

**TERMS OF REFERENCE****PROJECT TITLE: ZERO ILLITERACY SA QC TUTORING PROGRAM****I. RATIONALE AND BRIEF BACKGROUND**

Multiple local and international assessments have consistently highlighted the subpar quality of education in the country. Neglecting to confront this critical issue risks deepening pre-existing disparities, potentially resulting in adverse long-term socio-economic consequences.

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 plans to continue the implementation of a tutoring program. The goal is to reduce the number of non-readers, struggling readers, and non-numerates providing additional academic assistance to low-income students in select grade levels. Since 2023, the program has benefitted more or less 2,000 learners.

**II. OBJECTIVES**

The objective of the project is to provide additional academic support to public school students most in need. The program aims to address the learning gaps 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 who may be referred by the City to serve as tutor aides in reading and numeracy.
4. Conduct screening and recruitment of sufficient numbers of tutors.
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. 25 sessions divided into four (4) sessions a week; and
  - iii. Two (2) hours of actual tutoring per session

10. Provide tutoring materials, learning resources, and other relevant initiatives that will strengthen the implementation of the tutoring program
11. Conduct, collect, and report individualized diagnostic tests for students and periodic assessment reports.
12. Ensure consistency and accuracy of data submitted.
13. Submit an overall narrative and program impact report.
14. Submit narrative and program impact report per school to be acknowledged and confirmed by the School Principal.
15. Implement online tutoring only as agreed with the end user.
16. Maintain a safe tutoring environment.

#### **IV. AREA OF COVERAGE**

The tutoring and teacher training initiative is aimed at benefiting 1000 students enrolled in more or less 20 public schools in Quezon City who require learning remediation.

#### **V. PROJECT DURATION**

The tutoring services shall commence upon issuance of the Notice to Proceed until December 31, 2025.

#### **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.

Deliverables by the contractor should be tailor-fit to students endorsed for the tutoring program including but not limited to the the training curriculum, plan, modules and outlines to ensure no duplicity of the training curriculum with existing programs of the Schools Division Office and the City.

#### **VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) for this project amounts to Five Million Five Hundred Thousand Pesos only (Php5,500,000.00), encompassing all relevant taxes, commissions, bank charges, and associated fees. This cost allocation is designated for the implementation of the tutoring program, benefiting 1,000 students who have completed 50 tutoring hours each.

Unit Cost	Quantity	Total amount
Php5,500.00	1,000	Php 5,500,000.00
<b>TOTAL ABC</b>		<b>Php5,500,000.00</b>

### VIII. TERMS OF PAYMENT

Amount billed must be based on the following milestones for 1,000 beneficiaries:

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

Payment shall be based on the actual number of beneficiaries and number of actual hours of tutoring provided without exceeding the minimum program requirements set in item III of this TOR. Any changes thereof shall be communicated and evaluated by SDO.


### 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 12009 and its 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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