



Department of Agriculture

**PHILIPPINE RURAL
DEVELOPMENT PROJECT
Mindanao Project Support Office**

TERMS OF REFERENCE (TOR)

**CONSULTANCY FIRM FOR DOCUMENTATION OF SCIENCE-BASED TOOLS &
CONVERGENCE ACTIVITIES OF PRDP IN MINDANAO**

1. Rationale

PRDP kicked off its implementation in 2014, hence, it is turning 10 years this year. To close the Additional Financing 2 (AF2), with grant from the European Union—also known as AF2-EU, and gear up for PRDP Scale-Up, I-Plan Component hereby presents this proposal to develop audio-visual presentations (AVPs) and produce a book featuring the gains and lessons of a decade of project implementation. The need to document the success and lessons surfaced as part of the recommendations pointed out by the World Bank team during its 17th implementation support mission in April 2024.

The AVPs and book will document the success and positive outputs and outcomes of various PRDP subprojects and activities. PRDP's game-changing design involves the implementation of subprojects based on value chain analysis (VCA) of commodities and its integration in the commodity investment plans (CIPs) of local governments. Also, PRDP institutionalized the utilization of other science-based tools, such as geotagging, (expanded) vulnerability and suitability analysis (eVSA), rapid market analysis, commodity prioritization tool.

The VCA, CIPs and various tools will be featured in the documentation, highlighting their role in the strategic and impactful implementation of subprojects. Besides PRDP fund, the CIPs have also facilitated the infusion of investments from government and private agencies to support the priority commodities.

Through the VCA, CIPs and other tools the documentation will examine the subprojects that were implemented, particularly involving the I-BUILD (infra) and I-REAP (agri-fishery enterprise) components. In addition, the documentation will check the convergence initiatives implemented by I-Plan Component through its Subcomponent 1.2 fund.

As the Project has moved to the implementation of PRDP Scale-Up, a video presentation will be developed to show its key features and the gains made during the previous years of PRDP implementation.

2. Scope of Work

A firm will be hired to undertake the development of AVPs and book. The details of the activities/products are as follows:

Audio-Visual Presentations

1. Overview of PRDP Scale-Up: Duration is 5-7 minutes
2. Convergence or I-Plan SC1.2: Duration is 4-5 minutes
3. I-BUILD subproject success story: Duration is 3-5 minutes
4. I-REAP subproject success story: Duration is 3-5 minutes
5. European Union-supported subproject in BARMM: Duration is 3-5 minutes

Stories in Book Form

1. Inside pages: 50 with full color printing; matte finish
2. Cover: full color; 220lb with matte finish
2. Case stories: 12 articles
3. Cross-cutting stories: 3 articles, showing overall gains and lessons in implementation

3. Duration

Activities and timelines are presented below. The products are expected to be completed in November 2024.

| Activities | July | Aug | Sept | Oct |
|---|------|-----|------|-----|
| 1. Conduct of story conference | ■ | | | |
| 2. Writing of scripts for AVPs | ■ | | | |
| 3. Identification of topics and draft contents of book articles | ■ | | | |
| 4. Field visits to do interviews and get video footage | ■ | ■ | | |
| 5. Writing of book articles and preparation of book layout | | ■ | ■ | |
| 6. Final editing of book | | | ■ | |
| 7. Printing of book | | | | ■ |
| 8. Final editing of AVPs | | | | ■ |

4. Estimated Cost & Payment Terms

Total cost is estimated at Php1.5 million, inclusive of professional fees, travel cost, communication, supplies and materials, and other incidental expenses during the conduct of documentation activities.

Outputs and schedule of payment are as follows:

| Outputs | Payment |
|---|----------------------|
| Inception report indicating the agreed outputs, timelines and key contents of scripts and book articles | 30% of contract cost |
| Final draft of scripts | 30% of contract cost |
| First complete draft of articles | |
| First version of AVPs | 30% of contract cost |
| Final layout of articles and photos in book form | 10% of contract cost |
| PSO-approved AVPs | |
| Copies of books printed | |

5. Qualifications & Expertise

Production of AVPs

The consultants/firm shall have at least three (3) years of experience in video production and have produced at least 10 AVPs.

Team composition and expertise are as follows:

- a. Producer
- b. Director/Director of photography
- c. Script writer
- d. Cameraman
- e. Audio/sound specialist
- f. Production assistants
- g. Sound/video editor/post-production supervisor

Book Layout & Production


Consultants shall have at least three (3) years of experience in writing articles/stories and/or technical reports. A portfolio of work sample has to be presented as part of review process. Team composition shall be the following:

- a. Writer/s
- b. Layout artist
- c. Photographer

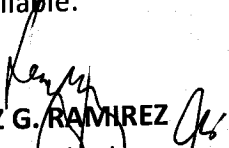
6. Ownership & Confidentiality

PRDP Mindanao holds ownership of the video footage, photos, stories/articles, final AVPs and book that were produced during the contract period. The contracted party/consultants shall not reproduce, copy or sell, at any time, the said materials or outputs to any third party without PRDP Mindanao's official consent.

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PSO MINURAWA CLUSTER WIDE
CY 2024 CONSOLIDATED WORK AND FINANCIAL PLAN

(Amount In Thousand Pesos)

| Component/ Unit | Program/Activities | Link of Measures | Target (Total) | | PHYSICAL TARGET/TIME FRAME | | | | FINANCIAL TARGET (000) | | | |
|---|--|-----------------------|----------------|-----------------|----------------------------|-------|-------|-------|------------------------|-------|-------|-------|
| | | | Physical | Financial (000) | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | EU | TOTAL | | | | | | | | |
| 11 LOCAL AND NATIONAL LEVEL PLANNING | | | | | | | | | | | | |
| 1.1 Enhancing AFMPs Process | | | | | | | | | | | | |
| 1.1.1 Training and Workshop | | | | | | | | | | | | |
| | Capacity Development of Planners on the Enhanced Planning Process (AVCA Spatial, Regional Perspective) | No. of Activity | 1 | 400 | 400 | | | 1 | | | | 400 |
| | 1.1.1 Sub-total PSO | | | 400 | 400 | | | | | | | 400 |
| 1.1.2 Consultancy | | | | | | | | | | | | |
| | PSO | | | 1,500 | 1,500 | | | | | | | 1,500 |
| | PSO Documentation | | | 1,500 | 1,500 | | | | | | | 1,500 |
| | 1.1.2 Sub-total PSO | | | 1,500 | 1,500 | | | | | | | 1,500 |
| | 1.1.3 Incremental Operating Cost | | | 1,227 | 1,227 | | | | | | | 1,227 |
| | Traveling Expenses (Hired) | No. of Activity | 12 | 110 | 110 | | | 6 | 6 | | | 50 |
| | Attendance to meetings/workshops with NGOs/PCOS/ICHS/partner agencies | No. of Activity | 20 | 110 | 110 | | | 10 | 10 | | | 50 |
| | Inter-component backstopping, Project Prioritization and TRK | No. of Activity | 16 | 90 | 90 | | | 8 | 8 | | | 30 |
| | Mainstreaming of PRDP Key Innovations/planning tools and processes to RPOs/ICHS | No. of Activity | 16 | 90 | 90 | | | 8 | 8 | | | 30 |
| | Technical Backstopping in the implementation and monitoring of SC 1.2 PAs | No. of Activity | 8 | 127 | 127 | | | 4 | 4 | | | 40 |
| | Technical Backstopping in the Conduct of New/Updating of Cluster/Regional VCAs | No. of Libers | 0 | 200 | 200 | | | | | | | 100 |
| | Fuel and Oil | No. of items procured | 0 | 200 | 200 | | | | | | | 100 |
| | Phone takers | Land | 0 | 300 | 300 | | | | | | | 300 |
| | Other MOOE | | | 1,227 | 1,227 | | | | | | | 360 |
| | 1.1.3 Sub-total PSO | | | 1,180 | 1,180 | | | | | | | 780 |
| | 1.2 Support to AFMP Implementation | | | 1,180 | 1,180 | | | | | | | 780 |
| | 1.2.1 Training and Workshop | | | 1,180 | 1,180 | | | | | | | 780 |
| | PSO | | | 380 | 380 | | | 1 | | | | 380 |
| | Participation to Industry Forums/Trade expos / Industry congress / Business Forum | No. Activities | 1 | 380 | 380 | | | | | | | 400 |
| | Durban Profiling Trainings (funding c/o PSO) | No. of Activity | 1 | 800 | 800 | | | 1 | | | | 400 |
| | 1.2.1 Sub-total PSO | | | 1,180 | 1,180 | | | | | | | 780 |
| | 1.2.2 Consultancy | | | 0 | 0 | | | | | | | 0 |
| | PSO | | | 0 | 0 | | | | | | | 0 |
| | 1.2.2 Sub-total PSO | | | 0 | 0 | | | | | | | 0 |
| | GRAND TOTAL - I-PLAN | | | 4,307 | 4,307 | | | | | | | 1,700 |
| | RRCS 9 | | | 4,307 | 4,307 | | | | | | | 1,540 |
| | GRAND TOTAL - I-PLAN | | | 4,307 | 4,307 | | | | | | | 1,540 |
| | | | | | | | | | | | | 1,067 |

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