



## TERMS OF REFERENCE

- PROJECT** : **STARBOOKS Project Impact Assessment (STARBOOKS-PIA): A Baseline Evaluation Study**
- PROPONENT** : Science and Technology Information Institute – Information Resources and Analysis Division, STARBOOKS Unit

### I. RATIONALE

As STARBOOKS marks its 10th year in 2021, there is a need to evaluate its usefulness and relevance as a supplemental tool for S&T research. An evidence-based assessment will solidify the performance of STARBOOKS as well as its position and significance in the education sector in providing everyone free access to S&T information and resources regardless of distance and internet connectivity.

DOST-STII, as the STARBOOKS project implementer, needs this assessment to identify areas for improvement of the STARBOOKS in its implementation and development aspects. The study will be significant to DOST-STII since the result will inform its decision making on its resource allocation, financial planning, and long-term plans in general. The study will serve as a benchmark data on which DOST-STII may use to further understand the development and changes that STARBOOKS has brought to the implementers, users and the community in general. It would be able to assess the benefits that the users may have enjoyed and further determine its future actions either in the form of expansion or reprogramming.

### II. OBJECTIVE

The study will employ both quantitative and qualitative research methods in evaluating the implementation of the STARBOOKS. It aims to collect baseline data and explore the relevance and effectiveness of the initiative and formulate recommendations for its improvement.

### III. PROJECT DELIVERABLES AND TIMELINESS

The contract shall be completed in seven (7) months to commence upon the issuance of Notice to Proceed. The consultant shall conduct the following activities with expected deliverables:



known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of at least five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

- Applicable experience and capability of the firm for at least past ten(10) years (50%); and
- Qualifications of the primary consultant (30%)
- Current workload relative to capacity (20%)

To qualify for shortlisting, the prospective bidder should achieve an overall minimum score of **70%**

## V. GENERAL CONDITIONS

### A. Responsibilities of the Service Provider and Key Consultant

1. Submit a detailed proposal (*to be included in their bidding documents*) with the following components: objectives, methodology, plans for data processing and analysis, detailed work plan schedule, and ethical/biosafety clearance.
2. Submit Inception Report, with detailed methodology, interview guides, survey instruments and assessment tools.
3. Conduct the actual baseline evaluation study of the STARBOOKS project within the agreed timeline.
4. Provide digital and printed copies of the executive summary and detailed final STARBOOKS Evaluation Report with recommendations within the agreed timeline.

### B. Responsibilities of DOST-STII

1. Provide the service provider with necessary and needed data for the STARBOOKS-PIA.
2. Pay the Service Provider in tranches based on the received bid amount and as per on the agreed timeline and deliverables (subject to usual accounting and auditing rules and regulations).

## VI. BUDGET

The proposed budget for the entire project including the specified deliverables is **P2,200,000.00**, inclusive of all applicable taxes.





Activities	Deliverables	Timeline
Inception meeting with DOST-STII to finalize the subjects of the study, designing of research instruments, and scheduling of the research methods	<ul style="list-style-type: none"> <li>● Research instruments (Questionnaires, guide questions, etc.)</li> <li>● Schedule of Surveys, KIs and FGDs</li> </ul>	Within the 1 <sup>st</sup> month
Submission of Inception Report	Detailed Inception Report	Within the 2 <sup>nd</sup> month
Pretesting of research instruments	Pretested/reviewed research instruments	Within the 2 <sup>nd</sup> month
Conduct of surveys, KIs and FGDs	Documentation of the conducted surveys, KIs and FGDs	Within the 3 <sup>rd</sup> month to 5 <sup>th</sup> month
Conduct data analysis	Data analysis documentation	Within the 5 <sup>th</sup> month to 6 <sup>th</sup> month
Writing of the report	<ul style="list-style-type: none"> <li>● End-of-project report</li> <li>● Final Executive Summary</li> <li>● Final detailed STARBOOKS Evaluation Report</li> </ul>	Within the 7 <sup>th</sup> month

#### IV. QUALIFICATIONS REQUIREMENTS AND SHORTLISTING CRITERIA

The service provider to be contracted under this TOR should comply with the eligibility requirements set forth under the Section 24 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Furthermore, the DOST-STII requires the services of a reputable and duly registered consulting firm with at least 10 years of extensive experience in similar projects, including at least one (1) project evaluation activity of any government offices.

While the consultant's profile must show at least 10 years of extensive experience in producing and disseminating interdisciplinary research.

The consultant is also required to submit a detailed evaluation study proposal (*to be included in their bidding documents*) with the following components: objectives, methodology, plans for data processing and analysis, detailed work plan schedule, and ethical/biosafety clearance. The submitted proposal will be part of the technical qualification requirements of the consultant.

The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in the accordance with the provisions of Republic Act 9184 (RA 9184), otherwise



**VII. PAYMENT SCHEDULE**

<b>Deliverables</b>	<b>Progress Billing</b>	<b>Proposed Date</b>
Submission of Inception Report	20%	Within 1 <sup>st</sup> month
Submission of Pretested Research Instruments	20%	Within 2 <sup>nd</sup> month
Documentation of conducted surveys, KIs and FGDs	30%	Within the 4 <sup>th</sup> month
Initial Report of data analysis	20%	Within 6 <sup>th</sup> month
Writing of the report	10%	Within 7 <sup>th</sup> month

**Technical Working Group  
(Consultancy Services)**


  
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16 MAY 2022  
