REQUEST FOR PROPOSAL

PROFESSIONAL SERVICES – CONDUCT IMPACT ASSESSMENT FOR CEIT

Date: August 27, 2024
RFP No. 005-2024

The Cavite State University (CvSU), through its Bids and Awards Committee, intends to engage the services of a **Professional Services – Conduct Impact Assessment for CEIT.**

The Approved Budget for the Contract (**ABC**) for the project is **PhP 100,000.00.**

Please quote your best offer for the item described herein, subject to the Terms and Conditions provided. Submit your quotation duly signed by you or your duly authorized representative not later than **November 14, 2024, 5:00pm.**

Open quotations may be submitted manually to the above address or email us at procurementoffice@cvsu.edu.ph / rfqmain@cvsu.edu.ph

(sgd) **ALMIRA G. MAGCAWAS**
Chair, BAC - Goods and Consulting Services

Background

The College of Engineering and Information Technology has been implementing an ICT Literacy extension program through its Department of Information Technology. The program aims to enhance digital skills and literacy among the local community, particularly targeting underserved populations. There is a need to systematically identify the program's outputs and outcomes, assess its socio-economic and environmental impacts, and recommend strategies for improving the delivery of CEIT's extension services.

Objective:

1. Identify the outputs and outcomes of the ICT Literacy extension program.

2. Analyze the socio-economic and environmental impacts of the extension activities.

3. Recommend strategies to improve the delivery of CvSU's extension services.

Scope of Services: The service provider is expected to undertake the following tasks:

1. **Review of Program Documentation:**

   o Collect and review all relevant documents, reports, and data related to the ICT Literacy extension program.

   o Conduct interviews with key stakeholders, including program staff, beneficiaries, and community leaders.

2. **Identification of Outputs and Outcomes:**

   o Define the key outputs and outcomes of the program.

   o Develop a framework for categorizing and measuring these outputs and outcomes.

   o Use qualitative and quantitative methods to gather data on the program's achievements.

3. **Socio-Economic and Environmental Impact Analysis:**

   o Develop indicators to measure the socio-economic and environmental impacts of the program.

   o Conduct surveys, focus group discussions, and case studies to collect data from program beneficiaries and other stakeholders.

   o Analyze the data to assess the program's impact on participants' socio-economic status, community development, and environmental sustainability.

4. **Recommendations:**

   o Identify gaps and challenges in the current delivery of the extension services.

   o Propose evidence-based strategies and best practices for improving the program's effectiveness and efficiency.

- Develop an implementation plan for the recommended strategies, including timelines, resource requirements, and potential partners.

5. **Reporting:**
   - Prepare a comprehensive report detailing the findings, analysis, and recommendations.
   - Present the report to CvSU's Department of Information Technology and other relevant stakeholders.

Deliverables:

1. **Inception Report:**
   - Detailed work plan and methodology for the assignment.
   - Timeline of activities and deliverables.

2. **Draft Final Report:**
   - Complete analysis of the program's outputs, outcomes, and impacts.
   - Draft recommendations for improving extension services.

3. **Final Report:**
   - Incorporate feedback from CvSU and other stakeholders on the draft report.
   - Finalized recommendations and implementation plan.
   - Presentation of findings and recommendations to CvSU.

Qualifications: The service provider should have:

- Proven experience in program evaluation, impact analysis, and strategic planning.
- Expertise in ICT literacy programs and extension services.
- Strong analytical and research skills.
- Excellent communication and report-writing skills.