to develop a standardized manual of operations and treatment plan for BPAs and similar facilities in response to the results of BPA Profiling that majority of BPAs have no clear programs for children. The JJWC hopes that with the help of the Guidebook, more BPAs will conquer Level 1 and 2 Accreditation, and consequently provide more effective and comprehensive programs and services for the rehabilitation and full reintegration of more CICLs into their families and communities.

The Guidebook provides a comprehensive guide to Bahay Pagasa and NGO residential facilities for children in conflict with the law (CICL) in developing their Manual of Operations. It ensures that Bahay Pagasa (BPA) Manual of Operations complies with the requirements for accreditation of the DSWD Standards Bureau, principles for program development, and aligned with appropriate laws, guidelines, and policies. The JJWC hopes that with the help of the Guidebook, more BPAs will improve the services and programs provided by BPAs to children in conflict with the law, and consequently, will be able to

obtain Level 1 and 2 DSWD Accreditation.

The development of Guidebook for Bahay Pagasa Manual of Operations is also anchored on the following legal mandate of the JJWC and partner agencies:

Sec. 49 of Republic Act 9344 as amended by Republic Act 10630, mandates the establishment and operation of Bahay Pag-Asa in every province and highly-urbanized city which shall be responsible for building and operating a “Bahay Pag-asa” within their jurisdiction following the standards that will be set by the DSWD and adopted by the JJWC;

Sec. 4 of R.A. 9344 as amended defines a “Bahay Pag-asa” as a 24-hour child-caring institution established, funded and managed by accredited local government units (LGUs) and licensed and/or accredited nongovernment organizations (NGOs) providing short-term residential care for children in conflict with the law who are above fifteen (15) but below eighteen (18) and are awaiting court disposition of their cases or transfer to other agencies or jurisdiction;

Rule 80 (g) of RA 10630 Revised Implementing Rules and Regulation (RIRR) requires that “no Bahay Pagasa shall operate without a valid registration, license and accreditation certificate from DSWD; Provided that a ‘Bahay Pag-asa’ managed by the LGUs shall be exempt from registration and licensing, but it shall be required to be accredited by the DSWD.”

Rule 80 (i) of RA 10630 RIRR directs that “The JJWC, through the DSWD, shall monitor the compliance of the LGUs with the operational guidelines of the “Bahay Pag-asa”. Rule 99.a of the RIRR further provides the specific duty of the Department of Social Welfare and Development (DSWD) to review, revise, enhance existing guidelines and standards or develop new set of standards for the establishment and operation of “Bahay Pag-asa,”

### **Current Status of BPA Accreditation**

The provisions of law notwithstanding, the records of the DSWD Standards Bureau revealed that only 17 of 93 BPAs has valid accreditation as of September 2021. Of the 17 accredited BPAs, only one (1) has reached level 2 accreditation.

One of the bottlenecks in the accreditation of Bahay Pagasa is the development of Bahay Pagasa Operations Manual. There is no existing guideline on what an Operations Manual should contain as well as standards in developing the same.

The JJWC, in partnership with the DSWD, sought to address this gap by coming up with a Guidebook that LGUs and NGOs may use as guide to facilitate the drafting of their operations manual. The Guidebook is primarily useful to existing BPAs seeking to improve their current operations and merit DSWD accreditation. It is also foreseen to help to plan for, staff and operate envisioned

Bahay-Pag-asa facilities by laying out the different standards and requirements that have to be met.

### **Development of the Guidebook**

The Guidebook resulted from collaborative efforts of the JJWC, Department of Social Welfare and Development (DSWD), Commission on Human Rights, select Bahay Pagasa representatives, and experts on restorative, juvenile & welfare concerns composed of Professor Raymund Narag and Director Gil Tuparan. The first draft of the Guidebook was presented and opened for scrutiny of Bahay Pagasa representatives and Technical Working Group (TWG) in a workshop held on November 11-12, 2021. The revised draft was then validated a month later on December 10, 2021. Follow through discussions with NGO partners was held on February 11, 2022. The final draft has been submitted to the JJWC for final review and endorsement to the Council Membersto authorize the pilot testing/roll out of the Guidebook to three pilot Bahay Pagasa. he pilot testing will validate the responsiveness of the Guidebook in drawing out appropriate programs for children in residential care facilities prior final approval of the Council and endorsement to the DSWD. The Pilot BPAs will be selected based on the following criteria:

1. The BPA is from UNICEF Pilot-area
2. The BPA will apply for accreditation or will renew its accreditation by 2022 or 2023
3. At least one BPA catering to girl CICLs
4. At least one BPA from each of the following LGU categories: HUC / City, 3<sup>rd</sup> or 4<sup>th</sup> class province, and 1<sup>st</sup>-2<sup>nd</sup> class provinces
5. The BPA previously handled CICLs with disability, LGBTQIA, and/or Muslim children or from indigenous tribe.
6. At least one of the BPAs must be managed by LGU with CLJIP.
7. Preferably part of the Guidebook development workshops
8. Such other consideration which the JJWC and consultant may deem appropriate.

The active participation of CICLs in the pilot-testing and validation process Will help ensure that appropriate programs and services will be reflected in the BPA Manual of Operations. CICLs' comments and inputs must also influence the conflict resolution, grievance mechanism, and behavior management system within the center to warrant their full participation in the operation and management of the BPA. Standardized forms and templates for reports, taking into consideration the NJJWMIS, will also be developed as the JJWC take stock of commonly-used forms by the BPAs to guide the collection of data and analysis that should be reflected in the reports of the BPAs.

Overall, the immediate output of the pilot testing will be the draft Bahay Pagasa Manual of Operations that will be submitted by the LGU to the DSWD for accreditation. The JJWC will follow through the progress of the BPA's

application and the DSWD's response and comments on the pilot Bahay Pagasa Manual of Operations as inputs for the further refinement of the Guidebook. More than the template BPA MoP, however, this project aims to achieve the following outcomes: 1) improved programs and services for CICLs in BPAs; 2) increase in the number of CICLs who are rehabilitated and fully integrated into their families and communities.

In this regard, the Policy and Research Division respectfully requests the engagement of a consultant who will facilitate the pilot testing of the Guidebook to BPAs.

## **II. OBJECTIVES**

1. Pilot test the Guidebook for Bahay Pagasa Manual of Operations to three (3) BPAs to test the effectiveness and usefulness of the Guidebook in assisting Bahay Pagasa develop their operations manual and improve their programs and services for full rehabilitation and reintegration of CICLs into the community.
2. Further refine the Guidebook as needed.

## **III. FUNCTIONS & DELIVERABLES OF THE CONSULTANT**

1. Facilitate the Pilot-Testing of the Guidebook for Bahay Pagasa Manual of Operations to three (3) Bahay Pagasa which shall be called pilot BPAs
2. Orient the BPAs in the use of the Guidebook for BPA Manual of Operations
3. Coach and mentor pilot BPAs in drafting their Manual of Operations
4. Further refine the Guidebook as needed.
5. Participate in coordination meetings with JJWC and BPAs

## **IV. QUALIFICATIONS**

To ensure that the consultant possesses the necessary educational background / knowledge, skills, and attitude for the project, the following qualifications shall be required:

1. Post graduate degree in social sciences, public administration/management, social work, law, or other fields of studies relating to human behavior, governance, and management.
2. Previous work experience in social welfare and development agency for at least two (2) years
3. Previous work experience relating to juvenile justice and welfare
4. Excellent analytical, communication, and writing skills

## **V. SELECTION CRITERIA**

The consultant will be selected based on Quality-Based Evaluation (QBE) Method using the following criteria:

<b>Education and Training</b> Post graduate degree in social sciences, public administration/ management, social work, law, or other fields of studies relating to human behavior, governance, and management.	<b>40%</b>
<b>Experience</b> Previous work experience in social welfare and development agency for at least two (2) years (30%)	<b>40%</b>
Previous work experience relating to juvenile justice and welfare (10%)	
<b>Skills</b> Excellent analytical, communication, and writing skills	<b>20%</b>
<b>Total</b>	<b>100</b>
<b>Passing Rate</b>	<b>75%</b>

## V. WORKPLAN AND SCHEDULE OF PAYMENT

The proposed budget for the contract is inclusive of taxes and charges which the government may impose such as, but not limited to, income tax for professionals and consultants:

ACTIVITY	Timeline (2022)	Fund Requirement
<b>I. Preparatory Activities</b>		
Initial Meeting upon issuance of NOA		
Submission of invitation letter to pilot BPAs	One week from initial meeting	Php50,000.00 (1 <sup>st</sup> tranche)
<b>II. Identification of Pilot BPAs and Coordination</b>		
Selection of Pilot-BPA	April	
Consultation Meeting/s to plan schedule of orientation, coaching, monitoring, and other Activities	April-May	
<b>III. Drafting of Manual of Operations of Pilot BPAs</b>		
Orientation on the Guidebook for Bahay Pagasa Manual of Operations	May	Php100,000.00 (2 <sup>nd</sup> tranche)
<b>Coaching &amp; Mentoring, Drafting of BPA MOP</b>	May to August	Php100,000.00 (3 <sup>rd</sup> tranche)
Follow through Meetings	May to August	
Submission of Pilot Test Report to JJWC	September	
<b>IV. Review and Approval</b>		
Submission of the Guidebook for BPA Manual of Operations to Council Members for approval	September	


Submission of BPA Manual of Operations sample & template forms to JJWC Management	September	Php100,000.00 (4 <sup>th</sup> tranche)
TOTAL		<b>Php350,000.00</b>

**IN VIEW OF THESE, THE JJWC NOW INVITES INTERESTED CONSULTANTS TO BID ON THIS PROCUREMENT AND SUBMIT THE FOLLOWING:**

1. Letter of Expression of Interest addressed to the Bids and Awards Committee Chairperson.
2. Eligibility and Technical Documents:
  - a) Updated Mayor's Permit if Sole Proprietorship or Corporation, or BIR Certificate of Registration if registered as Individual Consultant/Service Provider;
    - For sole proprietorship or corporation with pending mayor's permit renewal, please include the receipt of the filed permit renewal for 2022 together with the 2021 Mayor's Permit.
  - b) PhilGEPS Registration No.; and
  - c) Curriculum Vitae/Resume of person/s to handle the project
3. Other documentary requirements may be required in the evaluation:
  - Company Profile (If Sole Proprietorship or Corporation);
  - Statement of on-going and completed contracts; and
  - Sample/previous work similar to the project or technical proposal for the consultancy project in lieu of sample/previous work.
4. Financial Proposal

Please submit the aforementioned documents in a sealed envelope stating the Title and Number of the Procurement activity at JJWC BAC SECRETARIAT, #140 Maginhawa St., Sikatuna Village, Diliman, Quezon City or send through email at [rvcorpuz.jjwc@gmail.com](mailto:rvcorpuz.jjwc@gmail.com) copy furnish [procurement@jjwc.gov.ph](mailto:procurement@jjwc.gov.ph) on/or before 02 May 2022 at 3:00 PM **or the latest update of deadline specified in the notice at PhilGEPS.**

The Consulting Services shall be procured through Small Value Procurement pursuant to section 53.9 of the Implementing Rules and Regulations (IRR) of the Republic Act No. 9184 (Government Procurement Reform Act) and proposals shall be evaluated through Quality Based Evaluation (QBE) Method with consideration on the Financial Proposal.

**ALMA C. ORTIZ**  
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 Bids and Awards Committee  
 Juvenile Justice and Welfare Council  
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