



JAIIME V. ONGPIN FOUNDATION, INC.
Ensuring a legacy of sustainability for future generations.

TERMS OF REFERENCE

PREPARATION OF TERMINAL REPORT AND BEST PRACTICES OF THE PROJECT *“Mobilizing Investments and Community Participation in SDGs through GeoMapping in the Philippines”*

I. RATIONALE:

The German Ministry approved Jaime V. Ongpin Foundation, Inc.’s (JVOFI’s) one-year project entitled “Mobilizing Investments and Community Participation in SDGs through GeoMapping in the Philippines” starting November 16, 2018 whose main objective is to:

Mobilize domestic resources and private investments for sustainable development through partnerships between academic institutions, private sector networks and the government for the implementation of pilot development programs in specific communities.

The project aims to instigate discussion among stakeholders and galvanize them to address the SDGs by harnessing technology and visualization tools to communicate statistics. Anticipated benefits of the project are:

- Use of open source software will keep costs down and ensure it can be sustained by the Benguet provincial government.
- Because it is simple, practical, innovative and replicable, it will encourage government agencies and other LGUs to adopt it.
- It will facilitate clear targeting and direct government spending where it is needed most.
- It will encourage participation and collaboration among stakeholders consistent with the integrated approach needed to reduce extreme poverty and build prosperity sustainably.
- Stakeholder involvement will secure ownership and commitment to align their programs to the SDGs.

For these objectives to be replicated, a well and comprehensive written reports are very significant for the donors, partners and other interested organizations to appreciate the project’s purpose and accomplishments. To be able to achieve this, there is a need to get an expert to do the review of the existing activity reports and attend the remaining activities of the project, this will provide him/her ideas and first-hand information in writing the terminal report capturing the best practices. These includes methods and processes of partnering with the Local Government Units (LGUs) and the member of the Technical Working Group (TWG).

II. EXPECTED DELIVERABLES:

The documenter shall accomplish the following until November 15, 2019:

1. Provide a work plan to accomplish the following:
 - a. Terminal report covering the salient agreements and insights of the following activities:
 - Inception meeting,
 - Project Orientation and Partnership Agreement (PPA),
 - GIZ TWG meetings,
 - Training Activities on Open Source Mapping and Data Analysis and Visualization, and Statistical Literacy,
 - Mentoring and Coaching Activities,
 - Municipal and community Presentations, and
 - Provincial and RDC Committee presentation
 - b. Documentation of Best Practice highlighting the project processes such as identification of the project and its project partners and identification of methods and tools in achieving the project goals and prioritizing indicators of the Sustainable Development Goals (SDG) that will be mapped out. It will also cover the significant insights from the stakeholders and the JVOFI project team.
2. Outline of the terminal report and Best Practice to be accomplished,
3. Conduct random interviews of project partners and recipients to be included in the Terminal report and Best Practice Documentation;
4. Attend the community presentation to have a first-hand information of the agreements in the community which will be included in the Terminal Report and Best Practice documentation, and
5. 1 well written Terminal Report and 1 Best Practice documentation

III. TERMS AND CONDITIONS:

1. The services of the documenter shall be subject to the approval of the Executive Director of the JVOFI;
2. The documenter shall be paid an amount of **forty five thousand pesos only** (PHP 45,000.00) inclusive of tax, transportation and miscellaneous expenses for the total package, upon submission of the expected deliverables and documentation report.
3. That the Jaime V. Ongpin Foundation, Inc. as withholding agent will withhold 10% tax as required in Republic Act Nos. 8424, 9337, 9442 and 9504;
4. The documenter shall coordinate with the Project team for the reports needed for the preparation of the Terminal report and the Best practice and contact information of individuals or groups in the community that will be interviewed;
5. The documenter shall prepare and submit a work plan in the accomplishment of the expected deliverables;
6. The documenter shall submit an electronic copy and hard copy of the reports to the Foundation; and
7. That upon payment of the professional fee to the evaluator, all obligations of the Foundation is satisfied as its obligation is limited to the payment to the professional fee agreed upon.

IV. MANNER OF PAYMENT

JVOFI shall pay the above contract price to the DOCUMENTER in the following manner:

- a. **25% (Php11,250.00)** - mobilization fee upon perfection of this Contract and work plan;
- b. **20% (Php 9,000.00)** - upon submission of report outline of the Terminal Report and the Documentation of the Best Practice ;
- c. **25% (Php 11, 250.00)** - upon submission of the Best Practice report; and
- d. **30 % (Php 13,500.00)** - upon submission of the Terminal report on or before November 15,2019