

1630

TERMS OF REFERENCE

PROJECT TITLE: QC READING AND NUMERACY REMEDIATION PROGRAM

I. RATIONALE AND BRIEF BACKGROUND

The global education crisis, worsened by the COVID-19 pandemic, has been repeatedly highlighted by local and international organizations. The closure and delayed reopening of schools, combined with inadequate remote learning initiatives, have resulted in significant setbacks to students' learning. Failure to address this issue may widen existing inequalities, leading to negative socio-economic outcomes in the long run.

To address this problem, the Asian Development Bank (ADB) has suggested implementing tutoring or mentoring activities as a means of recovering learning loss. Research has shown that high-dosage tutoring can lead to substantial improvements in learning outcomes, making it a highly cost-effective remediation program compared to other educational interventions.

- As part of its efforts to recover lost learning, the Quezon City Government has planned to implement a tutoring program. The goal is to reduce the number of non-readers and non-numerates providing additional academic assistance to low-income students in select grade levels.

II. OBJECTIVES

The objective of the project is to provide additional academic support to public school students who have been most affected by the disruption to their education caused by the COVID-19 pandemic. The program aims to address the learning gaps that have emerged as a result of school closures and remote learning by offering tutoring in reading and numeracy.

III. SCOPE OF WORK

The service provider is expected to deliver the following:

1. Design a reading and numeracy curriculum and tutoring plan.
2. Design a training outline for tutors to enable them to conduct either reading or numeracy remediation.
3. Design a training outline and provide training for volunteers that may be referred by the City to serve as tutor aides in reading and numeracy.
4. Conduct screening and recruitment of tutors in sufficient numbers.
5. Provide content and pedagogical training to tutors and tutor aides.
6. Perform periodic tutor appraisals based on end-user feedback.
7. Conduct stakeholders orientation such as but not limited to School Heads, Teachers, and Parents.
8. Deploy tutors and facilitate the conduct of the tutoring program thru close coordination with the City, SDO-QC, school heads, teachers, and parents.

9. Implement face-to-face tutoring at an agreed conducive venue, under the following conditions per batch of students:
 - i. Small-group tutoring sessions (4-5 students per group);
 - ii. Five (5) sessions a week for at least 5 weeks; and
 - iii. Two (2) hours of actual tutoring per session
10. Provide tutoring materials and learning resources.
11. Conduct and collect individualized diagnostic tests for students and periodic assessment reports.
12. Provide a narrative and program impact report.
13. Implement online tutoring only as agreed with the end user.
14. Maintain a safe tutoring environment.

IV. AREA OF COVERAGE

Intended project beneficiaries are 1,272 students from at least 25 Quezon City public elementary schools in need of learning remediation.

V. PROJECT DURATION

The tutoring services shall commence within thirty (30) calendar days upon issuance of the Notice to Proceed and shall be implemented until December 31, 2023.

VI. PROJECT STANDARDS AND REQUIREMENTS

The bidder shall be eligible to participate in the bidding process, provided that they meet the following qualifications:

1. With at least three (3) years in the tutoring business;
2. With a pool of at least 250 trained and qualified tutors with the following minimum qualifications:
 - a. At least senior college student enrolled in education-related courses and with previous tutoring experience; or
 - b. Graduates with a Bachelor's Degree in Education or other related courses; and
 - c. With no criminal record.
3. With developed reading and numeracy tutoring programs and relevant resources; and
4. Has implemented a reading or numeracy tutoring program with the public or private sector.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) of the project is Six Million Nine Hundred Ninety Six Thousand Pesos only (Php6,996,000.00) inclusive of all applicable taxes, commissions, bank charges, and other fees as may be incurred in the process. The cost covers the tutoring program for 1,272 students at 25 tutoring sessions per student.

Unit Cost	Quantity	Total amount
Php 5,500.00	1,272	Php 6,996,000.00

VIII. TERMS OF PAYMENT

Amount billed must be based on the following milestones for 1,272 beneficiaries:

Activity/Deliverable		Payment
1 st Tranche	Upon submission of the reading and numeracy curriculum, tutoring plan, and training outlines for tutors and volunteers.	15%
2 nd Tranche	After the training of tutors, submission of tutor placement, and individualized student diagnostic test results.	60%
3 rd Tranche	After the submission of individualized midterm, final assessment results, and program impact report.	25%
Total		100%

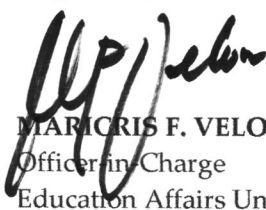
IX. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver services according to the standards and requirements set by the City shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

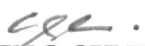
X. TERMINATION OF CONTRACT

The Contract may be terminated by the aggrieved party, in case of breach of contract, fault, or gross negligence by the other party. Provided that, the other party failed to remedy the breach, fault, or gross negligence despite the lapse of 30 days written notice from the aggrieved party.

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