**Terms of Reference of the Service Provider for the**

**Development of a Comprehensive Action Plan for EO 141**

**Date: August 2021 to June 2022**

**Background**

Executive Order 141 - which declares addressing adolescent pregnancy as a national priority was signed by the President last 25 July 2021. The objective of the EO is to serve as a policy framework for inter-agency action that will respond to the challenge of high adolescent pregnancies in the country and was primarily championed by POPCOM in the Human Development and Poverty Reduction Cluster of the Cabinet - which is composed of agencies such as POPCOM, DOH, DepEd, DSWD, NAPC, and NYC, among others.

**Other salient points of E.O.141**

* All government agencies and instrumentalities shall identify and implement as far as practicable interventions related to the prevention of adolescent pregnancies such as CSE, employment opportunities for young people, and health promotions through media and communications. Agencies shall also closely monitor the implementation of intervention in their regional and field offices and units
* Extend all assistance necessary to capacitate SKs in implementing programs, activities, and projects within their localities
* NYC to establish a forum between government and youth sector on the proper planning and evaluation of policies, program and activities affecting the youth
* POPCOM to consolidate into a ComprehensiveAction Plan towards the Prevention of Adolescent Pregnancies
* DBM shall ensure that the annual National Expenditure Program shall include initiatives for the prevention of adolescent pregnancies in the annual Budget Priority Framework and its corresponding budget guidelines

While the Executive Order is relatively new, initiatives and programmes to address adolescent pregnancy, either directly or as part of a bigger initiative, are already being done or have started. Some of these key initiatives include the Implementation of the Comprehensive Sexuality Education (CSE) as stipulated in Sec. 14 of the RPRH Law with the Department of Education as the lead agency, assisted by UNFPA Philippines and its implementing partner; and Youth Leadership and Governance programme which capacitated Sangguniang Kabataan (SKs) Leaders to lead and participate in developing, implementing, and monitoring and evaluating sexual and reproductive health programs in local government units through specific multi-agency and multi-level interventions which include health, education and livelihood. There are also various initiatives being implemented by partners nationwide, which were already being initially discussed during the Kapit-Kamay Summit last 2019 as a result of the President’s directive to convene relevant stakeholders to understand the education, development, and health dimensions of adolescent pregnancy and form a multi stakeholder commitment (refer to Manila Declaration to Address Adolescent Pregnancy) to address the said issue.

The EO 141, therefore reiterates the need to continue synergizing efforts to strengthen or effectively implement existing programs aimed at preventing adolescent pregnancies and protecting adolescent mothers as well as be used for budget advocacy.

##### **Scope of Work**

An external service provider will be engaged by UNFPA to perform the following specific tasks and functions:

* Provide technical assistance to the development of a comprehensive action plan to POPCOM in relation to EO 141
  + Review existing initiatives (programs, activities, projects) related to addressing adolescent pregnancy done by various agencies in the Philippines as well as initial efforts to consolidate and analyze with existing evidence and framework as part of the situational analysis
  + Detail and describe technical strategies with sub-activities and timelines
  + Estimate resources and costs
  + Identify financing gaps
  + Secure approval and buy-in of the comprehensive action plan
  + Establish and manage institutional arrangements for implementation
  + Design interagency monitoring mechanism for the implementation of the Executive Order
  + Develop a resource mobilization plan
* Support in the coordination with relevant agencies (government and/or non-government partners) as necessary. This includes
  + Facilitation and documentation of coordination meetings with government and non-government partners
  + Consolidation of agreements and inputs for key stakeholders for incorporation in the action plan
* To gather inputs from various stakeholders, in particular work with current implementing partners of UNFPA who are working on the components of the EO for incorporation and consolidation into the action plan.
* Perform tasks related to the development of the comprehensive action plan for EO 141

**Expected Outputs**

* Comprehensive National Action Plan for Addressing Adolescent Pregnancy vetted by POPCOM and the HDPRC Cluster
* Medium Term Costing for the Programmes and Activities Detailed in the Action Plan
* Monitoring and Evaluation Framework for the Action Plan
* Technical Assistance to POPCOM in setting up an M&E system for the Action Plan

##### **Institutional Arrangements**

The project will be under the overall supervision of the UNFPA Country Representative and Assistant Country Representative, and the direct supervision of the UNFPA Youth Program Officer and the Population and Development Officer. The firm is expected to work closely with the UNFPA Country Office and the Commission on Population and Development. The firm is expected to

##### **Duration of Work**

The engagement shall commence immediately upon awarding of the contract until June 2022.

##### **Qualifications of the Successful Contractor**

The company must have documented experience in providing support to institutions in their planning and monitoring of major programs. Provision of similar services to UN agencies, government and/or

The contractor should have in their team someone who has at least 5 years work experience related to public sector planning, programming or policy formulation. Having expertise on working on adolescent sexual and reproductive health, and/or adolescent development programmes is preferred.

##### **Scope of Bid Price and Schedule of Payments**

The bidder is expected to submit realistic and competitive itemized cost estimates in undertaking the project, including professional/talent fees if needed, logistics and production. Schedule of payment shall be as follows:

| 25% after the submission of an Inception Report | August 2021 |
| --- | --- |
| 15% after the submission of the draft Comprehensive Action Plan to UNFPA and POPCOM | September 2021 |
| 30% after submission of draft monitoring framework with clear targets and indicators | November 2021 |
| 30% after submission of the final report and documentation on the technical assistance to POPCOM | June 2022 |

The project shall be charged to PHL08DEM-UDD32-PU0074.

##### **Criteria for Evaluation of the Technical and Financial Proposal**

The technical proposal shall be evaluated based on the following criteria:

| Evaluation Criteria | Scoring Percentage |
| --- | --- |
| 1. Project Management 2. Staffing, including proposed members of the team 3. Availability to handle project and finish on schedule to be agreed upon | 25%  15%  10% |
| 1. Technical Expertise 2. Experience in developing comprehensive and strategic national action plan 3. Experience in coordinating government and non-government partners working to address adolescent pregnancy in the country 4. Experience in working with UNFPA | 30%  20%  7%  3% |
| 1. Approach in methodology 2. Likelihood of achieving expected outputs within the given timeframe and budget 3. Appropriateness of approaches and strategies to deliver expected outputs 4. Overall clarity of proposal | 15%  5%  7%  3% |
| Total Technical | 70% |
| Financial Proposal (reasonableness of the bid, comparability with other bids) | 30% |
| Total | **100%** |

##### **Recommended Presentation of the Proposal**

Interested parties are requested to submit a detailed proposal with the following information:

* Work plan reflecting all items under item B (Scope of Work) of this Terms of Reference
* Cost proposal
* Company/organization showing outputs related to development of a comprehensive or interagency action plan
* Top five clients with similar project engagement with contact person’s details, Name & Date of the projects handled, and brief scope of work of the project

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