

Republic of the Philippines
Department of Health
NATIONAL NUTRITION COUNCIL

CONTRACT OF SERVICES

KNOW BY ALL MEN BY THESE PRESENTS:

This contract made and entered into, by, and between:

The NATIONAL NUTRITION COUNCIL, an attached agency of the Department of Health with office address at Nutrition Building, 2332 Chino Roces Avenue Extension, Taguig City, represented herein by its Executive Director IV, ASSISTANT SECRETARY OF HEALTH MARIA-BERNARDITA T. FLORES, CESO II, herein referred to as "NNC";

— and —

INFOSHARE MANAGEMENT SYSTEMS, a domestic private company established and existing under Philippine laws with business address at 11771 Mayondon, Los Baños, Laguna represented by its Chief Executive Officer IMELDA C. PANGGA, duly authorized for the purpose, herein referred to as "CONTRACTOR";

WITNESSETH

WHEREAS, the Early Childhood Care and Development (ECCD) Intervention Package for the First 1000 Days (ECCD IP/F1K) addresses the call for a holistic approach to the provision of health, nutrition, early education and social welfare services to children 0-8 years of age but with an even more refined focus on the first 1000 days of life;

WHEREAS, the first 1000 days of life covers the period of pregnancy and the first two years of a child's life, referred to as the "golden window of opportunity" during which the delivery of key health, nutrition, and early learning and social development services could result to optimum physical, mental and social development of the child;

WHEREAS, the ECCD IP/F1K project aims to reduce maternal and child mortality and morbidity, reduce prevalence of nutritionally at risk pregnant women, stunted and wasted children, and increase the percentage of children 0-23 months old meeting the desired development milestones;

WHEREAS, the project will be implemented from 2016-2018 and will require evaluation to determine if it was able to attain its objectives;

WHEREAS, given the magnitude and range of work necessary to conduct the evaluation of the project and the limited personnel of NNC to carry out its various components, NNC shall hire the services of a research organization with the capacity to conduct baseline survey, mid-line program implementation review and endline survey to determine the impact of the ECCD IP/F1K project.

ASSISTANT SECRETARY OF HEALTH MARIA-BERNARDITA T. FLORES, CESO II
Executive Director IV, National Nutrition Council

ROSSANA S. QUILOPE
Chief, Financial and Management Division, NNC

IMELDA C. PANGGA
CEO, Infoshare Management Systems

ASSISTANT SECRETARY OF HEALTH MARIA-BERNARDITA T. FLORES, CESO II
Executive Director IV, National Nutrition Council

ROSSANA S. QUILOPE
Chief, Financial and Management Division, NNC

IMELDA C. PANGGA
CEO, Infoshare Management Systems

WHEREAS, the NNC Bids and Awards Committee (BAC), through BAC Resolution No. _____ hereto attached as Annex 1, which is an integral part of this contract, recommended the hiring of Infoshare Management System after a public bidding, as the research organization to undertake the evaluation;

NOW THEREFORE, in view of the foregoing premises, the parties hereby agree as follows:

Section 1: Expected Output. The Infoshare Management Systems shall undertake the baseline, mid-line and endline surveys to analyze the situation of the project target populations: pregnant women, children 0-23 months old and parents/caregivers in the ECCD project sites:

1. To establish baseline information on key indicators related to the ECCD IP/F1K project in 2016;
2. To determine progress in implementation in 2017 based on inputs and outputs to determine the likelihood of achieving set targets as part of the mid-line project implementation review;
3. To determine changes in the baseline indicators in 2018;
4. To identify factors that facilitated and hindered program implementation and attainment of outcome targets in terms of strength and opportunities, and weaknesses and threats;

The Infoshare Management Systems shall also submit the following as project final deliverables:

1. Inception report including detailed methodology and tools
2. Copy of all the tools (to include but not limited to survey questionnaires, coding manual, interview guides, focused group discussion guides, observation checklists, and others as applicable) as well as complete instructions on their use.
3. Raw data sets (cleaned and fully referenced) as well as the original data collection forms and data dictionary
4. Summary of discussions of all in-depth interviews and focus-group discussions for baseline, mid-line and endline
5. Final report with detailed findings for each of the surveys to include photo-documentation of the processes undertaken.
6. Illustrated summary documents
7. Presentation to stakeholders (NNC Technical Committee, ECCD IP TWG)
8. Audited financial report

All submissions will be in electronic format with two sets of printed copy for documentation and payment purposes.

Section 2: **Scope of Work.** The Infoshare Management Systems shall be responsible for the following:

1. Develop detailed study design (to include study methodology, sampling design, tools to be used for data collection and analysis)
2. Set up and manage the surveys
3. Logistics arrangements (e.g. travel, accommodation, allowances, communication, supplies)
4. Quality assurance of survey activities
5. Analysis of the results
6. Preparation and production of reports

The Infoshare Management Systems shall also be responsible for the recruitment, training and supervision of the field team with information on the qualifications of all members cleared with NNC.

Section 3: **Obligations of the National Nutrition Council.** The NNC shall:

1. Provide technical support to the Infoshare Management Systems at the key stages of the engagement which may include but not limited to:
 - a. Review and approval of the proposed detailed study design;
 - b. Appraisal of the technical submissions by the NNC Technical Committee and Secretariat;
 - c. Review and approval of the draft reports.
2. Process the payment upon ~~RECEIPT~~ of required deliverables;
3. Secure a Multi-Year Obligational Authority (MYOA) from the Department of Budget and Management (DBM); and
4. Conduct evaluation of the performance of Infoshare Management Systems.

Section 4: **Timetable.** The services stipulated in this Contract shall be undertaken by the Infoshare Management Systems following the schedule below:

Specific Activities	Target Schedule
1. Submission of Inception Report	Within 30 days from the receipt of Notice to Proceed
Baseline survey	
1. Field preparation	2 nd week of September 2016
2. Data collection and encoding	October 2016
3. Data analysis	1 st and 2 nd week of November 2016
4. Presentation of preliminary results to the NNC Technical Committee and ECCD TWG	3 rd week of November 2016
5. Write-up and submission to NNC	1 st week of December 2016
6. Review and approval of the report by NNC Technical Committee and ECCD TWG	2 nd week of December 2016

outputs for causes attributable to the contractor. However, in the event when work is delayed due to delay on the part of NNC or other reasons beyond the control of the contractor, both parties shall mutually concur and agree in writing on a revised schedule or workplan.

Section 10: **Effectivity.** This Contract of Services shall take effect on the aforesated date, and shall terminate upon the satisfactory fulfillment by the parties hereto of all terms and conditions embodied herein, unless terminated by NNC on due grounds and with prior written notice of the termination to Infoshare Management Systems, and NNC will also recommend the Infoshare Management Systems for blacklisting.

Section 11: **Amendments.** Any amendments or modifications of, addition to, or deletion from the scope of work or other matters concerning the project covered by this agreement shall be done only upon the consent of both parties and done in writing.

IN WITNESS THEREOF, the parties hereunder, through their duly authorized representatives, affix their signatures this _____ day of AUG 26, 2016 2016 at Los Baños Laguna, Philippines.

Infoshare Management Systems

National Nutrition Council

Imelda C. Pangga
Chief Executive Officer

Asst. Secretary of Health Maria-Bernardita T. Flores, CESO II
Executive Director IV

Signed in the Presence of:

KENNETH FRANCIS PANGGA
Representative

Rossana S. Quillope
Chief, Financial and Management Division
National Nutrition Council