International Initiative for Impact Evaluation
*Improving lives through impact evaluation*

**Request for Qualifications: Impact evaluations of programmes under the Department of Labor and Employment, Philippines**

3ie Policy Window Philippines

RFQ PWP1.01

**Issue date:** 3 November 2014
**Deadline:** 23:59 GMT, 17 November, 2014

1. **Introduction**

The *International Initiative for Impact Evaluation (3ie)* requests research or evaluation organisations or consortia to submit qualifications for a proposal preparation grant, under 3ie’s *Policy Window Philippines (PWP) grant programme*. The prepared proposal will be for a **rigorous impact evaluation** of one or more programmes implemented by the *Department of Labor and Employment (DOLE)*, Philippines.

2. **Overview of 3ie Policy Window Philippines**

3ie’s PWP develops and fund rigorous, mixed-methods impact evaluations commissioned by policymakers and programme managers to answer questions about the attributable impact of interventions they implement in the Philippines. 3ie promotes theory-based impact evaluations that make use of a rigorous counterfactual (experimental or quasi-experimental) to examine the full causal chain to answer questions about what works, why, how and at what cost.

PWP grants are awarded in two phases.

2.1 **Phase one: qualifications and proposal preparation**

The first phase begins with this Request for Qualifications (RFQ). The qualifications will be reviewed and scored by at least one internal 3ie reviewer, two external reviewers, and one implementing agency representative.

The selected research team will receive a Policy Window Preparation Grant (PWPG) up to US$30,000 (see section 4.3). Please see the *3ie PWPG agreement and grant administration templates* for more details.

The PWPG covers costs associated with proposal preparation activities, including costs of engaging with the implementing agency and 3ie. The costs include a field
visit and one or more visits to work with the relevant staff of the implementing agency and to conduct capacity-building workshops with their staff. These visits and meetings help to ensure dialogue between implementing agency staff and the research team. They also help initiate and sustain an ongoing process of engagement and communication on the impact evaluation questions and design.

At the end of this period, the PWPG grantee will submit the proposal, including proposed budget, using the 3ie PWP evaluation proposal form. The proposed design is due within three months of the signing of the PWPG grant agreement. More details are provided below.

2.2. Phase two: full proposal and impact evaluation

The proposed impact evaluation design and budget will be reviewed and scored by at least two internal and at least three external reviewers, including a representative of the implementing agency. It is 3ie’s intent, although not a guarantee, to fund at least one proposed evaluation, conditional on the proposal receiving adequate scores on all selection criteria (see section 4.5 for selection criteria). 3ie may provide comments and request a resubmission of a proposal that does not receive adequate scores. 3ie reserves the right not to award any follow-on impact evaluation grant.

If the proposal is accepted, 3ie will award the research team a grant to conduct the impact evaluation under 3ie’s standard terms and conditions. Please see http://www.3ieimpact.org/en/funding/policy-window/how-to-apply/ for the 3ie grant agreement and grant administration agreement templates. The research team will sign a Letter of Agreement with DOLE outlining provisions on collection and ownership of data, as well as specific activities to be undertaken to ensure that knowledge is shared by the selected research team with DOLE researchers and technical staff.

3. Background

DOLE has requested an impact evaluation of one or more of its programmes. This section of the RFQ provides background information on the programmes implemented by DOLE.

Background to DOLE

DOLE’s mission is to promote gainful employment opportunities, develop human resources, protect workers and promote their welfare, and maintain industrial peace. The programme that will be evaluated and the evaluation question will be determined during the proposal preparation phase.

However, the following three have been identified by DOLE as priority programmes for evaluation:
1. DOLE Integrated Livelihood Program (DILP) - *Kabuhayan* (livelihood) *Program*\(^1\): The *Kabuhayan Program* is a component of the DOLE Integrated Livelihood and Emergency Employment Program (DILEEP). It is an assistance package that comprises trainings and a monetary grant for the purchase of equipment, tools and raw materials to be used in the livelihood undertakings of the eligible beneficiaries. The programme aims to promote entrepreneurial initiatives that will provide opportunities for vulnerable workers to augment their incomes. Ultimately, it seeks to transform these livelihood activities into sustainable enterprises that will eventually generate employment within the community of the beneficiaries.

2. Special Program for the Employment of Students (SPES): This programme was created in 1992, by virtue of the Republic Act Number 7323 and amended by the Republic Act Number 9547, to help poor but deserving students pursue their education by encouraging their employment during summer and/or Christmas vacations, through incentives granted to employers. The programme is a partnership between the government, which pays 40 per cent of the salary in the form of an education voucher for students, out of school youth and/or dependents of displaced and would-be displaced workers; and the participating establishment(s) which pay 60 per cent of the salary in the form of cash.

3. Youth Education-Youth Employability (YE-YE) Project: This is a DOLE programme which aims to address the education-to-employment needs of the youth. It specifically seeks to achieve the following objectives: 1) Address the needs of disadvantaged youth in pursuing an academic or technical-vocational, post-secondary course for becoming more employable and more productive members of the labour force; 2) Support human capital formation by providing the youth some workplace experience while studying; and 3) Develop the youth’s proper work values and ethics through exposure to formal workplace situations and challenges under responsible adult supervision.

Evaluation questions will be determined during the proposal preparation phase, in consultation with DOLE. The studies will address causal linkages between the programmes and improved outcomes and processes.

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\(^1\) By virtue of Department Order Number 137-14, the emergency employment has been integrated into the DOLE livelihood program, hence, it is now called DOLE Integrated Livelihood and Emergency Employment Program (DILEEP). It has two components the *Kabuhayan Program* and the *Tulong Panghanapbuhay sa Ating Disadvantaged Workers* (TUPAD). The latter is a community-based package of assistance for displaced workers, for a minimum of 10 days, not to exceed a maximum of 30 days, depending on the nature of work.
4. Policy Window Preparation Grant (phase one)

4.1 Eligibility

1. Only legally registered organisations and consortia of registered organisations, not individuals, may apply.
2. The lead grant-holding organisation making the application must be located in the Philippines.
3. The research team should include at least one researcher from the Philippines as a principal investigator(s) (PI) with a substantive role in designing the impact evaluation.
4. The research team may include other researchers who are not employees of the grant-holding organisation.

4.2 Preparation process

During the preparatory phase, the research team has to engage with DOLE to explain the rationale for conducting an impact evaluation, what will be learned from it and the implications for programme design, data collection, analysis and use of results.

3ie expects the chosen team to hold at least one workshop to build capacity amongst the commissioning and/or implementing agencies to increase understanding of impact evaluation amongst the staff of the implementing agency during the preparation grant phase. This workshop can form part of the process of developing the theory of change and discussing possible impact evaluation designs.

During the preparatory phase, the research team is required to ensure the cooperation and agreement of DOLE staff for the chosen evaluation questions and study designs. The workshops for implementing partner staff and other key stakeholders will form the basis for an ongoing dialogue between the implementing agency staff and the research team throughout the study.

The workshops and discussions with the implementing agency staff should cover the following:

- Determine evaluation questions and timeframes for evaluation;
- Discuss a feasible evaluation design including identification methods;
- Discuss data collection methods; and
- Carry out scoping and collect other background information needed to develop a policy engagement and research communication plan, using 3ie guidance and templates.

The study teams should take stock of administrative and existing survey and other data that may be of use for the evaluation, and to conduct formative, preparatory work.
Research teams must demonstrate their ability to conduct the study for which they will receive a proposal preparation grant award, and their availability to start and finish the study within the timeframe indicated in this RFQ.

It is mandatory for the study team to have at least one PI involved in capacity-building workshops during field visits.

4.3 **Budget**

A preparation grant of up to US$30,000 will be made to the qualifying research team, as shown in the table below. The budget varies according to the number of proposals submitted, and if the preparation process includes international travel to the Philippines. US$10,000 shall be paid on signing the grant agreement and the balance on submission of the proposal(s).

<table>
<thead>
<tr>
<th></th>
<th>National researchers only and international researchers without travel</th>
<th>International researchers with travel to Philippines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One proposal</strong></td>
<td>15,000</td>
<td>20,000</td>
</tr>
<tr>
<td><strong>Two proposals</strong></td>
<td>20,000</td>
<td>25,000</td>
</tr>
<tr>
<td><strong>Three proposals</strong></td>
<td>25,000</td>
<td>30,000</td>
</tr>
</tbody>
</table>

The grant will cover costs associated with the necessary activities for producing a strong impact evaluation research proposal, including evaluation questions, a feasible identification strategy and capacity-building plan. Eligible activities include a short and relevant literature review, formative field research, researcher time and travel to meet with implementing partners, engagement workshops (inception and capacity building), preliminary checking of relevant administrative data and site visits.

4.4 **Timeline**

The following table includes an indicative list of deliverables and deadlines for both the preparatory phase (phase 1) and the full impact evaluation proposal phase (2).

<table>
<thead>
<tr>
<th>Activity or Deliverable</th>
<th>Key dates (Deadline - 23:59 GMT)</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFQ is posted</td>
<td>3 November 2014</td>
</tr>
<tr>
<td>Deadline for submitting queries related to the RFQ</td>
<td>7 November 2014</td>
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<tr>
<td>Deadline for posting responses to queries on the 3ie website</td>
<td>11 November 2014</td>
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<tr>
<td>Deadline for submission of applications to RFQ</td>
<td>17 November 2014</td>
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<tr>
<td>Decision about selection announced</td>
<td>21 November 2014</td>
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</table>
Impact evaluation proposal is submitted to 3ie. This includes the primary evaluation question, the main outcomes, the identification strategy, a piloted survey instrument and a provisional overall budget for a full evaluation

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Proposals reviewed and scored for impact evaluation grants</td>
<td>7 January 2015</td>
</tr>
<tr>
<td>3ie decision on awarding full impact evaluation (provisional) grant</td>
<td>12 January 2015</td>
</tr>
</tbody>
</table>

4.5 Selection criteria

The qualifications submitted in response to the RFQ will be reviewed and scored according to the following criteria:

### Preparation grant: Phase one

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credentials of the PIs</td>
<td>45</td>
</tr>
<tr>
<td>Credentials of local researchers</td>
<td>15</td>
</tr>
<tr>
<td>Organisational capabilities to hold and manage the grant</td>
<td>20</td>
</tr>
<tr>
<td>Sector experience and involvement of developing countries researchers</td>
<td>15</td>
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<tr>
<td>Associate membership of 3ie</td>
<td>5</td>
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The full proposal(s) will be reviewed against the following criteria:

### Full impact evaluation application: Phase two

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications of research team</td>
<td>20</td>
</tr>
<tr>
<td>Involvement of developing country researchers</td>
<td>20</td>
</tr>
<tr>
<td>Quality of technical proposal and internal validity</td>
<td>25</td>
</tr>
<tr>
<td>Quality of technical proposal and external validity</td>
<td>25</td>
</tr>
<tr>
<td>Cost</td>
<td>10</td>
</tr>
</tbody>
</table>
4.6 Qualification review process

Qualifications will be reviewed and scored by one 3ie internal reviewer and at least three external reviewers. It is 3ie’s intent, although not a guarantee, to award the proposal preparation grant, conditional on the applicant receiving adequate scores on all criteria. 3ie may provide comments and request applicants to make changes to their proposal. 3ie reserves the right to not award any grant in case no applicant meets the requirements.

5. Instructions for applicants

RFQ applications must include the following information:

1. Cover letter
3. Curriculum vitae (CV, not to exceed three pages each) of all proposed PIs, along with a signed letter from each indicating the share of working time expected to be spent on the proposal preparation work and confirming availability for that expected share of working time. It is expected that these PIs will participate in the proposed impact evaluation. Applicants are required to provide only information relevant to the grant in their CV.
4. If applicable, include CVs (not to exceed three pages each) of additional researchers who will be involved in conducting the impact evaluation, if proposal is selected. Applicants need to provide only information relevant to the grant in their CV.
5. Copies of up to three impact evaluation reports or publications relevant for this call, with proposed PIs as named authors.
6. Proposed budget, not to exceed US$30,000 for the proposal preparation costs, which includes the cost of two engagement workshops. The proposed budget must follow 3ie’s direct cost and indirect cost policies.

6. Submission guidelines

- Please submit all files in a single email message (not to exceed 10MB) to pwp@3ieimpact.org mentioning ‘PWP1.01‘ in the subject line no later than 23:59GMT, 17 November 2014.
- Components three and four, above, should be submitted in a single Microsoft Word or .rtf file in font size equal to or larger than 11 point.
- The signed letters from the PIs and sample impact evaluation studies relevant to the grant may be submitted as separate pdf files.
- The budget should be presented in 3ie budget format and follow 3ie budget guidelines. Budget notes may be submitted as a separate Microsoft© Word or .rtf file in font size equal to or larger than 11.
Incomplete submissions will not be considered.

Please direct any questions related to this RFQ to pwp@3ieimpact.org mentioning ‘PWP1.01’ in the subject line by 23:59 GMT, 7 November 2014. By 11 November 2014, a single document with all questions and answers will be made publicly available on Policy Window Philippines webpage.

This RFQ does not constitute a guarantee of an award.