

Republic of the Philippines  
Department of Health  
NATIONAL NUTRITION COUNCIL

*Consultancy Services for the Study on the Implementation of Supplementary Feeding Program of National Government Agencies (NGAs), Non-Government Organizations (NGOs), and Local Government Units (LGUs)*

**TERMS OF REFERENCE**

**I. Background**

The problem of undernutrition has been alarming and is affecting mainly children and pregnant women in the Philippines. According to the 2015 Updating Survey conducted by the Food and Nutrition Research Institute (FNRI), the prevalence for underweight, wasting, and stunting for under five years old children is 21%, 7.1%, and 33.4%, respectively and is considered as high severity. This may be caused by inadequate dietary intake of the children as well as of pregnant mothers. Nutrition during pregnancy must also be considered as there are irreversible effects of chronic energy and micronutrient deficiency on the infant. The results of the NNS 2013 shows that there are 24.8% nutritionally-at-risk pregnant women, with 37.2% pregnant teenage girls having the highest prevalence. Proper nutrition during the first 1000 days of a child, including the mother is important for healthier growth, stronger immune system, and proper brain development.

Different agencies from government, NGOs, and LGUs have been conducting different programs and interventions to improve the maternal, newborn, and infant nutrition. One of the programs being conducted is the dietary supplementation program which addresses the nutritional gaps in total calories, protein, and micronutrients, and improves the nutrition status of the beneficiary or target. Despite the existing programs being implemented, there is still high prevalence of malnutrition in under-five years old children and pregnant women. Thus, there is a need to ensure if quality and effective dietary supplementation program is being implemented in the Philippines.

Along this concern, the National Nutrition Council will engage services of an external consultant to provide evidence to support the effectiveness of the dietary supplementation program in the Philippines, and determine ways to improve its implementation to improve nutrition well-being of the pregnant mother and the infant.

## **II. Objectives**

The overall objective of the study is to determine how the supplementary feeding program (SFP) is being implemented and monitored by NGAs, NGOs, and LGUs in the Philippines. Specifically, it aims to:

1. Determine the details of the implementation of supplementation feeding program in the Philippines in terms of:
  - a. Key players from NGAs, NGOs, and LGUs
  - b. Target groups of SFP
  - c. Mode of feeding (commodities used and source)
  - d. Level of supplementation (target calories, grams protein, and micronutrient content if any)
  - e. Duration of program
  - f. Complementary services
  - g. Monitoring and evaluation of the program
  - h. Other implementation details, i.e. who prepares the food, provisions of eating and cooking utensils, center-based/home-based, etc.;
  - i. Indications of effectiveness and the factors that enabled or hindered effectiveness of the program
2. Determine effective delivery scheme for supplementary feeding of pregnant women and young children ages 6-59 months old; and
3. Assess and provide recommendations on how to improve delivery and monitoring of the dietary supplementation program.

## **III. Scope of work/Roles and responsibilities**

The output of the study will serve as reference for the implementation of dietary supplementation program for the Early Childhood Care and Development (ECCD) Nutrition Intervention Package for the First 1000 Days Program.

### **Subject matter coverage**

1. Includes different dietary supplementation program for pregnant mothers (first to third trimester) and 6 to 59-months old children implemented by NGAs, NGOs, and LGUs.
2. Includes center-based and home-based supplementary feeding.
3. The study that will be conducted should adhere with the approved Guidelines on Dietary Supplementation prepared by NNC.

### **Contractor tasks**

1. Organize and conduct a desk review, survey, key informant interviews (KIIs), focus group discussions (FGDs), and interviews on the implementation of dietary supplementation program conducted by NGAs, NGOs, and LGUs;
2. Using qualitative and quantitative methods, describe how dietary supplementation program is implemented by NGAs, NGOs, and LGUs in the Philippines, i.e.
  - a. Target groups
  - b. Key players
  - c. Mode of feeding (commodities used and source)
  - d. Level of supplementation (target calories, grams protein, and micronutrient content if any)
  - e. Duration of program
  - f. Complementary services
  - g. Monitoring and evaluation methods
  - h. Other implementation details, i.e. who prepares the food, provisions of eating and cooking utensils, center-based/home-based, etc.;
  - i. Indications of effectiveness and the factors that enabled or hindered effectiveness of the program
3. Organize and conduct a consultation forum to validate the findings of the study.

### **Deliverables**

1. An inception report that will indicate exactly how the study will be done, together with the tools for data collection;
2. Mid-term assessment report of the study conducted;
3. A summary of report on the surveys, KIIs, FGDs, desk review, and interviews conducted with recommendations on areas for improvement on the implementation of dietary supplementation program;
4. A report on the consultation forum
5. A final report in three (3) hard copies and a soft copy in pdf and editable format stored in a CD.

### **Roles of the National Nutrition Council**

1. Designate a staff to liaise with the consultant and occasionally join the consultant during the conduct of the study.
2. Organize a small group composed of representatives from the three (3) technical divisions of the NNC Secretariat namely Nutrition Surveillance Division (NSD),

Nutrition Information and Education Division (NIED), and Nutrition Policy and Planning Division (NPPD) to review the research proposal, mid-term assessment, and results of the study prior to the NNC Technical Committee and NNC Governing Board. The small group shall be headed by NPPD.

3. Facilitate presentation of study results to the NNC Technical Committee.
4. Pay the consultant as scheduled.
5. Provide other technical assistance as needed.

#### **IV. Duration**

The duration of the study is eight (8) calendar months, starting from the issuance of the Notice to Proceed.

#### **V. Project Cost and Terms of Payment**

The consultant shall be paid through domestic letter of credit (LC) upon presentation of certificate of acceptance from the NNC which shall be based upon submission of required deliverables for each of the following tranches of payment:

<b>Schedule of Payment</b>	<b>Requirements</b>	<b>Amount (Php)</b>
First payment (10%)	Submission of an approved inception report	<b>300,000.00</b>
Second payment (50%)	Submission of the mid-term assessment report of the research conducted; initial report on the results of desk review/KII/survey/ interview on the implementation of dietary supplementation program by NGAs, NGOs, and LGUs	<b>1,500,000.00</b>
Third payment (10%)	Submission of summary of results of desk review/KII/survey/ interview conducted on the implementation of dietary supplementation program by NGAs, NGOs, and LGUs.	<b>300,000.00</b>
Third payment (30%)	Submission of the final report in three (3) copies and one (1) electronic copy stored in a CD.	<b>900,000.00</b>
<b>Total</b>		<b>3,500,000.00</b>

## **VI. Penalties**

Penalties for delay shall be applied based on the targeted submission of the report.

A penalty of one tenth (1/10) of one (1) percent of the cost shall be imposed per day of any delay of failure to deliver the required outputs based on government auditing and accounting rules and regulations.

A maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it.

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Checklist of Eligibility Requirements

**Class “A” Documents**

**Legal Documents**

- Department of Trade and Industry (DTI) business name registration or SEC Registration Certificate, or CDA for cooperatives or any proof of such registration.
- Valid and current Mayor's permit/municipal license issued by the city or municipality where the principal place of business of the prospective bidder is located.
- Tax Clearance

**Technical Documents**

- Statement of the prospective bidder of all its on-going government and private contracts including contracts awarded but not yet started if any, whether similar in nature and complexity to the contract to be bid within the relevant period as provided in PBD.
- Statement of all completed government and private contracts for the last three (3) years (September 2014 – September 2017) a single or three accumulated similar/related contracts whose value is at least 50% of the Approved Budget for the Contract.

Statement of on-going and completed contract should be submitted in separate sheet and categorized whether government or private, if none, indicate “None.”

- At least 3 certifications of satisfactory performance from three (3) previous clients.
- Statement of the consultant specifying his/her nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.
- Curriculum Vitae of personnel to be assigned to the project.

**Financial Documents**

- Consultant’s audited financial statements, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of submission, showing among others the total assets and liabilities.

- Computation of Net Financial Contracting Capacity (NFCC)

**Class “B” Documents**

- Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.

**NOTE:**

The bidder shall submit four (4) sets of each eligibility documents, technical and financial proposal. 1 original and 3 sets of duplicate copy. Each set of documents must be securely fastened in a legal size folder enclosed in a sealed and a properly labeled envelope.