



RESOLUTION NO. 17-2016

APPROVING THE COMMUNITY PARTICIPATION PROCUREMENT MANUAL (CPPM) FOR THE PARTNERSHIP AGAINST HUNGER AND POVERTY (PAHP) PROGRAM OF THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD), DEPARTMENT OF AGRARIAN REFORM (DAR) AND THE DEPARTMENT OF AGRICULTURE (DA)

WHEREAS, Republic Act (RA) No. 9184 entitled “An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes,” took effect on 26 January 2003, while its revised Implementing Rules and Regulations (IRR) took effect on 2 September 2009;

WHEREAS, Section 6 of RA 9184 provides that to systematize the procurement process, avoid confusion and ensure transparency, the Government Procurement Policy Board (GPPB) shall pursue the development of generic procurement manuals and standard bidding forms for mandatory use by all government agencies;

WHEREAS, Community Participation as a Negotiated Procurement modality under Section 53.12 of the revised IRR of R.A. 9184 may be utilized “[w]here, in the interest of project sustainability or to achieve certain specific social objectives, it is desirable in selected project components to call for participation of local communities in the delivery of goods, including non-consulting services, and simple infrastructure projects, subject to the guidelines to be issued by the GPPB”;

WHEREAS, GPPB Resolution No. 09-2014, approved and adopted the Community Participation Procurement Manual (CPPM), which sets the guidelines for community participation in government procurement drawing lessons from experiences in community-based/community driven development (CDD) projects;

WHEREAS, on 11 February 2016, the GPPB-TSO received a letter from Undersecretary Camilo G. Gudmalin of the DSWD, seeking approval by the GPPB of DSWD’s proposed customized CPPM to be used in their PAHP program, which is a collaborative undertaking of the DSWD, DA and DAR, supported by the UN’s Food Agriculture Organization and the World Food Programme, aimed at addressing key concerns in poverty reduction, hunger mitigation and food security;

WHEREAS, during the 3rd Inter-Agency Technical Working Group (IATWG) Meeting held on 22 March 2016, the Group deferred the decision on whether to recommend to the GPPB the approval of the customized CPPM for PAHP, and directed the GPPB-TSO to prepare a more detailed matrix on the differences of the CPPM and the proposed CPPM for PAHP, including the non-negotiable requirements, to be presented in the next IATWG meeting;

WHEREAS, representatives from the GPPB-TSO and the DSWD met on 6 September 2016 to discuss the comparative matrix between the CPPM and the proposed CPPM for PAHP, where after the discussion, it was agreed that the DSWD will revise their proposed

CPPM for PAHP to align with the CPPM by including the following provisions on the following:

1. Prohibition on splitting of contracts;
2. Posting of opportunity in the Procuring Entity's website and in at least three (3) conspicuous places in the target community;
3. Posting of Notice of Award, Contract and Notice to Proceed in the PhilGEPS website, when the facility becomes available;
4. Reduce organized groups into one category in terms of eligibility requirements;
5. Barangay Assembly (BA) resolution or minutes approving the creation of a labor group as a Community-Based Service Provider as part of the legal eligibility requirements for unorganized labor groups;
6. Technical eligibility requirement may either be a list of similar completed contracts or similar experiences of members;
7. Strengthened monitoring and grievance mechanism; and
8. Substitute equivalent documents for the certificate of existence of bank account and updated Audited Financial Statement (AFS) in the financial eligibility requirements for organized groups;

WHEREAS, in the same meeting, it was observed that the period of posting on the Request of Quotation or Request for Proposal (RFQ/RFP) needs to be amended from seven (7) days to three (3) days to align with Section 54.2 of the 2016 Revised IRR of RA 9184;

WHEREAS, during the 8th IATWG meeting held on 9 September 2016, the GPPB-TSO presented the request of the DSWD, DAR and DA, and after due deliberation, the Group approved the following GPPB-TSO recommendations, with qualification on the revision of the CPPM for PAHP, thus:

1. **APPROVAL** of the customized CPPM for PAHP as the modifications made in the CPPM suit the particular needs of the project being implemented by DSWD, DA and DAR, subject to the revision of the identified provisions to align with the current CPPM, and the inclusion of a sunset provision or clause on the acceptability of equivalent documents in lieu of the certificate of existence of a bank account and updated AFS as financial eligibility requirements for organized groups of up to two (2) years from the approval; and
2. **AMENDMENT** of the period of posting requirements of the CPPM from seven (7) days to three (3) days to align with Sec. 54.2 of the 2016 Revised IRR of RA 9184;

WHEREAS, on 22 September 2016, the proponents submitted their revised CPPM for PAHP, which already incorporates the identified provisions required to align with the current CPPM, as well as the required sunset clause on financial eligibility requirements;

WHEREAS, during its 10th Regular Meeting on 23 September 2016, and after due deliberation and careful review, the GPPB resolved to adopt the recommendations of the IATWG and GPPB-TSO;

NOW, THEREFORE, for and in consideration of the foregoing, **WE**, the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **US** by

law, hereby **RESOLVE** to confirm, adopt and approve, as **WE** hereby confirm, adopt and approve the following:

1. **APPROVE** the customized CPPM for PAHP as the modifications made in the CPPM suit the particular needs of the project being implemented by DSWD, DAR and DA; and
2. **AMEND** the period of posting of RFQ/RFP in the CPPM from seven (7) days to three (3) days to align with Sec. 54.2 of the 2016 Revised IRR of RA 9184.

This Resolution shall take effect 15 days after publication.

APPROVED this 23rd day of September 2016 at the City of Manila, Philippines.

(SGD)

**DEPARTMENT OF BUDGET AND
MANAGEMENT**

(SGD)

**NATIONAL ECONOMIC AND
DEVELOPMENT AUTHORITY**

(SGD)

DEPARTMENT OF EDUCATION

(SGD)

DEPARTMENT OF ENERGY

(SGD)

DEPARTMENT OF FINANCE

(SGD)

DEPARTMENT OF HEALTH

**DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY**

(SGD)

**DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT**

(SGD)

**DEPARTMENT OF NATIONAL
DEFENSE**

(SGD)

**DEPARTMENT OF PUBLIC WORKS
AND HIGHWAYS**

(SGD)

**DEPARTMENT OF SCIENCE AND
TECHNOLOGY**

(SGD)

**DEPARTMENT OF TRADE AND
INDUSTRY**

(SGD)

DEPARTMENT OF TRANSPORTATION

PRIVATE SECTOR REPRESENTATIVE

Official Gazette

REPUBLIC OF THE PHILIPPINES

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Government Procurement Policy Board

REPUBLIC OF THE PHILIPPINES
GOVERNMENT PROCUREMENT POLICY
BOARD

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DEPARTMENT OF BUDGET AND
MANAGEMENT

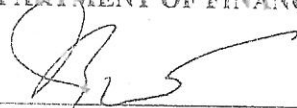


NATIONAL ECONOMIC AND
DEVELOPMENT AUTHORITY



DEPARTMENT OF EDUCATION

DEPARTMENT OF FINANCE

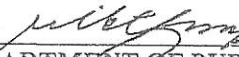


DEPARTMENT OF HEALTH

DEPARTMENT OF INFORMATION AND
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DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT



DEPARTMENT OF NATIONAL
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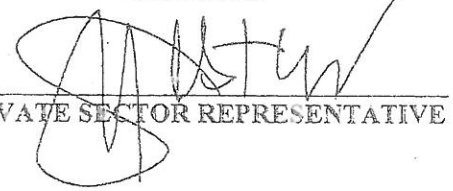


DEPARTMENT OF PUBLIC WORKS
AND HIGHWAYS

DEPARTMENT OF SCIENCE AND
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DEPARTMENT OF TRADE AND
INDUSTRY



DEPARTMENT OF TRANSPORTATION

PRIVATE SECTOR REPRESENTATIVE

DAR-DSWD-DA Proposal to the Government Procurement Policy Board (GPPB)	Acronyms	
	AIP	Annual Investment Plan/Program
MANUAL ON COMMUNITY PARTICIPATION IN PROCUREMENT FOR THE PARTNERSHIP AGAINST HUNGER AND POVERTY (PAHP)	ABC	Approved Budget for the Contract
TABLE OF CONTENTS	APP	Annual Procurement Plan
ACRONYMS	ARB	Agrarian Reform Beneficiaries
ABOUT THE PAHP	ARC	Agrarian Reform Communities
PROCUREMENT MANUAL	ARBO	Agrarian Reform Beneficiaries Organization
CHAPTER I: INTRODUCTION	BAC	Bids and Awards Committee
CHAPTER II: IMPLEMENTING GUIDELINES ON NEGOTIATED PROCUREMENT-COMMUNITY PARTICIPATION FOR PAHP	BDC	Barangay Development Council
2.1 GUIDING PRINCIPLES	BDP	Barangay Development Plan
2.2 APPLICABILITY CONDITIONS	BFAR	Bureau of Fisheries and Aquatic Resources
2.3 PROCEDURAL GUIDELINES	CBO	Community-Based Organization
2.4 ELIGIBLE COMMUNITY-BASED ORGANIZATIONS	CDA	Cooperative Development Authority
CHAPTER III: LOCAL GOVERNMENT UNITS, PHAP TEAMS AND LOCAL COMMUNITY LABOR GROUPS	CDD	Community Driven Development
3.1 LOCAL GOVERNMENT UNITS	C/MAT	City/Municipal Action Team
3.2 PAHP CONVERGENCE TEAMS	C/MCC	City/Municipal Convergence Committee
3.3 ORGANIZING COMMUNITY LABOR GROUPS UNDER THE PAHP	C/MIAC	City/Municipal Inter-Agency Committee
3.4 GRIEVANCE REDRESS SYSTEM UNDER THE PAHP	COA	Commission on Audit
GLOSSARY	CBSP	Community-Based Service Provider
ANNEX 1. SAMPLE MONITORING REPORT	DA	Department of Agriculture
ANNEX 2. SAMPLE INSPECTION AND ACCEPTANCE REPORT	DAR	Department of Agrarian Reform
ANNEX 3. GUIDE TO THE PROJECT REPORTING AND FEEDBACK MECHANISM	DBM	Department of Budget and Management
	DOLE	Department of Labor and Employment
	DCC	Day Care Center aka Child Development Center (CDC)
	DCW	Day Care Worker
	DCS-PG	Day Care Service Parent's Group
	DSWD	Department of Social Welfare and Development
	FAITH	Food Always In The Home
	FishR	Bureau of Fisheries and Aquatic Resources National Program for Municipal Fisheries Registration

FSP	Farm Service Provider	PCC	Provincial Convergence Committee
GPPB	Government Procurement Policy Board	PIAC	Provincial Inter-Agency Committee
GPRA	Government Procurement Reform Act/Republic Act No. 9184	PAO	Provincial Agricultural Officer
HOPE	Head of Procuring Entity	PARO	Provincial Agrarian Reform Officer
IA	Implementing Agency	PPDC	Provincial Planning and Development Coordinator
IRR	Implementing Rules and Regulations	ProDP	Provincial Development Plan
KALAHI-CIDSS	Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services	RAC	Regional Advisory Committee
LCE	Local Chief Executive	RSBSA	Registry System for Basic Sectors in Agriculture
LDC	Local Development Council	RCC	Regional Convergence Committee
LDP	Local Development Plan	RDCW	Regional Directors' Consultation Workshop
LGC	Local Government Code	RIAC	Regional Inter-Agency Committee
LGU	Local Government Unit (Provincial, City, Municipal, or Barangay)	RFQ/RFP	Request for Quotation / Request For Proposal
LSWDO	Local Social Welfare Development Office	PNMO	PAHP National Management Office
MAO	Municipal Agricultural Officer	PTWG	PAHP Technical Working Group
MARO	Municipal Agrarian Reform Officer	RDP	Regional Development Plan
MPDC	Municipal Planning and Development Coordinator	RFO	Regional Field Office
NGA	National Government Agency	SEC	Securities and Exchange Commission
NGO	Non-Governmental Organization	SFP	Supplementary Feeding Program
NHTS-PR	National Household Targeting System for Poverty Reduction	SLP	Sustainable Livelihood Program
NOA	Notice of Award	SLPA	Sustainable Livelihood Program Association
NTP	Notice to Proceed	SLP-CCG	SLP Community Core Group
NP-CP	Negotiated Procurement-Community Participation	SNP	Supervised Neighborhood Play
PAHP	Partnership Against Hunger and Poverty	SNP-PG	Supervised Neighborhood Play-Parents Group
PCC	Provincial Convergence Committee	SA	Source Agency
PAT	Provincial Action Team	SWDO	Social Welfare Development Officer (Provincial, City/ Municipal)
PPMP	Project Procurement Management Plan	WFP	Work and Financial Plan
PDP	Philippine Development Plan		

ABOUT THE PAHP PROCUREMENT MANUAL

This Manual sets guidelines for community participation in procurement procedures for the Partnership Against Hunger and Poverty (PAHP), a collaborative program of the Department of Agrarian Reform (DAR), Department of Social Welfare and Development (DSWD), Department of Agriculture (DA), and participating Local Government Units (LGUs). It is derived primarily from the Manual on Community Participation in Government Procurement¹ issued by the Government Procurement Policy (GPPB), but customized for the PAHP program, and is aligned to the provisions of the Local Government Code (LGC), and the Revised Implementing Rules and Regulations (IRR) of the Government Procurement Reform Act (GPRA), specifically Section 53.12 on Community Participation.

According to the LGC, agencies and offices should conduct consultations with appropriate local government units and community organizations before any project or program is implemented in their jurisdiction.² It also requires the formation of a Local Development Council (LDC) that shall have, among its functions, the mobilization of people's participation in local development efforts, assist the Sanggunian in the development of a multi sectoral plan, and set the economic and social development direction of the Local Government Unit (LGU).³ At least 25% of the members of the LDC should be representatives of non-governmental organizations (NGOs).

On the other hand, the GPRA includes as its governing principles transparency and public monitoring in the procurement process and implementation of contracts. Further, Section 53.12 of the GPRA IRR includes community participation as one of the instances by which negotiated procurement can be implemented.

¹ GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM).

² Sec. 2(c) of the LGC.

³ Sec. 108 of the LGC.

This Manual sets the procurement guidelines for the PAHP drawing lessons from experiences in community-based programs and community driven development (CDD) projects of DAR, DSWD and DA. It focuses on how the local Community-Based Organizations (CBOs), which are the DAR's Agrarian Reform Beneficiaries Organizations (ARBOs), DSWD's Sustainable Livelihood Associations (SLPAs), cooperatives and other qualified farmers' organizations or community-based organizations (CBOs), can participate in managing procurement by being involved in planning and implementation, and on how these community organizations can participate as food suppliers, service providers, and/or contractors under negotiated procurement through community participation. Suggested procedures put forward in this Manual takes inspiration from lessons learned from the DAR's Agrarian Reform Communities Project 1, DSWD's KALAHI-CIDSS project, documented LGU good practices, and from existing laws and guidelines.

Chapter One provides an introduction of the Manual. It lays down the scope and limitations, and puts forward important concepts, definitions, and legal tenets that shall be used.

Chapter Two discusses the general procurement procedures or implementing guidelines for the PAHP under Negotiated Procurement-Community Participation (NP-CP) provided in Section 53.12 of the GPRA IRR. This chapter guides the procuring entity, which is the participating NGA or LGU, on the conditions that must be met to justify the use of NP-CP as a procurement method. It also describes how community organizations can be involved in project procurement at the local government level (e.g., project identification, planning, and monitoring). It lays down the roles and responsibilities of community organizations, participating LGUs and collaborating agencies (DAR, DSWD, DA) in ensuring transparency, public

monitoring, equity, and value for money in procurement under the PAHP.

Chapter Three provides the guide to existing Local Government Units, PAHP Teams, and local community labor groups participating in the PAHP program that are necessary for the provision of food items, goods and services, and related infrastructure which are procured through NP-CP. It discusses how local CBOs can participate in the PAHP to ensure that the procurement achieves its intended social objectives and increase project sustainability.

Background

This Manual is part of the DAR-DSWD-DA collaborative efforts to pursue the implementation of the Partnership Against Hunger and Poverty (PAHP). This program is supported by the UN's Food and Agriculture Organization (FAO) and the World Food Programme.

The PAHP is intended to create essential social infrastructure aimed at improving access to basic services and facilitating investment into the rural economy. Through the PAHP, the collaborative efforts of DAR, DSWD, DA and the LGUs would create greater synergy in engaging the poor households by working closely with rural communities to improve their social capital while addressing hunger and alleviating poverty in the community. With the able support and technical assistance from the FAO and the World Food Programme in community-driven approaches for agro-enterprise development and food security programs, the prospects for hunger mitigation and poverty reduction in the rural areas would be enhanced.

The PAHP framework builds on the success of the Brazilian Government through its Zero-Hunger Plan and Food Purchase Program. In Brazil, the provision of agricultural extension services is linked to the nutritional needs of the feeding program and logistics management related to production, delivery and storage of required food items. The PAHP assistance is also related to credit

and insurance provisions, pricing issues and limitation on quantities to be supplied by the ARBOs, SLPAs, cooperatives and other qualified farmers' organizations or CBOs.

The implementation of the PAHP program has been pilot-tested in Region V where DSWD's Supplementary Feeding Program (SFP) for Day Care Centers (DCCs) are linked to DAR's support services program for ARBOs and DA's food production programs⁴ for RFOs. It was envisioned that PAHP will expand nationwide where the ARBOs, SLPAs, cooperatives and other qualified farmers' organizations (e.g. smallholder farmers' organizations) or CBOs [e.g. Day Care Services Parents' Group (DCS-PG) and SLP Community Core Group (SLP-CCG)] will provide the essential food items required for the feeding of children in the DCCs and SNP areas, while improving their farm production and income through the assistance of DAR, DSWD and DA. The funds for the SFP are downloaded by DSWD to the various Local Government Units (LGUs) that procure the food item requirements of the DCCs and SNP areas in their respective cities or municipalities. Under the current arrangements, the LGU thru the City/Municipal Social Welfare Development Officer (C/MSWDO) procures the food items from local sources, usually vendors and stallholders from the public markets. The DAR, DSWD and DA agreed to pursue a negotiated procurement through community participation for the PAHP where ARBOs, SLPAs, cooperatives and other qualified farmers' organizations or CBOs would be the sources of required food items for SFP for the DCCs and SNP areas. The production areas of the CBOs are usually close to the location of said DCCs and SNP areas, hence community participation in the PAHP procurement process would ensure easy access to sources of the food items and assure timely delivery of fresh food items for feeding the school children enrolled in the DCCs and SNP areas.

⁴ Agriculture Extension and Training Services, and provision of production inputs and facilities.

Drawing lessons learned and experience gained in Region V, the PAHP has been rolled out in Regions VIII and IX, where the PAHP Regional Convergence Team has been organized to replicate the PAHP initiatives in Region V. The FAO has engaged the services of a Brazilian Consultant on food acquisition to extend technical assistance in the PAHP implementation in Region V and in the roll-out activities in Regions VIII and IX.

This Manual was developed by the PAHP Technical Working Group (PTWG) in consultation with DAR, DSWD, DA, the Commission on Audit and the GPPB.

CHAPTER I INTRODUCTION

The emerging trends toward participatory governance and community empowerment have enabled rural communities and local community organizations to have a more active role in procurement planning, actual procurement and contract implementation processes. Under the Partnership Against Hunger and Poverty (PAHP), the participation of local community organizations, particularly the ARBOs, SLPAs, cooperatives and other qualified farmers' organizations or CBOs, ensures efficiency in the use of local resources when beneficiaries of the PAHP are engaged not just in determining their actual needs, but also in project procurement and implementation. For example, the timely provision of the required food items to the children enrolled in the Day Care Centers (DCCs) and Supervised Neighborhood Play (SNP) areas will further enhance the effective implementation of the Supplementary Feeding Program (SFP) of the DSWD.

Community participation in the planning, procurement and implementation process will also facilitate the implementation of community-driven development efforts being pursued by DAR under its support services program for agro-enterprise development, by DA for its food production programs and by DSWD's SFP and SLP. Through such process, service delivery mechanism and

transactions between the national and local governments and the program partners will become more effective and transparent. Where there is transparency, the use of public resources and the provision of social and economic services are ensured. The direct involvement of ARBOs, SLPAs, cooperatives and other qualified farmers' organizations or CBOs would encourage greater ownership by the PAHP stakeholders.

The principle of community participation is embodied in and supported by the 1987 Philippine Constitution, the LGC, and the GPRA. Sections 15 and 16 of the Constitution recognize the role of People's Organizations to "effective and reasonable participation" in decision-making processes. The LGC reinforced the roles and rights of these organizations and provided the mechanisms for their participation in local government units.

Strong community participation is a key ingredient in the sustainability of the PAHP projects. It will generate local employment and promote improved farm productivity and household income while providing the socio-economic services to the marginalized groups. It enhances community capacity and directly impacts on improving the lives of community members. It also contributes in increasing the trust and confidence of communities in the government.

Community Participation as a Form of Negotiated Procurement

The framework of community participation as a form of negotiated procurement under the PAHP is anchored on Section 53.12 of the implementing rules and regulations of the GPRA to wit:

Community Participation. Where, in the interest of project sustainability or to achieve certain specific social objectives, it is desirable in selected project components to call for participation of local communities in the delivery of goods, including non-consulting services, and simple infrastructure projects, subject to the guidelines to be issued by the GPPB.

Given the stipulations in the GPRA, negotiated procurement through community participation is allowed in order to meet specific socio-economic objectives and to ensure program sustainability. Under the PAHP program, community organizations include the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs. The usual procuring entity for the SFP and SLP is the LGU using the funds downloaded⁵ by DSWD for the implementation of said programs in partnership with the LGU. Negotiated procurement will be adopted by the LGUs to purchase the required food items directly from the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs participating in the PAHP program. In the same manner, to support and sustain food production in the community, certain goods, services and infrastructure from a Community-Based Service Provider (CBSP) or Farm Service Provider (FSP) may be procured through NP-CP by a procuring entity under the PAHP.

Defining "community" under the PAHP

For purposes of this Manual, community is defined as a group of individuals living in close proximity to each other⁶ such as those who live within the city/municipality. It also includes social groups who share a common agenda, cause, or interest. Examples of such community groups under the PAHP program are Agrarian Reform Beneficiary Organizations (ARBOs), Sustainable Livelihood Program Associations (SLPAs), Cooperatives, Smallholder Farmers' Association, Fisher folk Associations and other qualified CBOs such as the Day Care Services' Parent Group (DCS-PG) and SLP Community Core Group (SLP-CCG). Community groups may or may not be organized.

⁵ Under COA Circular 94-013 Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies, and COA Circular 2012-001 Revised Documentary Requirements for Common Government Transactions.

⁶ <http://go.worldbank.org/AOGIL9SSI0>, as quoted by GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM), page 7.

This Manual focuses on ways by which organized community groups under the PAHP program may participate in government procurement. Organized groups have a formal structure, democratically selected leaders, and adopt a principle of shared responsibility over its actions. This Manual considers two types of organized groups – registered and non-registered. This includes, but is not limited to, CBOs, Peoples' Organizations, and community labor groups.

CHAPTER II IMPLEMENTING GUIDELINES ON NEGOTIATED PROCUREMENT- COMMUNITY PARTICIPATION FOR PAHP

This Chapter discusses the key principles that should guide the conduct of procurement procedures under the PAHP using NP-CP. It puts forward a procurement procedure that can guide the LGU as the procuring entity for DSWD's SFP and SLP, DAR's support services program and DA's food production program. It also presents a simple interpretation of the capability of service providers/contractors for DSWD's SFP and SLP, DAR's support services program and DA's food production program under PAHP. The NP-CP adheres to the provisions of Section 53.12 of the GPRA and its implementing rules and regulations.

2.1 Guiding Principles

The Manual on Community Participation in Government Procurement issued by the GPPB⁷, stated that participation as a key good governance dimension improves the quality and responsiveness of public spending by aligning procurement with project sustainability and social objectives, thereby directly uplifting the economic, environmental, and social well-being of the communities. The community participation on the PAHP program has specific social objectives involving hunger mitigation, food security and poverty reduction.

⁷ GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM), page 3.

Hence, community participation in procurement for the PAHP shall be guided by the following principles:

1. **Equity** – ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs have equitable opportunities to participate in decision-making processes, identification, procurement, implementation, monitoring and evaluation, and other related processes, including equitable opportunity under the PAHP program, in their engagement as potential service providers/suppliers/contractors for the LGU or in partnership with DAR under its support services program for agro-enterprise development, or DA for its food production programs or DSWD's SFP and SLP.
2. **Participation** – policy and mechanisms (e.g., local government offices and socio-economic development coordination committees, etc.) are provided by the participating NGAs and LGUs to ensure maximum engagement of the community in decision-making processes. It highlights giving voice to members of the community especially those from the marginalized sector. It empowers intended beneficiaries to influence project outcomes.
3. **Responsiveness** – national and local government resources for socio-economic development are geared towards addressing problems and challenges identified and supported by the local communities.
4. **Accountability** – national and local government officials including the members of local development and coordination committees involved in the NP-CP have clearly defined roles and responsibilities and all decisions, actions, and project finances are made public.
5. **Transparency** – policies and procedures are clear and simple in terms of their implementation. The local communities

are made aware of every aspect of project decision-making. Steps are taken to ensure that the rationale behind decisions made and actions taken are understood.

6. **Value for money** – ensures that local communities obtain the optimal benefit from PAHP projects. The strong sense of ownership of the PAHP project encourages its responsible implementation, extends the project life, and maximizes its beneficial value to the local communities.
7. **Food Security** – paramount consideration towards local communities providing the essential goods and services to DCCs and SNP areas, and the development of Food Always In The Home (FAITH) gardens and food related enterprises.
8. **Local employment generation** – paramount consideration towards promoting local employment of capacitated community members of ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs to support and sustain food production in the community and the SFP.

The PAHP procurement documents, including the service provision and supply of food item arrangements, the supply of other goods/services, and the construction of simple infrastructure, should be aligned with these principles and should contain transparency provisions and expected social impacts/benefits (e.g., consultation, community monitoring, and social benefits like improvement in productivity and household income and livelihood opportunities for the marginalized sector, particularly the poor or smallholder farmers).

2.2 Applicability Conditions

Under the PAHP, food items for the SFP for DCCs and SNP areas, essential support services, and infrastructure may be procured through NP-CP where the participation of the ARBOs, SLPAs, cooperatives, and other

qualified farmers' organizations or CBOs are desirable for project sustainability and to achieve the socio-economic objectives of the PAHP.

CBSPs and FSPs may provide the needed food items required in DCCs and SNP areas under the SFP and other government food related programs.

CBSPs may also provide the following essential community support services, but not limited to:

- Skills training services for community managed food related enterprises
- Community kitchen or catering services
- Simple infrastructure related services⁸

FSPs may also provide the following essential farm support services, but not limited to:

- Farm equipment lease services⁹
- Transportation services¹⁰

CBSPs may also build the following simple community infrastructure projects, but not limited to:

- Construction of Crab Hatchery and Nursery Ponds
- Construction of Farm Shed/Shelter
- Construction of Fish Pens
- Construction of Small-scale Cisterns, Potable Water and Sanitary Systems
- Construction of Small Storage Facility/Warehouse

⁸ e.g. mere supply of construction aggregates or other indigenous materials for infrastructure projects, not considered complete infrastructure project.

⁹ e.g. for farmers' organizations who were given equipment grants as FSP by DA such as hand tractors, rice thresher, and corn sheller.

¹⁰ e.g. for daily transport of food items to the DCCs to SNP areas, or for transport of beneficiaries to the training venue that can be provided by a CBSP or FSP.

- Construction of Solar Dryer
- Drainage and Irrigation Canal Rehabilitation

The PAHP sustainability anchors itself on ensuring that project recipients are able to sustain the project or its initiatives even after the initial phase of the PAHP implementation or even if PAHP resources are no longer available. One of the ways to ensure sustainability is to increase the community's ownership of the PAHP projects and its outputs/results. Greater ownership is achieved by sharing with the community decision-making powers in all the stages of project life.

The implementation of the PAHP projects is aligned to the socio-economic objectives that seek to improve the well-being of the local communities. The desired outputs address the key problems and challenges identified by the PAHP Convergence Teams and the LGU through solutions they themselves helped determine. These objectives aspire to empower the local communities by improving their farm productivity and household incomes and creating an environment for development. It also complements the support services programs of DAR in the agrarian reform communities, the food production programs of DA for farmers and the SFP and the SLP of DSWD for its beneficiaries.

The PAHP goals contribute to achieving positive outcomes in hunger mitigation, food security and poverty reduction.

Toward these ends, the following shall be established by the NGA or LGU as the procuring entity under the PAHP:

1. The PAHP projects are aligned with the government development plans and investment plans to efficiently and economically deliver public service. The objective is to optimize use of public funds in the discharge of government functions through the PAHP projects that will achieve the most benefit to the local communities at the least cost to the government;

2. The PAHP Convergence Teams have identified positive socio-economic outcomes with the local communities as its primary stakeholders. The PAHP Convergence Teams have identified the agrarian reform communities and agricultural production areas that are linked to the selected DCCs and SNP areas in the participating provinces/cities/municipalities/barangays (P/C/M/B) where the PAHP will be implemented;
3. The PAHP project involves active participation and direct involvement of local communities and project stakeholders for its success and continued implementation. The PAHP recognizes the significance of local community ownership as critical to sustain project results and achieve desired outcomes; and
4. The PAHP projects follow local government planning processes. Socio-economic development plans are prepared using participatory mechanisms and community-driven tools to express the desired social outcomes and objectives of the local communities. Comprehensive development plans¹¹ are translated into annual plans from which Annual Investment Plans/Programs (AIPs) are formulated. These can be subjected to processes of revisions and prioritization depending on emerging needs and availability of resources. Said AIP will be further translated to Annual Procurement Plan (APP) of the procuring entity.
5. The downloaded funds from DSWD to the P/C/M/BLGUs for the SFP and SLP, or from DAR for its support services program for agro-enterprise development, or DA for its food production program will be used to procure the required goods, services or infrastructure for the PAHP through the NP-CP process.
6. The Approved Budget for the Contract (ABC) of the project or its component that will be procured through NP-CP meets the following thresholds:

Procuring Entity	Negotiated Procurement-Community Participation Maximum Amount (in Philippine Pesos)	
	Goods/Services ¹²	Infrastructure Projects
1. Participating National Government Agencies		
a. DAR	2,000,000	NA ¹³
b. DSWD	2,000,000 ¹⁴	NA ¹⁵

¹¹ e.g. Philippine Development Plans, Regional Development Plans, City/Municipal Development Plans.

¹² Refers to Non-Consulting Services.

¹³ NA – not applicable to DAR's support services program for agro-enterprise development under the PAHP.

¹⁴ e.g. For DSWD's SFP - Purchase of food items, eating and cooking utensils; For DSWD's SLP - Skills training services for community managed food related enterprises.

¹⁵ NA – not applicable to DSWD's SFP and SLP under the PAHP.

c. DA	2,000,000	5,000,000
d. Other participating government agencies, offices or institutions ¹⁶	2,000,000	5,000,000
2. Local Government Unit		
• 1st-3rd Class Provinces • 1st-2nd Class Cities • Highly Urbanized Cities	1,000,000	2,500,000
• 4th Class Province • 3rd Class City	800,000	1,750,000
• 5th Class Province • 4th Class City	600,000	1,000,000
• 6th Class Province • 5th-6th Class Cities • Municipalities • Barangays	500,000	750,000

For foreign funded procurement, the thresholds shall be determined by agreement between the borrowing/ implementing agency and the foreign funding institution.

7. The project's contract packaging and terms do not result to splitting of government contracts for the purpose of evading or circumventing the requirements of the GPRA and its IRR.
8. Participating NGAs and LGUs in the PAHP are encouraged to utilize NP-CP as long as they have shown a proven capacity to procure and manage community-based projects.

2.3 Procedural Guidelines

The following are the procedural requirements for the use of NP-CP under PAHP:

A. Planning and Identification

1. The end user¹⁷ unit shall identify project proposals in line with the procuring

¹⁶ Reserved for government establishments who would subsequently enter into a partnership agreement with DAR, DSWD and DA under the PAHP.

¹⁷ e.g. Local Social Welfare Office (LSWDO) for the SFP or the corresponding livelihood unit of the LGU or of the participating NGA for livelihood programs/projects.

entity's strategic plan, key results areas, and major final outputs that will be sustainable if implemented with the participation of a target community or where the engagement of CBOs will lead to the achievement of specific social objectives under the PAHP.

a. Under the SFP -

- i. the end user unit shall prepare the marketing list for the DCCs and SNP areas. It shall identify the sources of food items required for the DCCs and SNP areas based on the nutritional dietary requirements provided by the DSWD Nutritionist. The agreed food items for the SFP of the DCCs and SNP areas shall be procured by the procuring entity from the CBOs which are ARBOs, SLPAs, cooperatives and other qualified farmers' organizations participating in the PAHP using NP-CP.
- ii. Based on the approved menu, the end user unit shall prepare the food item requirements and estimated budget and present the same to the PAHP Convergence Team for consultation and concurrence.

- b. Under the participating livelihood programs of the LGU, DAR, DSWD, and DA under the PAHP¹⁸ -
- i. The end user unit shall prepare the corresponding WFP. In order to support and sustain food production in the community, CBSPs and FSPs may be engaged by the procuring entity from the CBOs which are ARBOs, SLPAs, cooperatives and other qualified farmers' organizations participating in the PAHP using NP-CP.
 - ii. The WFP by the end user unit will be coordinated with the PAHP Convergence Team to determine the counter-part services, goods or infrastructure required to be procured from the CBOs under the PAHP.
2. The end user unit shall prepare the objectives, requirements, estimated budget, outputs and target community beneficiary(ies) of the selected project and present the same to the PAHP Convergence Team concerned for review, revision, and acceptance.
 3. The proposed projects that were accepted by the PAHP Convergence Team shall be included in the end user unit's Project Procurement Management Plan (PPMP) and the procuring entity's approved Annual Procurement Plan (APP), indicating that it shall be procured using NP-CP.
 4. In cases wherein the C/MLGUs are unable to implement the program or project under the PAHP, the concerned NGAs, PLGUs and/or the BLGUs may implement the same using NP-CP.
- B. Pre-procurement**
5. The project or project components, technical specifications or scope of work, and contract packaging shall be finalized by the procuring entity, taking into consideration the requisites under Section 2.2 of this Manual and the inputs of the PAHP Convergence Team concerned.
 6. Under the SFP -
 - a. The end user unit shall ensure that food standards are met (e.g. freshness and chemical free) that need to be procured under the SFP. These quality standards shall be based on the guidelines set by the DSWD Nutritionists who prepared the local nutritional dietary requirements for the DCCs and SNP areas, using local indigenous food. Where applicable, these shall approximate those of the Food and Nutrition Research Institute (FNRI).
 7. Under the participating programs of the LGU, DAR, DSWD, and DA¹⁹ -
 - a. For related goods and services, the procuring entity shall ensure that there are clear standards for quality, function and performance in the technical specifications that need to be met.
 - b. For related civil works, the technical designs and specifications to be used must be in accordance with relevant national, municipal, and local design codes and standards for rural infrastructure applicable to local conditions. Construction supervision, quality control, contract management, completion inspection, acceptance, operation and maintenance procedures shall be in accordance with the requirements of the projects.

¹⁸ Including other government establishments who would subsequently enter into a partnership agreement with DAR, DSWD and DAR under the PAHP

¹⁹ Ibid.

8. The end user unit shall prepare the RFQ/RFP, which shall indicate a brief description of the goods, non-consulting services, or simple infrastructure projects to be procured, the technical specifications or scope of work, the ABC, the manner and deadline for submission of quotations/proposals, the terms and conditions of the project, and other necessary information.

C. Posting

9. The BAC shall post the RFQ/RFP in the website of the procuring entity (if any), the premises of the procuring entity, and in at least three (3) conspicuous places where the project will be implemented (e.g., bulletin board, public transport terminals, public markets, etc.) for a period of three (3) calendar days.

D. Opening and evaluation

10. On the date specified in the RFQ/RFP, the Bids and Awards Committee (BAC) shall open the proposals submitted to determine compliance with the requirements.
11. The BAC should have obtained quotations/proposals from CBSPs or FSPs which are the ARBOs, SLPAs, cooperatives and other qualified farmers' organizations or CBOs where the PAHP is being implemented. If none are qualified, the invitation may be extended to other barangays within the same city/municipality only. (See Section 2.4 of this Manual for determining an eligible community-based service provider)
12. For the hiring of community labor, proposals are evaluated based on the labor requirements of the project. (See Section 3.3 of this Manual for the establishment of community labor groups)

E. Awarding of contract

13. The BAC shall submit its findings and recommendations to the Head of the

Procuring Entity (HOPE) for her approval/disapproval. The submission shall contain the documents submitted, its evaluation, and the contract documents.

14. In case of approval, the HOPE shall immediately issue the Notice Of Award (NOA) to the proponent supplier of the required food items or service provider or builder of the simple community infrastructure.

15. The concerned NGA or LGU shall ensure that the contract in the form of marketing agreement or contract of service or contract of civil works between the concerned NGA or LGU and the CBSP or FSP provides the most advantageous terms and conditions to the Government.

16. The BAC, through the Secretariat, shall post, for information purposes, the NOA, the contract, and the Notice To Proceed (NTP) in the following:

- a. NGA or LGU website, if any;
- b. Conspicuous place reserved for this purpose in the NGA or LGU premises and in the local communities where the PAHP project will be implemented; and
- c. PhilGEPS website when the facility for posting becomes available.

F. Contract implementation

17. Advance payment may be released in an amount not exceeding fifteen percent (15%) of the total contract price provided it is included in the marketing agreement or contract of service or contract of civil works.
18. The concerned NGA or LGU shall release payments based on the payment scheme provided in the marketing agreement or contract of service or contract of civil works, respectively, and only upon validation by the end user unit that the supplier or service provider has delivered the required food items or required

services specified in the marketing agreement or contract of service or contract of civil works. In case of food items, eating and cooking utensils, the same have been inspected and accepted by the Day Care Parent Service Group (DCP-SG) and Day Care Worker (DCW), and confirmed by the LGU-SWDO as satisfactory in accordance with the food item and dietary requirements. In case of the rendered services or completed infrastructure project, the same have been inspected and accepted by the concerned accountable officer as satisfactory in accordance with the contract.

19. The concerned NGA, LGU and the Commission on Audit (COA) shall conduct visit-audit and assessment on the PAHP project areas.
20. Payments and release of funds shall be subject to government auditing and accounting rules and regulations.

G. Contract reporting and feedback mechanism

21. The Local PAHP Convergence Team,²⁰ shall prepare regular progress reports and ensure a feedback mechanism to the concerned NGA and LGU to validate that the project achieved the desired social objectives or project sustainability outputs, identify the effects in the community, and determine future development needs.
22. The findings²¹ shall be presented to the concerned NGA and LGU through the regular PCC or C/MCC meetings. The Local PAHP Convergence Team shall furnish the procuring entity a copy of

²⁰ See 3.2

²¹ e.g. status report on the delivery of goods and services to Day Care Centers, status of simple community infrastructure projects, improvement on the household income of beneficiaries, positive outcomes in hunger mitigation, food security and poverty reduction in the community, among others.

the report, and the LGU shall post the same in a conspicuous place in the Provincial Capitol, City/Municipal Hall or Barangay Hall where the community project was implemented.

2.4 Eligible Community-Based Organizations

A Community-Based Service Provider (CBSP) or Farm Service Provider (FSP) participating in a NP-CP under the PAHP program may be any of the following:

1. Agrarian Reform Beneficiary Organizations (ARBOs), or
2. Sustainable Livelihood Program Associations (SLPAs), or
3. Cooperatives, or
4. Other qualified farmers' organizations²² (e.g. Smallholder Farmers' Association) and CBOs (e.g. Day Care Services Parent Group (DCS-PG), SLP Community Core Group (SLP-CCG)), and community labor groups.

CBOs acting as CBSP or FSP shall possess the following requirements to be declared eligible to participate in a NP-CP procurement activity:

1. In the case of organized CBO (CBSP or FSP), the following documents shall be required by the BAC:

a. Legal Requirements

- i. Certificate of registration from the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), Cooperatives Development Authority (CDA), Department of Labor and Employment (DOLE), National Commission on Indigenous People (NCIP),

²² Including Fisherfolk Organizations

national government agency²³, or local government unit²⁴, whichever is applicable.

- ii. Certification from the leader of the community-based service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the Head of Procuring Entity, a member of the BAC, or other official authorized to process and/or approve the proposal, contract, and release of funds.
- iii. Disclosure of related business, if any, and extent of ownership therein.
- iv. Certification from the participating C/M/BLGU that the individual members of the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs are residents of the city/municipality and/or barangays, where the DCCs or SNP areas are located and/or covered by the PAHP projects²⁵.

²³ e.g. Accreditation under COA-DBM-DSWD Joint Resolution No. 2014-001 - Guidelines for Accreditation of CSOs as Implementing Entities of Government or Public Funds or COA-DBM-DSWD Joint Resolution No. 2015-001 - Supplementary Guidelines on Accreditation of CSOs

²⁴ e.g. LGU accreditation of Non-Governmental Organizations (NGO) or Peoples' Organizations (PO)

²⁵ For prospective suppliers, service provider or contractors on PAHP Projects, the DAR, DSWD, and DA have respective registry/database of farmer and fisher folk beneficiaries found in their respective registries/databases such as those found in the DA's Registry System for Basic Sectors in Agriculture (RSBSA), or DA's Regional Field Office (RFO) list of beneficiaries, or the Bureau of Fisheries and Aquatic Resources' (BFAR) National Program for Municipal Fisherfolk Registration (FishR) for fisher folk, or DSWD's Pantawid Pamilyang Pilipino Program and National Household Targeting System for Poverty Reduction (NHTS-PR) database/registries, or DAR's ARB/ARC registry, or similar registry of identified beneficiaries.

b. Technical Requirements

List of similar completed contracts or experiences of members of the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs that they are able to:

- i. provide the food items to the DCCs and SNP areas, and/or
- ii. provide the required goods and services to the community, and/or
- iii. build the required community infrastructure.

c. Financial Requirements

- i. Statement that the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs have an established simple bookkeeping procedure for financial records purposes.
- ii. Treasurer's Certification on the amount of available funds of the CBO that are kept for safekeeping, if any, from the date of submission of the proposal/quotation.

Provided that after two (2) years from the initial engagement of the organized CBO (CBSP or FSP), the following will be required for subsequent engagements:

- a. Certificate that the CBO has an existing bank account;
- b. Updated audited financial statement; and
- c. Proof that it has financial management system that maintains the following sets of book of accounts: cash receipts book, cash disbursement book, ledger/logbook, subsidiary ledger (particularly for

inputs, assets, properties belonging to community based service provider, bank book/bank statements, disbursement vouchers, and official receipt).

2. In case of unorganized community-based service provider for PAHP projects requiring labor components, the following shall be required by the BAC:

- a. Legal Requirements

- i. Certificate from the Punong Barangay concerned that the individual members of the community labor group are residents of the target community(ies), covered by the PAHP projects.
- ii. Resolution or minutes of the Barangay Assembly approving the creation of the community labor group as a community-based service provider.

- b. Technical Requirements

- i. List indicating the experiences of members of the community-based service provider that satisfies the workmanship and skill set requirements for the procurement at hand in terms of its capacity to perform the required labor service for the delivery of goods, performance of non-consulting service, or construction of simple infrastructure project, at an equal or higher established standards.

- c. Financial Requirements

- i. Guidelines for the establishment of a financial management system necessary for the performance of the project and the implementation of a payroll system.

CHAPTER III LOCAL GOVERNMENT UNITS, PAHP TEAMS AND LOCAL COMMUNITY LABOR GROUPS

This Chapter guides the LGU, DAR, DA and DSWD in establishing PAHP Convergence Teams, and local community groups necessary for the effective implementation of PAHP adopting the NP-CP. It takes off from the LGC provisions on community participation and indicates the steps to be undertaken in ensuring that the PAHP achieves the positive social outcomes and project sustainability, including the roles and responsibilities of the PAHP stakeholders.

3.1 Local Government Units

The LGUs are the key partners of national government agencies in the implementation of socio-economic development programs in their respective localities. They shall discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to the LGC.²⁵ Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities enumerated under the LGC.²⁷

The LGUs shall consider the support services program of DAR for ARBOs, the food production program of DA, and the SFP and SLP of the DSWD, are incorporated in the LDP²⁵ and in the AIP of the LGUs. The institutional involvement of the LGUs in the execution of these national programs including the provision of necessary counterpart contributions is covered in the corresponding Sanguniang Panlalawigan/Bayan/Barangay (legislative council) Resolutions of the LGUs.

²⁶ Sec. 17 (a) of the LGC.

²⁷ Sec. 17 (b) of the LGC, e.g. For a Barangay - agricultural support services which include planting materials distribution system and operation of farm produce collection and buying stations; Health and social welfare services which include maintenance of Barangay health center and day-care center.

LGUs may enter into joint ventures and such other cooperative arrangements with people's and non-governmental organizations to engage in the delivery of certain basic services, capability-building and livelihood projects, and to develop local enterprises designed to improve productivity and income, diversify agriculture, spur rural industrialization, promote ecological balance, and enhance the economic and social well-being of the people.²⁹

Local Development Council

According to the LGC, agencies and offices are expected to consult with appropriate local government units and community organizations before any project or program is implemented in their jurisdiction.³⁰

Each local government unit shall have a comprehensive multi-sectoral development plan to be initiated by its development council and approved by its Sanggunian. For this purpose, the development council at the provincial, city, municipal, or barangay level, shall assist the corresponding Sanggunian in setting the direction of economic and social development, and coordinating development efforts within its territorial jurisdiction.³¹

The Local Development Council³² (LDC) serves as a multi-sectoral body that formulates development plans, mobilizes people's participation, and monitors and evaluates projects. The LDCs are represented by an Executive Committee when not in session.³³ The LDCs may call upon any local official concerned or any official of national agencies or offices in the local government unit to assist in the formulation of their respective development plans and public investment programs.³⁴

²⁹ Sec. 35 of the LGC.

³⁰ Sec. 2(c) of the LGC.

³¹ Sec. 106 of the LGC.

³² Provincial Development Council, City/Municipal Development Council, Barangay Development Council.

³³ Sec. 111 of the LGC.

³⁴ Sec. 107 (d) of the LGC.

National agencies and offices with project implementation functions shall coordinate with one another and with the local government units concerned in the discharge of these functions. They shall ensure the participation of local government units both in the planning and implementation of said national projects.³⁵ It is therefore important that the PAHP Convergence Teams are able to advise the LDCs on the PAHP projects, initiatives and strategic plans from the national to the municipal level.

3.2 PAHP Convergence Teams

In order to further strengthen community participation in the PAHP procurement activities, in line with government development plans and investment plans, the PAHP Convergence Teams shall be formed at the national, regional, provincial, and city/municipal levels.

The Provincial and City/Municipal PAHP Convergence Teams shall be an ad hoc³⁶ team to the respective Provincial Convergence Committee and City/Municipal Convergence Committee, already existing at the LGU provincial and municipal levels, and will be working with existing DSWD's Action Teams³⁷ to implement PAHP projects.

The PAHP Convergence Teams will be composed of concerned PAHP representatives from the following:

1. National Level – represented by DAR, DSWD³⁸ and DA national representatives or national coordinators, principally for policy direction, national monitoring and coordination, led by the PAHP National Management Office (PNMO) under DAR.

³⁵ Sec. 25 of the LGC.

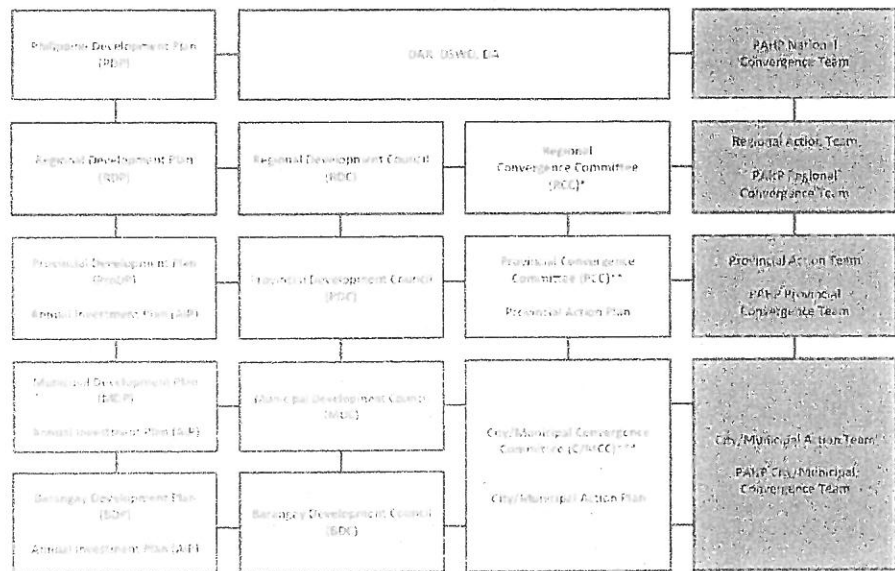
³⁶ e.g. formed for a particular purpose of implementing and monitoring PAHP projects thru a Sangguniang Panlalawigan Resolution or Sangguniang Bayan Resolution or Executive Order or by agreement.

³⁷ DSWD's Provincial Action Team (PAT) and City/Municipal Action Team (C/MAT).

³⁸ e.g. Representatives from the DSWD's Office of the Secretary, Protective Services Bureau, and Sustainable Livelihood Program National Program Management Office.

2. Regional Level – represented by DAR, DSWD³⁹ and DA regional representatives or regional coordinators, for regional level implementation, monitoring and coordination.
3. Provincial Level – represented by PLGU, DAR, DSWD⁴⁰ and DA provincial representatives or provincial coordinators, for provincial level implementation, monitoring and coordination.
4. City/Municipal Level – for city/municipal and barangay level implementation, monitoring and coordination – represented by:
 - a. C/M/LGU Municipal Social Welfare Development Office,
 - b. C/M/LGU Municipal Agrarian Reform Office,
 - c. C/M/LGU Municipal Agricultural Office,
 - d. C/M/LGU Municipal Planning and Development Office,
 - e. Barangay LGU (BLGU),⁴¹
 - f. CBOs which are ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations (e.g. Smallholder Farmers' Association), and
 - g. DAR, DSWD⁴² and/or DA

The following diagram illustrates the advisory and reporting role of the PAHP Convergence Teams with respect to their inter-connected linkages to the Development Councils and Convergence Committees, and to the participating NGAs under a multi-level government development plans.



sometimes called Regional Inter-Agency Committee (RIAC) or Regional Advisory Committee (RAC) or Regional Directors Consultation Workshop (RDEW)
 sometimes called Provincial Inter-Agency Committee (PIAC)
 sometimes called City/Municipal Inter-Agency Committee (C/M/IAIC)

Diagram 1: PAHP Convergence Teams' Inter-Connected Linkages

* e.g. Regional Director, Regional Project Coordinators, Regional PAHP Focal Persons
 ** e.g. Provincial Link, Provincial Coordinators, Area Coordinators, Social Welfare Officer, II
 *** Possible multi-BLGU representations in projects involving several barangays with a lead BLGU
 e.g. Municipal Link, Project Development Officers, Community Facilitators

All PAHP Convergence Teams will perform an advisory and reporting role. Said teams will advise and report to the concerned NGA and/or LGU on the PAHP projects, initiatives and strategic plans, from the national to the municipal level. Said PAHP projects, initiatives and strategic plans must be in line with the government development plans and investment plans. Consultations and regular meetings with the concerned Development Councils and Convergence Committees will ensure that the procurement activities under the PAHP are in line with government efforts on hunger mitigation and poverty reduction, and government resources are efficiently utilized.

It is possible that several members of the Provincial and Municipal Action Teams are also members of the PAHP Provincial and City/Municipal Convergence Teams.

Working with the Provincial and Municipal Action Teams to implement PAHP projects for the communities, the issues and concerns of the PAHP Convergence Teams on project implementation should be included in the agenda of the meetings of the Provincial/City/Municipal Convergence Committee, and will become part of the Provincial/City/Municipal Action Plan/Planning.

The diagram below illustrates the relationship between the PAHP City/Municipal Convergence Team and the City/Municipal Convergence Committee to the BAC and the HOPE for procurement.

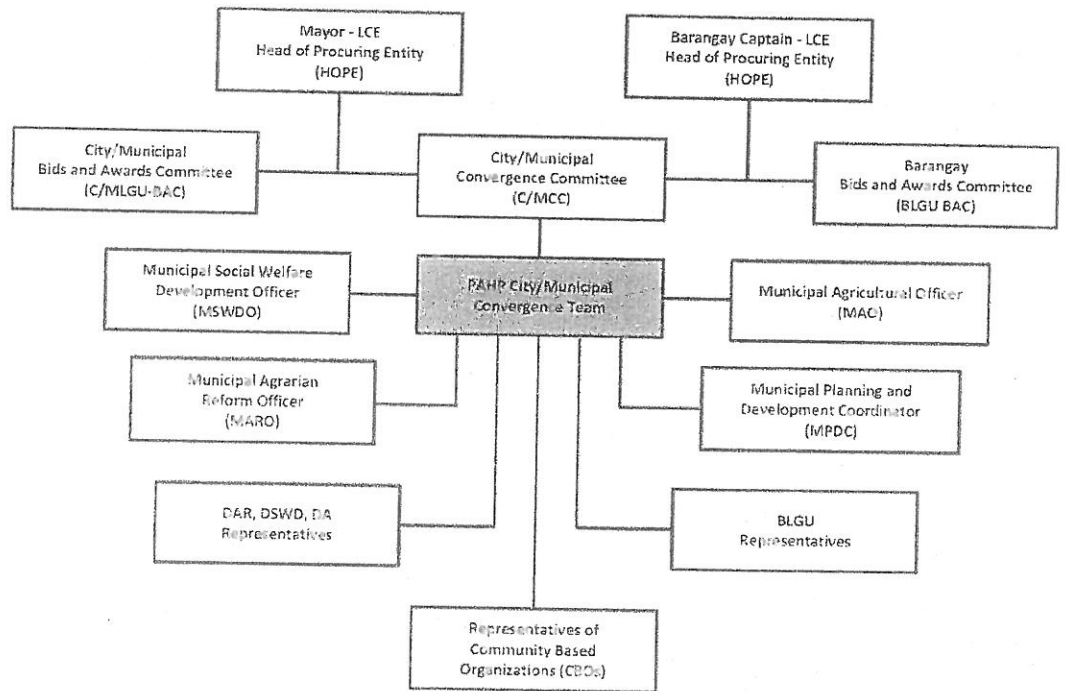


Diagram 2: PAHP City/Municipal Convergence Team Composition, in relation to the C/MCC, BAC and HOPE

The PAHP Convergence Team at the City/Municipal Level shall be headed either by the LGU SWDO or MARO or MAO or MPDC or any qualified officer designated by the LGU or Sangguniang Bayan. Said Team shall coordinate the activities and projects under the PAHP at the city/municipal and barangay levels including the NP-CP arrangements for the supply of food items for the DCCs and SNP areas and other essential support

services or infrastructure projects covered by the PAHP. It shall undertake monitoring and evaluation of the progress and gains of the projects in relation to the desired objectives of the PAHP.

The PAHP Convergence Team shall also assist the LGU thru the preparation of the regular progress reports of the projects and ensure feedback mechanism with PAHP stakeholders.

The diagram below illustrates the relationship between the PAHP Provincial Convergence Team and the Provincial Convergence Committee to the BAC and the HOPE for procurement.

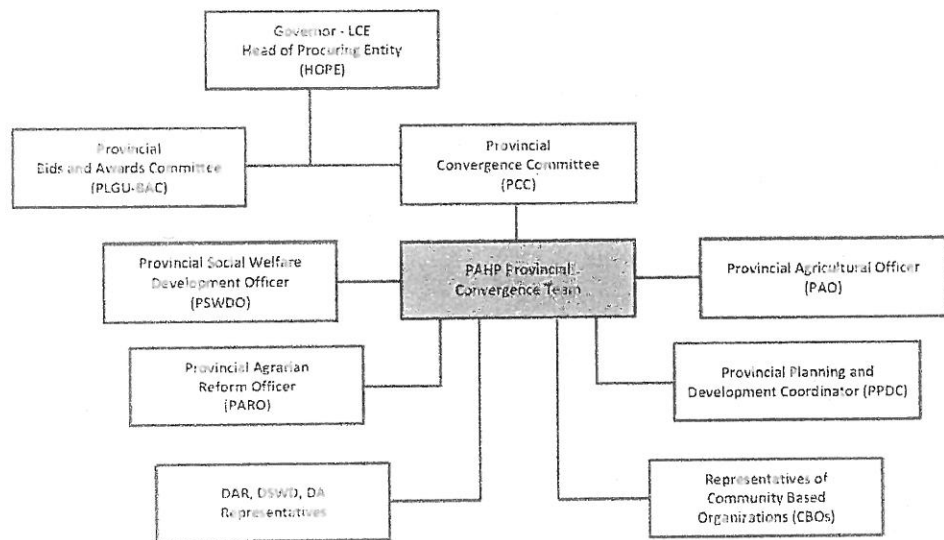


Diagram 3: PAHP Provincial Convergence Team Composition, in relation to the PCC, BAC and HOPE

The PAHP Provincial Team Composition will have the corresponding representatives from the provincial level, without the presence of BLGU representatives who are already represented in the municipal level.

Similar to the C/MLGUs, the PAHP Convergence Team at the Provincial Level shall be headed either by the LGU SWDO or PARO or PAO or PPDC or any qualified officer designated by the LGU or Sangguniang Panlalawigan.

Reporting Templates and creation of additional teams or committees

The PAHP Convergence Team⁴³ shall accomplish a Monitoring Report (See Annex 1 for a sample report) and an Inspection and Acceptance Report (See Annex 2 for sample form) for the PAHP project proposals that will be submitted to the concerned NGA or LGU as the procuring entity.

⁴³ This Team is primarily in charge of the reporting and feedback similar to the Project Reporting and Feedback Committee (PRFC) under GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM).

The concerned NGA or LGU may create additional teams or sub-teams, committees⁴⁴ or sub-committees, as needed, in order to assist in the PAHP procurement activities.

The diagram below illustrates the PAHP Procurement and Funds Flow at the regional, provincial, city/municipal and barangay levels.

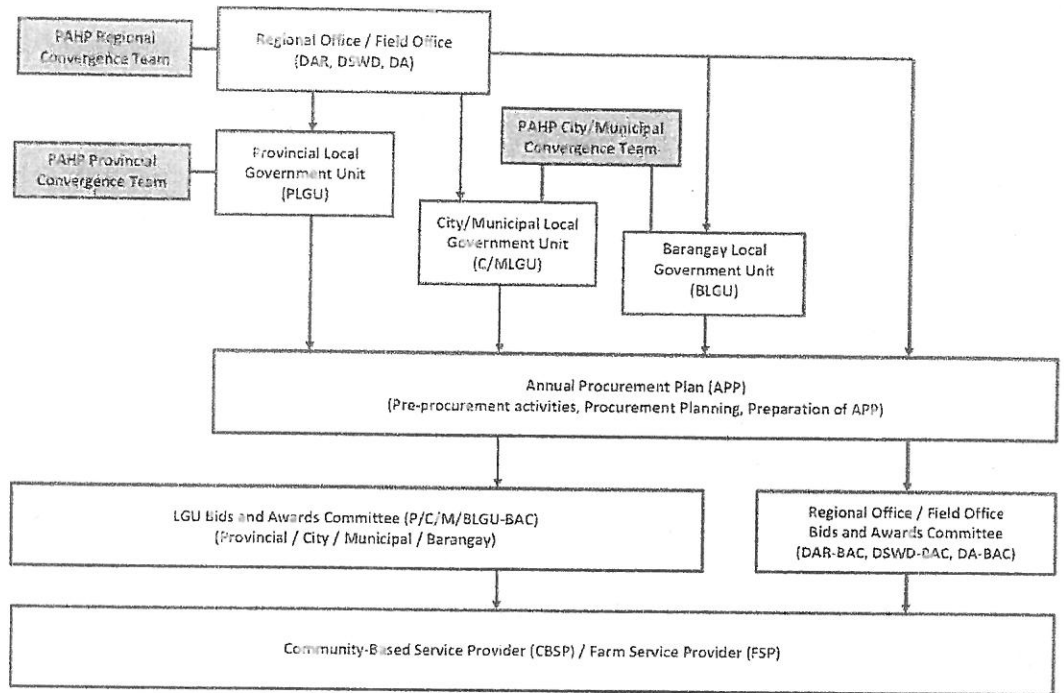


Diagram 4: PAHP Procurement and Funds Flow

Government funds transferred from the participating NGAs' Regional Office / Field Office to the PLGU, C/MGLU and BLGU, as implementing agencies, will have to observe the regulations and documentary requirements for the transfer of funds under pertinent circulars⁴⁵ issued by the Commission of Audit (COA).

Under the DSWD's SFP and SLP the usual fund transfer route is through the C/

MLGU. However, in cases wherein the C/MLGU has unliquidated funds from the DSWD, such SFP and SLP funds may be transferred to the PLGU or the BLGU in the interest of project sustainability or to achieve certain specific social objectives under the PAHP program. There may be instances wherein the participating NGA will directly engage in community procurement for the same reasons.

⁴⁴ e.g. Project Management Committee (PMC), Project Preparation Committee (PPC), Project Monitoring and Inspection Committee (PMIC) under GPPB Resolution No. 09-2014.

⁴⁵ Under COA Circular 94-013 Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies, and COA Circular 2012-001 Revised Documentary Requirements for Common Government Transactions.

The respective APPs will be the result of coordinated procurement and planning activities at the regional, provincial, city/municipal and barangay levels. The PAHP Convergence Team shall perform an advisory and reporting role for all the PAHP projects to be implemented in the community(ies) to ensure that the PAHP projects will be implemented as planned.

The following are the pertinent COA requirements:

Documentary Requirements for Transfer of funds under **COA Circular 2012-001** on Revised Documentary Requirements for Common Government Transactions

- Copy of MOA/Trust Agreement
- Copy of Approved Program of Work (for infrastructure project)
- Approved Project Expenditure or Estimated Expenses indicating the project objective and expected output (for other projects)
- For Local Government Units (LGUs), authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:
 - In case of a reenacted budget:
 - For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budget
 - In case of the regularly enacted budget:
 - For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects or roads and bridges
 - For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses
- Certification by the Accountant that funds previously transferred to the Implementing Agency (IA) has been liquidated, post audited and accounted for in the books
- Copy of the OR issued by the IA to the Source Agency (SA) acknowledging receipt of funds transferred (for post-audit activities)

3.3 Organizing Community Labor Groups under the PAHP

For projects requiring labor components, the procuring entity shall draw such labor from the community(ies). In line with this, the community shall establish community labor groups, under the guidance of the concerned PAHP Convergence Team and the concerned LGU, following PAHP guidelines, SLP Guidelines or established clustering approaches⁴⁶ or practices⁴⁷ for skilled, semi-skilled and unskilled labor.

⁴⁶ e.g. Organizing Community Labor Groups under GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM).

⁴⁷ e.g. The Clustering Approach to Agroenterprise Development for Small Farmers – The CRS- Philippines Experience. A Guidebook for Facilitators (2007).

3.4 Grievance Redress System under the PAHP

The DAR, DSWD and DA, in coordination with the concerned LGUs, shall establish a coordinated inter-agency Grievance Redress System to address issues in the implementation of the PAHP program. Existing grievance redress systems, such as the systems under the Pantawid Pamilyang Pilipino program and the KALAHI-CIDSS program, may be used and linked with the PAHP and coordinated with the concerned PAHP Convergence Teams for proper resolution of grievances.

Glossary

For the purpose of this Manual, the following terms shall have the corresponding meanings:

Approved Budget for the Contract (ABC) – The budget for the contract duly approved by the Head of the Procuring Entity, as provided for in the General Appropriations Act (GAA) and/or continuing appropriations, in the case of national government agencies (NGAs); and the budget approved by the Sanggunian in the case of LGUs.

Convergence Committees – Also known as Inter-Agency Committees with representatives from the different NGAs and LGUs.

Community – Under the PAHP, a community is defined as a group of individuals living in close proximity to each other⁴⁸, such as those who live within the city/municipality. It also includes social groups who share a common agenda, cause, or interest. Examples of such community groups under the PAHP program are Agrarian Reform Beneficiary Organizations (ARBOs), Sustainable Livelihood Program Associations (SLPAs), Cooperatives, Smallholder Farmers' Association, Fisher folk Associations and other qualified CBOs such as the Day Care Services Parent Group (DCS-PG) and SLP Community Core Group (SLP-CCG). Community groups may or may not be organized.

Community-Based Organizations (CBOs) – Under the PAHP, CBOs are the DAR's Agrarian Reform Beneficiaries Organizations (ARBOs), DSWD's Sustainable Livelihood Associations (SLPAs), cooperatives and other qualified farmers' organizations or CBOs who met the minimum eligibility requirements under the PAHP program.

Contractor – One who undertakes to perform a work or service, or supply goods,

or infrastructure for a public or private entity. Under the PAHP, qualified contractors are CBOs.

Infrastructure Projects under the PAHP – Includes construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of simple community infrastructures that can be managed or served by CBOs. Also referred to as "civil works" under the PAHP⁴⁹.

Marketing Agreement – Refers to a contract between the procuring entity and the supplier of the food items/goods required by the procuring entity.

Marketing List – List of food items based on the approved cycle menu.

Notice of Award – The document issued by the Head of the Procuring Entity to the service provider or contractor to whom the contract is awarded.

Procuring Entity – Under the PAHP, these are the DAR, DSWD, DA or the concerned LGUs procuring Goods, Non-Consulting Services, and/or contracting Simple Infrastructure Projects.

PAHP Convergence Teams⁵⁰ – Composed of PAHP representatives from partner agencies (DAR-DSWD-DA) and Local Government Units in the National, Regional, Provincial and City/Municipal Level.

Request for Proposal – A written request for proposals concerning goods or services the government intends to acquire by means of Negotiated Procurement-Community Participation (NP-CP). The procedure allows changes to be made after other proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated further prior to award.

SLP Community Core Group (SLP-CCG) – Composed of SLP beneficiaries / participants; this group is considered under the category of a qualified CBO when it meets the minimum eligibility requirements under this Manual.

⁴⁸ <http://go.worldbank.org/AOGIL9SSI0>, as quoted by GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM), page 7.

⁴⁹ See 2.2 for examples of simple community infrastructure projects.

⁵⁰ See 3.2 PAHP Convergence Teams.

ANNEXES

ANNEX 1. Sample Monitoring Report

SAMPLE MONITORING REPORT
 Partnership Against Hunger and Poverty
 (Name of Office/Agency)

Region: _____
 Province: _____

Date: _____

Name of LUG	Name of Community Based Organisation (CBO)	Registry No.	Commodity Produced*	Commodity supplied to SFP	Quantity sold to SFP**	Remarks

*Use commodity/product column
 **kg, lbs, etc, metric

Monitored by: _____
 Designation: _____

ANNEX 2. Sample Inspection and Acceptance Report

Inspection and Acceptance Report

_____ LGU

Supplier: _____ Date: _____
Invoice No. _____

Requisitioning Office/Unit: _____

Stock No.	Unit	Description	Quantity	Amount

INSPECTION	ACCEPTANCE
Date Inspected: _____	Date Received: _____
<input type="checkbox"/> Inspected, verified and found in order as to quantity and specifications.	<input type="checkbox"/> Complete
_____	<input type="checkbox"/> Partial
_____	_____

ANNEX 3. Guide to the Project Reporting and Feedback Mechanism

The Local PAHP Convergence Team may undertake a reporting and feedback mechanism to ensure that the PAHP achieves the desired social objectives and/or project sustainability requirements. For this purpose, the Team shall evaluate the quality of participation by the community and the over-all management of the project. It shall also monitor the efficiency and effectiveness of the steps taken and the time utilized to reach PAHP milestones.

Methodology

The Team may conduct interviews of community representatives and PAHP stakeholders using some key questions to be answered, as follows:

- Is/Are the social objective(s) of the PAHP and the negotiated procurement through community participation (NP-

CP) being met? If yes, how? If no, why?

- Are there PAHP related concerns and challenges that can be addressed to achieve the social objectives effectively? If yes, what are these?
- Does the community recommend other PAHP measures or NP-CP arrangements to achieve the community's desired outcomes?

Other questions can be asked by the Local PAHP Convergence Team especially if the desired social objectives are not being met.

Reporting

The output of the Team will be a progress report and recommendations to be presented to the concerned NGA and LGU and submitted to the Local Development Council. The report shall be made available to the public for general information.



Certified True Copy
MELISSA A. SANTIAGO-YAN
Deputy Executive Director IV
DEM GPPB-TSO

ANNEX: B

RESOLUTION NO. 17-2016

APPROVING THE COMMUNITY PARTICIPATION PROCUREMENT MANUAL (CPPM) FOR THE PARTNERSHIP AGAINST HUNGER AND POVERTY (PAHP) PROGRAM OF THE DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT (DSWD), DEPARTMENT OF AGRARIAN REFORM (DAR) AND THE DEPARTMENT OF AGRICULTURE (DA)

WHEREAS, Republic Act (RA) No. 9184 entitled “An Act Providing for the Modernization, Standardization and Regulation of the Procurement Activities of the Government and for Other Purposes,” took effect on 26 January 2003, while its revised Implementing Rules and Regulations (IRR) took effect on 2 September 2009;

WHEREAS, Section 6 of RA 9184 provides that to systematize the procurement process, avoid confusion and ensure transparency, the Government Procurement Policy Board (GPPB) shall pursue the development of generic procurement manuals and standard bidding forms for mandatory use by all government agencies;

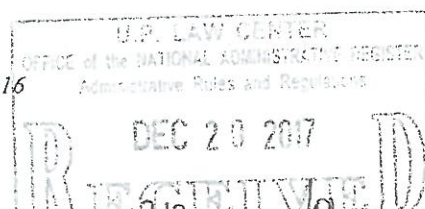
WHEREAS, Community Participation as a Negotiated Procurement modality under Section 53.12 of the revised IRR of R.A. 9184 may be utilized “[w]here, in the interest of project sustainability or to achieve certain specific social objectives, it is desirable in selected project components to call for participation of local communities in the delivery of goods, including non-consulting services, and simple infrastructure projects, subject to the guidelines to be issued by the GPPB”;

WHEREAS, GPPB Resolution No. 09-2014, approved and adopted the Community Participation Procurement Manual (CPPM), which sets the guidelines for community participation in government procurement drawing lessons from experiences in community-based/community driven development (CDD) projects;

WHEREAS, on 11 February 2016, the GPPB-TSO received a letter from Undersecretary Camilo G. Gudmalin of the DSWD, seeking approval by the GPPB of DSWD’s proposed customized CPPM to be used in their PAHP program, which is a collaborative undertaking of the DSWD, DA and DAR, supported by the UN’s Food Agriculture Organization and the World Food Programme, aimed at addressing key concerns in poverty reduction, hunger mitigation and food security;

WHEREAS, during the 3rd Inter-Agency Technical Working Group (IATWG) Meeting held on 22 March 2016, the Group deferred the decision on whether to recommend to the GPPB the approval of the customized CPPM for PAHP, and directed the GPPB-TSO to prepare a more detailed matrix on the differences of the CPPM and the proposed CPPM for PAHP, including the non-negotiable requirements, to be presented in the next IATWG meeting;

WHEREAS, representatives from the GPPB-TSO and the DSWD met on 6 September 2016 to discuss the comparative matrix between the CPPM and the proposed CPPM for PAHP, where after the discussion, it was agreed that the DSWD will revise their proposed CPPM for PAHP to align with the CPPM by including the following provisions on the following:



1. Prohibition on splitting of contracts;
2. Posting of opportunity in the Procuring Entity's website and in at least three (3) conspicuous places in the target community;
3. Posting of Notice of Award, Contract and Notice to Proceed in the PhilGEPS website, when the facility becomes available;
4. Reduce organized groups into one category in terms of eligibility requirements;
5. Barangay Assembly (BA) resolution or minutes approving the creation of a labor group as a Community-Based Service Provider as part of the legal eligibility requirements for unorganized labor groups;
6. Technical eligibility requirement may either be a list of similar completed contracts or similar experiences of members;
7. Strengthened monitoring and grievance mechanism; and
8. Substitute equivalent documents for the certificate of existence of bank account and updated Audited Financial Statement (AFS) in the financial eligibility requirements for organized groups;

WHEREAS, in the same meeting, it was observed that the period of posting on the Request of Quotation or Request for Proposal (RFQ/RFP) needs to be amended from seven (7) days to three (3) days to align with Section 54.2 of the 2016 Revised IRR of RA 9184;

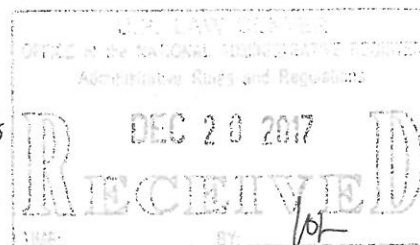
WHEREAS, during the 8th IATWG meeting held on 9 September 2016, the GPPB-TSO presented the request of the DSWD, DAR and DA, and after due deliberation, the Group approved the following GPPB-TSO recommendations, with qualification on the revision of the CPPM for PAHP, thus:

1. **APPROVAL** of the customized CPPM for PAHP as the modifications made in the CPPM suit the particular needs of the project being implemented by DSWD, DA and DAR, subject to the revision of the identified provisions to align with the current CPPM, and the inclusion of a sunset provision or clause on the acceptability of equivalent documents in lieu of the certificate of existence of a bank account and updated AFS as financial eligibility requirements for organized groups of up to two (2) years from the approval; and
2. **AMENDMENT** of the period of posting requirements of the CPPM from seven (7) days to three (3) days to align with Sec. 54.2 of the 2016 Revised IRR of RA 9184;

WHEREAS, on 22 September 2016, the proponents submitted their revised CPPM for PAHP, which already incorporates the identified provisions required to align with the current CPPM, as well as the required sunset clause on financial eligibility requirements;

WHEREAS, during its 10th Regular Meeting on 23 September 2016, and after due deliberation and careful review, the GPPB resolved to adopt the recommendations of the IATWG and GPPB-TSO;

NOW, THEREFORE, for and in consideration of the foregoing, WE, the Members of the GOVERNMENT PROCUREMENT POLICY BOARD, by virtue of the powers vested on Us by law, hereby RESOLVE to confirm, adopt and approve, as WE hereby confirm, adopt and approve the following:

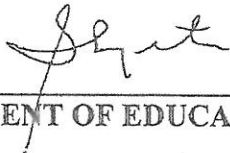


1. **APPROVE** the customized CPPM for PAHP as the modifications made in the CPPM suit the particular needs of the project being implemented by DSWD, DAR and DA; and
2. **AMEND** the period of posting of RFQ/RFP in the CPPM from seven (7) days to three (3) days to align with Sec. 54.2 of the 2016 Revised IRR of RA 9184.

This Resolution shall take effect 15 days after publication.

APPROVED this 23rd day of September 2016 at the City of Manila, Philippines.

9 9 9
DEPARTMENT OF BUDGET AND
MANAGEMENT



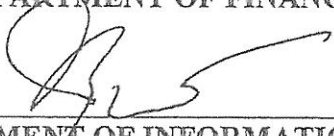
DEPARTMENT OF EDUCATION

NATIONAL ECONOMIC AND
DEVELOPMENT AUTHORITY



DEPARTMENT OF ENERGY

DEPARTMENT OF FINANCE



DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY



DEPARTMENT OF NATIONAL
DEFENSE



DEPARTMENT OF SCIENCE AND
TECHNOLOGY




DEPARTMENT OF TRANSPORTATION

DEPARTMENT OF HEALTH

DEPARTMENT OF THE INTERIOR
AND LOCAL GOVERNMENT



DEPARTMENT OF PUBLIC WORKS
AND HIGHWAYS



DEPARTMENT OF TRADE AND
INDUSTRY

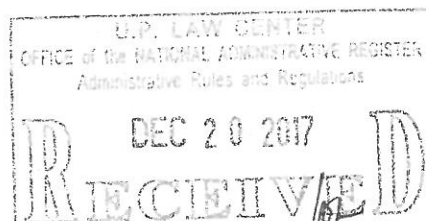
PRIVATE SECTOR REPRESENTATIVE

Certified True Copy
MELISSA A. SANTIAGO-YAM
Deputy Executive Director IV
DEM GPPB-TSO

DAR-DSWD-DA PROPOSAL TO THE GOVERNMENT PROCUREMENT POLICY BOARD (GPPB)

**MANUAL ON COMMUNITY PARTICIPATION
IN PROCUREMENT FOR THE PARTNERSHIP AGAINST
HUNGER AND POVERTY (PAHP)**

10052016



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MELISSA A. SAGUNAGO-YAN
 Deputy Executive Director IV
DEM GPPB-TSO

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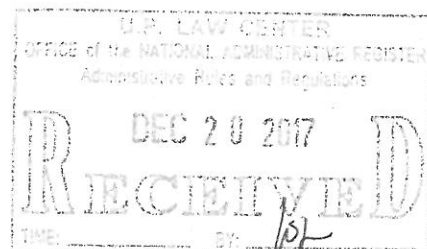
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U.P. LAW CENTER
 OFFICE of the NATIONAL ADMINISTRATIVE REGISTER
 Administrative Rules and Regulations

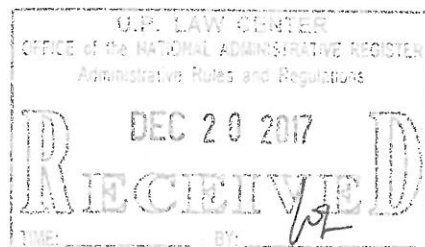
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Acronyms

AIP	Annual Investment Plan/Program
ABC	Approved Budget for the Contract
APP	Annual Procurement Plan
ARB	Agrarian Reform Beneficiaries
ARC	Agrarian Reform Communities
ARBO	Agrarian Reform Beneficiaries Organization
BAC	Bids and Awards Committee
BDC	Barangay Development Council
BDP	Barangay Development Plan
BFAR	Bureau of Fisheries and Aquatic Resources
CBO	Community-Based Organization
CDA	Cooperative Development Authority
CDD	Community Driven Development
C/MAT	City/Municipal Action Team
C/MCC	City/Municipal Convergence Committee
C/MIAC	City/Municipal Inter-Agency Committee
COA	Commission on Audit
CBSP	Community-Based Service Provider
DA	Department of Agriculture
DAR	Department of Agrarian Reform
DBM	Department of Budget and Management
DOLE	Department of Labor and Employment
DCC	Day Care Center aka Child Development Center (CDC)
DCW	Day Care Worker
DCS-PG	Day Care Service Parent's Group
DSWD	Department of Social Welfare and Development
FAITH	Food Always In The Home
FishR	Bureau of Fisheries and Aquatic Resources' National Program for Municipal Fisherfolk Registration
FSP	Farm Service Provider
GPPB	Government Procurement Policy Board
GPRA	Government Procurement Reform Act/Republic Act No. 9184
HOPE	Head of Procuring Entity
IA	Implementing Agency
IRR	Implementing Rules and Regulations
KALAHI-CIDSS	Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services
LCE	Local Chief Executive
LDC	Local Development Council
LDP	Local Development Plan
LGC	Local Government Code
LGU	Local Government Unit (Provincial, City, Municipal, or Barangay)
LSWDO	Local Social Welfare Development Office
MAO	Municipal Agricultural Officer
MARO	Municipal Agrarian Reform Officer
MPDC	Municipal Planning and Development Coordinator
NGA	National Government Agency
NGO	Non-Governmental Organization
NHTS-PR	National Household Targeting System for Poverty Reduction
NOA	Notice of Award
NTP	Notice to Proceed
NP-CP	Negotiated Procurement-Community Participation
PAHP	Partnership Against Hunger and Poverty
PCC	Provincial Convergence Committee
PAT	Provincial Action Team



PPMP	Project Procurement Management Plan
PDP	Philippine Development Plan
PCC	Provincial Convergence Committee
PIAC	Provincial Inter-Agency Committee
PAO	Provincial Agricultural Officer
PARO	Provincial Agrarian Reform Officer
PPDC	Provincial Planning and Development Coordinator
ProDP	Provincial Development Plan
RAC	Regional Advisory Committee
RSBSA	Registry System for Basic Sectors in Agriculture
RCC	Regional Convergence Committee
RDCW	Regional Directors' Consultation Workshop
RIAC	Regional Inter-Agency Committee
RFQ/RFP	Request for Quotation / Request For Proposal
PNMO	PAHP National Management Office
PTWG	PAHP Technical Working Group
RDP	Regional Development Plan
RFO	Regional Field Office
SEC	Securities and Exchange Commission
SFP	Supplementary Feeding Program
SLP	Sustainable Livelihood Program
SLPA	Sustainable Livelihood Program Association
SLP-CCG	SLP Community Core Group
SNP	Supervised Neighborhood Play
SNP-PG	Supervised Neighborhood Play-Parents Group
SA	Source Agency
SWDO	Social Welfare Development Officer (Provincial, City/Municipal)
WFP	Work and Financial Plan



ABOUT THE PAHP PROCUREMENT MANUAL

This Manual sets guidelines for community participation in procurement procedures for the Partnership Against Hunger and Poverty (PAHP), a collaborative program of the Department of Agrarian Reform (DAR), Department of Social Welfare and Development (DSWD), Department of Agriculture (DA), and participating Local Government Units (LGUs). It is derived primarily from the Manual on Community Participation in Government Procurement¹ issued by the Government Procurement Policy (GPPB), but customized for the PAHP program, and is aligned to the provisions of the Local Government Code (LGC), and the Revised Implementing Rules and Regulations (IRR) of the Government Procurement Reform Act (GPRA), specifically Section 53.12 on Community Participation.

According to the LGC, agencies and offices should conduct consultations with appropriate local government units and community organizations before any project or program is implemented in their jurisdiction.² It also requires the formation of a Local Development Council (LDC) that shall have, among its functions, the mobilization of people's participation in local development efforts, assist the Sanggunian in the development of a multi sectoral plan, and set the economic and social development direction of the Local Government Unit (LGU).³ At least 25% of the members of the LDC should be representatives of non-governmental organizations (NGOs).

On the other hand, the GPRA includes as its governing principles transparency and public monitoring in the procurement process and implementation of contracts. Further, Section 53.12 of the GPRA IRR includes community participation as one of the instances by which negotiated procurement can be implemented.

This Manual sets the procurement guidelines for the PAHP drawing lessons from experiences in community-based programs and community driven development (CDD) projects of DAR, DSWD and DA. It focuses on how the local Community-Based Organizations (CBOs), which are the DAR's Agrarian Reform Beneficiaries Organizations (ARBOs), DSWD's Sustainable Livelihood Associations (SLPAs), cooperatives and other qualified farmers' organizations or community-based organizations (CBOs), can participate in managing procurement by being involved in planning and implementation, and on how these community organizations can participate as food suppliers, service providers, and/or contractors under negotiated procurement through community participation. Suggested procedures put forward in this Manual takes inspiration from lessons learned from the DAR's Agrarian Reform Communities Project 1, DSWD's KALAHI-CIDSS project, documented LGU good practices, and from existing laws and guidelines.

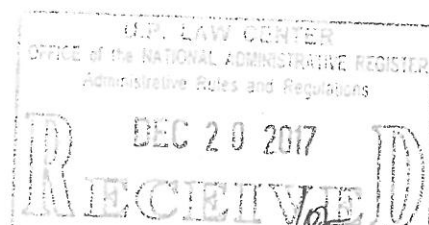
Chapter One provides an introduction of the Manual. It lays down the scope and limitations, and puts forward important concepts, definitions, and legal tenets that shall be used.

Chapter Two discusses the general procurement procedures or implementing guidelines for the PAHP under Negotiated Procurement-Community Participation (NP-CP) provided in Section 53.12 of the GPRA IRR. This chapter guides the procuring entity, which is the participating NGA or LGU, on the conditions that must be met to justify the use of NP-CP as a procurement method. It also describes how community organizations can be involved in project procurement at the local government level (e.g., project identification, planning, and monitoring). It lays down the roles and responsibilities of community organizations, participating LGUs and collaborating agencies (DAR, DSWD,

¹ GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM).

² Sec. 2(c) of the LGC.

³ Sec. 106 of the LGC.



DA) in ensuring transparency, public monitoring, equity, and value for money in procurement under the PAHP.

Chapter Three provides the guide to existing Local Government Units, PAHP Teams, and local community labor groups participating in the PAHP program that are necessary for the provision of food items, goods and services, and related infrastructure which are procured through NP-CP. It discusses how local CBOs can participate in the PAHP to ensure that the procurement achieves its intended social objectives and increase project sustainability.

Background

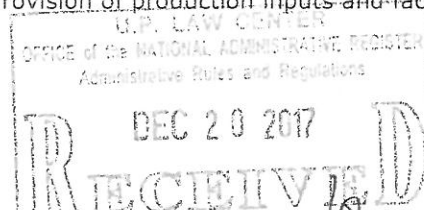
This Manual is part of the DAR-DSWD-DA collaborative efforts to pursue the implementation of the Partnership Against Hunger and Poverty (PAHP). This program is supported by the UN's Food and Agriculture Organization (FAO) and the World Food Programme.

The PAHP is intended to create essential social infrastructure aimed at improving access to basic services and facilitating investment into the rural economy. Through the PAHP, the collaborative efforts of DAR, DSWD, DA and the LGUs would create greater synergy in engaging the poor households by working closely with rural communities to improve their social capital while addressing hunger and alleviating poverty in the community. With the able support and technical assistance from the FAO and the World Food Programme in community-driven approaches for agro-enterprise development and food security programs, the prospects for hunger mitigation and poverty reduction in the rural areas would be enhanced.

The PAHP framework builds on the success of the Brazilian Government through its Zero-Hunger Plan and Food Purchase Program. In Brazil, the provision of agricultural extension services is linked to the nutritional needs of the feeding program and logistics management related to production, delivery and storage of required food items. The PAHP assistance is also related to credit and insurance provisions, pricing issues and limitation on quantities to be supplied by the ARBOs, SLPAs, cooperatives and other qualified farmers' organizations or CBOs.

The implementation of the PAHP program has been pilot-tested in Region V where DSWD's Supplementary Feeding Program (SFP) for Day Care Centers (DCCs) are linked to DAR's support services program for ARBOs and DA's food production programs⁴ for RFOs. It was envisioned that PAHP will expand nationwide where the ARBOs, SLPAs, cooperatives and other qualified farmers' organizations (e.g. smallholder farmers' organizations) or CBOs [e.g. Day Care Services Parents' Group (DCS-PG) and SLP Community Core Group (SLP-CCG)] will provide the essential food items required for the feeding of children in the DCCs and SNP areas, while improving their farm production and income through the assistance of DAR, DSWD and DA. The funds for the SFP are downloaded by DSWD to the various Local Government Units (LGUs) that procure the food item requirements of the DCCs and SNP areas in their respective cities or municipalities. Under the current arrangements, the LGU thru the City/Municipal Social Welfare Development Officer (C/MSWDO) procures the food items from local sources, usually vendors and stallholders from the public markets. The DAR, DSWD and DA agreed to pursue a negotiated procurement through community participation for the PAHP where ARBOs, SLPAs, cooperatives and other qualified farmers' organizations or CBOs would be the sources of required food items for SFP for the DCCs and SNP areas. The production areas of the CBOs are usually close to the location of said DCCs and SNP areas, hence community participation in the PAHP procurement process would ensure

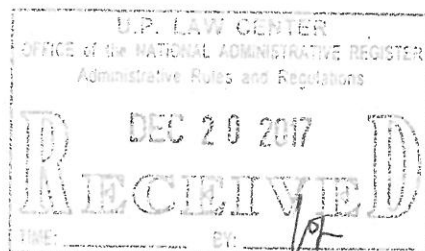
⁴ Agriculture Extension and Training Services, and provision of production inputs and facilities.



easy access to sources of the food items and assure timely delivery of fresh food items for feeding the school children enrolled in the DCCs and SNP areas.

Drawing lessons learned and experience gained in Region V, the PAHP has been rolled out in Regions VIII and IX, where the PAHP Regional Convergence Team has been organized to replicate the PAHP initiatives in Region V. The FAO has engaged the services of a Brazilian Consultant on food acquisition to extend technical assistance in the PAHP implementation in Region V and in the roll-out activities in Regions VIII and IX.

This Manual was developed by the PAHP Technical Working Group (PTWG) in consultation with DAR, DSWD, DA, the Commission on Audit and the GPPB.



CHAPTER I: INTRODUCTION

The emerging trends toward participatory governance and community empowerment have enabled rural communities and local community organizations to have a more active role in procurement planning, actual procurement and contract implementation processes. Under the Partnership Against Hunger and Poverty (PAHP), the participation of local community organizations, particularly the ARBOs, SLPAs, cooperatives and other qualified farmers' organizations or CBOs, ensures efficiency in the use of local resources when beneficiaries of the PAHP are engaged not just in determining their actual needs, but also in project procurement and implementation. For example, the timely provision of the required food items to the children enrolled in the Day Care Centers (DCCs) and Supervised Neighborhood Play (SNP) areas will further enhance the effective implementation of the Supplementary Feeding Program (SFP) of the DSWD.

Community participation in the planning, procurement and implementation process will also facilitate the implementation of community-driven development efforts being pursued by DAR under its support services program for agro-enterprise development, by DA for its food production programs and by DSWD's SFP and SLP. Through such process, service delivery mechanism and transactions between the national and local governments and the program partners will become more effective and transparent. Where there is transparency, the use of public resources and the provision of social and economic services are ensured. The direct involvement of ARBOs, SLPAs, cooperatives and other qualified farmers' organizations or CBOs would encourage greater ownership by the PAHP stakeholders.

The principle of community participation is embodied in and supported by the 1987 Philippine Constitution, the LGC, and the GPRA. Sections 15 and 16 of the Constitution recognize the role of People's Organizations to "effective and reasonable participation" in decision-making processes. The LGC reinforced the roles and rights of these organizations and provided the mechanisms for their participation in local government units.

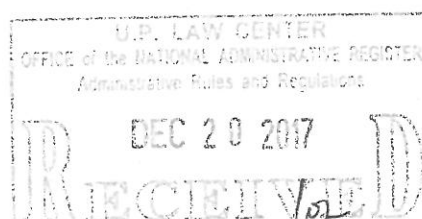
Strong community participation is a key ingredient in the sustainability of the PAHP projects. It will generate local employment and promote improved farm productivity and household income while providing the socio-economic services to the marginalized groups. It enhances community capacity and directly impacts on improving the lives of community members. It also contributes in increasing the trust and confidence of communities in the government.

Community Participation as a Form of Negotiated Procurement

The framework of community participation as a form of negotiated procurement under the PAHP is anchored on Section 53.12 of the implementing rules and regulations of the GPRA to wit:

Community Participation. Where, in the interest of project sustainability or to achieve certain specific social objectives, it is desirable in selected project components to call for participation of local communities in the delivery of goods, including non-consulting services, and simple infrastructure projects, subject to the guidelines to be issued by the GPPB.

Given the stipulations in the GPRA, negotiated procurement through community participation is allowed in order to meet specific socio-economic objectives and to ensure program sustainability. Under the PAHP program, community organizations include the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs. The



usual procuring entity for the SFP and SLP is the LGU using the funds downloaded⁵ by DSWD for the implementation of said programs in partnership with the LGU. Negotiated procurement will be adopted by the LGUs to purchase the required food items directly from the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs participating in the PAHP program. In the same manner, to support and sustain food production in the community, certain goods, services and infrastructure from a Community-Based Service Provider (CBSP) or Farm Service Provider (FSP) may be procured through NP-CP by a procuring entity under the PAHP.

Defining "community" under the PAHP

For purposes of this Manual, community is defined as a group of individuals living in close proximity to each other⁶ such as those who live within the city/municipality. It also includes social groups who share a common agenda, cause, or interest. Examples of such community groups under the PAHP program are Agrarian Reform Beneficiary Organizations (ARBOs), Sustainable Livelihood Program Associations (SLPAs), Cooperatives, Smallholder Farmers' Association, Fisher folk Associations and other qualified CBOs such as the Day Care Services Parent Group (DCS-PG) and SLP Community Core Group (SLP-CCG). Community groups may or may not be organized.

This Manual focuses on ways by which organized community groups under the PAHP program may participate in government procurement. Organized groups have a formal structure, democratically selected leaders, and adopt a principle of shared responsibility over its actions. This Manual considers two types of organized groups – registered and non-registered. This includes, but is not limited to, CBOs, Peoples' Organizations, and community labor groups.

CHAPTER II: IMPLEMENTING GUIDELINES ON NEGOTIATED PROCUREMENT-COMMUNITY PARTICIPATION FOR PAHP

This Chapter discusses the key principles that should guide the conduct of procurement procedures under the PAHP using NP-CP. It puts forward a procurement procedure that can guide the LGU as the procuring entity for DSWD's SFP and SLP, DAR's support services program and DA's food production program. It also presents a simple interpretation of the capability of service providers/contractors for DSWD's SFP and SLP, DAR's support services program and DA's food production program under PAHP. The NP-CP adheres to the provisions of Section 53.12 of the GPRA and its implementing rules and regulations.

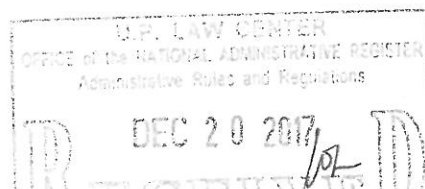
2.1 Guiding Principles

The Manual on Community Participation in Government Procurement issued by the GPPB⁷, stated that participation as a key good governance dimension improves the quality and responsiveness of public spending by aligning procurement with project sustainability and social objectives, thereby directly uplifting the economic, environmental, and social well-being of the communities. The community participation on the PAHP program has specific social objectives involving hunger mitigation, food security and poverty reduction.

⁵ Under COA Circular 94-013 Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies, and COA Circular 2012-001 Revised Documentary Requirements for Common Government Transactions.

⁶ <http://go.worldbank.org/AOGIL9SSI0>, as quoted by GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM), page 7.

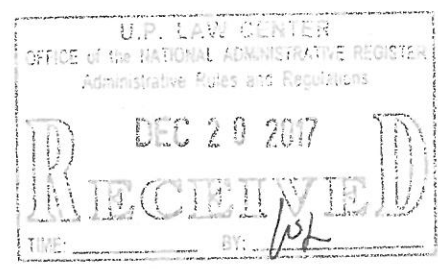
⁷ GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM), page 8.



Hence, community participation in procurement for the PAHP shall be guided by the following principles:

1. **Equity** – ARBOs, SLPAs, cooperatives, and other qualified farmers’ organizations or CBOs have equitable opportunities to participate in decision-making processes, identification, procurement, implementation, monitoring and evaluation, and other related processes, including equitable opportunity under the PAHP program, in their engagement as potential service providers/suppliers/contractors for the LGU or in partnership with DAR under its support services program for agro-enterprise development, or DA for its food production programs or DSWD’s SFP and SLP.
2. **Participation** – policy and mechanisms (e.g., local government offices and socio-economic development coordination committees, etc.) are provided by the participating NGAs and LGUs to ensure maximum engagement of the community in decision-making processes. It highlights giving voice to members of the community especially those from the marginalized sector. It empowers intended beneficiaries to influence project outcomes.
3. **Responsiveness** – national and local government resources for socio-economic development are geared towards addressing problems and challenges identified and supported by the local communities.
4. **Accountability** – national and local government officials including the members of local development and coordination committees involved in the NP-CP have clearly defined roles and responsibilities and all decisions, actions, and project finances are made public.
5. **Transparency** – policies and procedures are clear and simple in terms of their implementation. The local communities are made aware of every aspect of project decision-making. Steps are taken to ensure that the rationale behind decisions made and actions taken are understood.
6. **Value for money** – ensures that local communities obtain the optimal benefit from PAHP projects. The strong sense of ownership of the PAHP project encourages its responsible implementation, extends the project life, and maximizes its beneficial value to the local communities.
7. **Food Security** – paramount consideration towards local communities providing the essential goods and services to DCCs and SNP areas, and the development of Food Always In The Home (FAITH) gardens and food related enterprises.
8. **Local employment generation** – paramount consideration towards promoting local employment of capacitated community members of ARBOs, SLPAs, cooperatives, and other qualified farmers’ organizations or CBOs to support and sustain food production in the community and the SFP.

The PAHP procurement documents, including the service provision and supply of food item arrangements, the supply of other goods/services, and the construction of simple infrastructure, should be aligned with these principles and should contain transparency provisions and expected social impacts/benefits (e.g., consultation, community monitoring, and social benefits like improvement in productivity and household income and livelihood opportunities for the marginalized sector, particularly the poor or smallholder farmers).



2.2 Applicability Conditions

Under the PAHP, food items for the SFP for DCCs and SNP areas, essential support services, and infrastructure may be procured through NP-CP where the participation of the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs are desirable for project sustainability and to achieve the socio-economic objectives of the PAHP.

CBSPs and FSPs may provide the needed food items required in DCCs and SNP areas under the SFP and other government food related programs.

CBSPs may also provide the following essential community support services, but not limited to:

- Skills training services for community managed food related enterprises
- Community kitchen or catering services
- Simple infrastructure related services⁸

FSPs may also provide the following essential farm support services, but not limited to:

- Farm equipment lease services⁹
- Transportation services¹⁰

CBSPs may also build the following simple community infrastructure projects, but not limited to:

- Construction of Crab Hatchery and Nursery Ponds
- Construction of Farm Shed/Shelter
- Construction of Fish Pens
- Construction of Small-scale Cisterns, Potable Water and Sanitary Systems
- Construction of Small Storage Facility/Warehouse
- Construction of Solar Dryer
- Drainage and Irrigation Canal Rehabilitation

The PAHP sustainability anchors itself on ensuring that project recipients are able to sustain the project or its initiatives even after the initial phase of the PAHP implementation or even if PAHP resources are no longer available. One of the ways to ensure sustainability is to increase the community's ownership of the PAHP projects and its outputs/results. Greater ownership is achieved by sharing with the community decision-making powers in all the stages of project life.

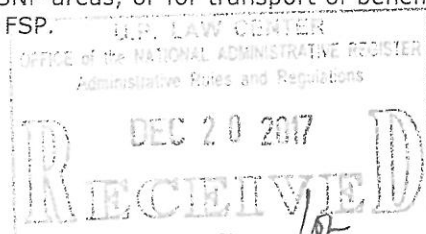
The implementation of the PAHP projects is aligned to the socio-economic objectives that seek to improve the well-being of the local communities. The desired outputs address the key problems and challenges identified by the PAHP Convergence Teams and the LGU through solutions they themselves helped determine. These objectives aspire to empower the local communities by improving their farm productivity and household incomes and creating an environment for development. It also complements the support services programs of DAR in the agrarian reform communities, the food production programs of DA for farmers and the SFP and the SLP of DSWD for its beneficiaries.

The PAHP goals contribute to achieving positive outcomes in hunger mitigation, food security and poverty reduction.

⁸ e.g. mere supply of construction aggregates or other indigenous materials for infrastructure projects, not considered complete infrastructure project.

⁹ e.g. for farmers' organizations who were given equipment grants as FSP by DA such as hand tractors, rice thresher, and corn sheller.

¹⁰ e.g. for daily transport of food items to the DCCs to SNP areas, or for transport of beneficiaries to the training venue that can be provided by a CBSP or FSP.



Toward these ends, the following shall be established by the NGA or LGU as the procuring entity under the PAHP:

1. The PAHP projects are aligned with the government development plans and investment plans to efficiently and economically deliver public service. The objective is to optimize use of public funds in the discharge of government functions through the PAHP projects that will achieve the most benefit to the local communities at the least cost to the government;
2. The PAHP Convergence Teams have identified positive socio-economic outcomes with the local communities as its primary stakeholders. The PAHP Convergence Teams have identified the agrarian reform communities and agricultural production areas that are linked to the selected DCCs and SNP areas in the participating provinces/cities/municipalities/barangays (P/C/M/B) where the PAHP will be implemented;
3. The PAHP project involves active participation and direct involvement of local communities and project stakeholders for its success and continued implementation. The PAHP recognizes the significance of local community ownership as critical to sustain project results and achieve desired outcomes; and
4. The PAHP projects follow local government planning processes. Socio-economic development plans are prepared using participatory mechanisms and community-driven tools to express the desired social outcomes and objectives of the local communities. Comprehensive development plans¹¹ are translated into annual plans from which Annual Investment Plans/Programs (AIPs) are formulated. These can be subjected to processes of revisions and prioritization depending on emerging needs and availability of resources. Said AIP will be further translated to Annual Procurement Plan (APP) of the procuring entity.
5. The downloaded funds from DSWD to the P/C/M/BLGUs for the SFP and SLP, or from DAR for its support services program for agro-enterprise development, or DA for its food production program will be used to procure the required goods, services or infrastructure for the PAHP through the NP-CP process.
6. The Approved Budget for the Contract (ABC) of the project or its component that will be procured through NP-CP meets the following thresholds:

Procuring Entity	Negotiated Procurement-Community Participation Maximum Amount (in Philippine Pesos)	
	Goods/Services ¹²	Infrastructure Projects
1. Participating National Government Agencies		
a. DAR	2,000,000	NA ¹³
b. DSWD	2,000,000 ¹⁴	NA ¹⁵

¹¹ e.g. Philippine Development Plans, Regional Development Plans, City/Municipal Development Plans.
¹² Refers to Non-Consulting Services.
¹³ NA – not applicable to DAR’s support services program for agro-enterprise development under the PAHP.
¹⁴ e.g. For DSWD’s SFP - Purchase of food items, eating and cooking utensils; For DSWD’s SLP - Skills training services for community managed food related enterprises.
¹⁵ NA – not applicable to DSWD’s SFP and SLP under the PAHP.

c. DA	2,000,000	5,000,000
d. Other participating government agencies, offices or institutions ¹⁶	2,000,000	5,000,000
2. Local Government Unit		
<ul style="list-style-type: none"> • 1st-3rd Class Provinces • 1st-2nd Class Cities • Highly Urbanized Cities 	1,000,000	2,500,000
<ul style="list-style-type: none"> • 4th Class Province • 3rd Class City 	800,000	1,750,000
<ul style="list-style-type: none"> • 5th Class Province • 4th Class City 	600,000	1,000,000
<ul style="list-style-type: none"> • 6th Class Province • 5th-6th Class Cities • Municipalities • Barangays 	500,000	750,000

For foreign funded procurement, the thresholds shall be determined by agreement between the borrowing/implementing agency and the foreign funding institution.

7. The project's contract packaging and terms do not result to splitting of government contracts for the purpose of evading or circumventing the requirements of the GPRA and its IRR.
8. Participating NGAs and LGUs in the PAHP are encouraged to utilize NP-CP as long as they have shown a proven capacity to procure and manage community-based projects.

2.3 Procedural Guidelines

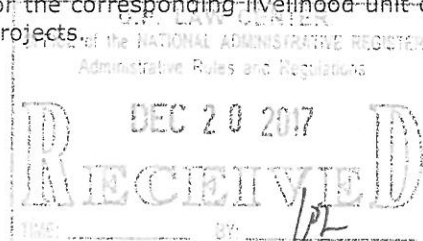
The following are the procedural requirements for the use of NP-CP under PAHP:

A. Planning and Identification

1. The end user¹⁷ unit shall identify project proposals in line with the procuring entity's strategic plan, key results areas, and major final outputs that will be sustainable if implemented with the participation of a target community or where the engagement of CBOs will lead to the achievement of specific social objectives under the PAHP.
 - a. Under the SFP -
 - i. the end user unit shall prepare the marketing list for the DCCs and SNP areas. It shall identify the sources of food items required for the DCCs and SNP areas based on the nutritional dietary requirements provided by the DSWD Nutritionist. The agreed food items for the SFP of the DCCs and SNP areas shall be procured by the procuring entity from the CBOs which are ARBOs, SLPAs, cooperatives and other qualified farmers' organizations participating in the PAHP using NP-CP.

¹⁶ Reserved for government establishments who would subsequently enter into a partnership agreement with DAR, DSWD and DA under the PAHP.

¹⁷ e.g. Local Social Welfare Office (LSWDO) for the SFP or the corresponding livelihood unit of the LGU or of the participating NGA for livelihood programs/projects.



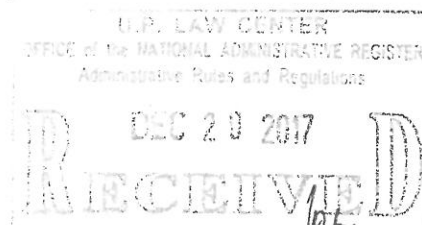
- ii. Based on the approved menu, the end user unit shall prepare the food item requirements and estimated budget and present the same to the PAHP Convergence Team for consultation and concurrence.
 - b. Under the participating livelihood programs of the LGU, DAR, DSWD, and DA under the PAHP¹⁸ -
 - i. The end user unit shall prepare the corresponding WFP. In order to support and sustain food production in the community, CBSPs and FSPs may be engaged by the procuring entity from the CBOs which are ARBOs, SLPAs, cooperatives and other qualified farmers' organizations participating in the PAHP using NP-CP.
 - ii. The WFP by the end user unit will be coordinated with the PAHP Convergence Team to determine the counter-part services, goods or infrastructure required to be procured from the CBOs under the PAHP.
2. The end user unit shall prepare the objectives, requirements, estimated budget, outputs and target community beneficiary(ies) of the selected project and present the same to the PAHP Convergence Team concerned for review, revision, and acceptance.
3. The proposed projects that were accepted by the PAHP Convergence Team shall be included in the end user unit's Project Procurement Management Plan (PPMP) and the procuring entity's approved Annual Procurement Plan (APP), indicating that it shall be procured using NP-CP.
4. In cases wherein the C/MLGUs are unable to implement the program or project under the PAHP, the concerned NGAs, PLGUs and/or the BLGUs may implement the same using NP-CP.

B. Pre-procurement

5. The project or project components, technical specifications or scope of work, and contract packaging shall be finalized by the procuring entity, taking into consideration the requisites under Section 2.2 of this Manual and the inputs of the PAHP Convergence Team concerned.
6. Under the SFP -
 - a. The end user unit shall ensure that food standards are met (e.g. freshness and chemical free) that need to be procured under the SFP. These quality standards shall be based on the guidelines set by the DSWD Nutritionists who prepared the local nutritional dietary requirements for the DCCs and SNP areas, using local indigenous food. Where applicable, these shall approximate those of the Food and Nutrition Research Institute (FNRI).
7. Under the participating programs of the LGU, DAR, DSWD, and DA¹⁹ -
 - a. For related goods and services, the procuring entity shall ensure that there are clear standards for quality, function and performance in the technical specifications that need to be met.

¹⁸ Including other government establishments who would subsequently enter into a partnership agreement with DAR, DSWD and DAR under the PAHP.

¹⁹ Ibid.



- b. For related civil works, the technical designs and specifications to be used must be in accordance with relevant national, municipal, and local design codes and standards for rural infrastructure applicable to local conditions. Construction supervision, quality control, contract management, completion inspection, acceptance, operation and maintenance procedures shall be in accordance with the requirements of the projects.
8. The end user unit shall prepare the RFQ/RFP, which shall indicate a brief description of the goods, non-consulting services, or simple infrastructure projects to be procured, the technical specifications or scope of work, the ABC, the manner and deadline for submission of quotations/proposals, the terms and conditions of the project, and other necessary information.

C. Posting

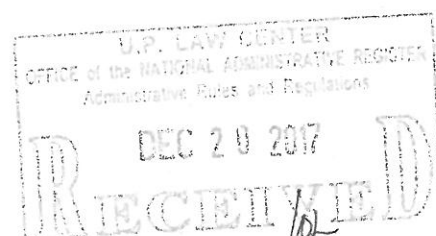
9. The BAC shall post the RFQ/RFP in the website of the procuring entity (if any), the premises of the procuring entity, and in at least three (3) conspicuous places where the project will be implemented (e.g., bulletin board, public transport terminals, public markets, etc.) for a period of three (3) calendar days.

D. Opening and evaluation

10. On the date specified in the RFQ/RFP, the Bids and Awards Committee (BAC) shall open the proposals submitted to determine compliance with the requirements.
11. The BAC should have obtained quotations/proposals from CBSPs or FSPs which are the ARBOs, SLPAs, cooperatives and other qualified farmers' organizations or CBOs where the PAHP is being implemented. If none are qualified, the invitation may be extended to other barangays within the same city/municipality only. (See Section 2.4 of this Manual for determining an eligible community-based service provider)
12. For the hiring of community labor, proposals are evaluated based on the labor requirements of the project. (See Section 3.3 of this Manual for the establishment of community labor groups)

E. Awarding of contract

13. The BAC shall submit its findings and recommendations to the Head of the Procuring Entity (HOPE) for her approval/disapproval. The submission shall contain the documents submitted, its evaluation, and the contract documents.
14. In case of approval, the HOPE shall immediately issue the Notice Of Award (NOA) to the proponent supplier of the required food items or service provider or builder of the simple community infrastructure.
15. The concerned NGA or LGU shall ensure that the contract in the form of marketing agreement or contract of service or contract of civil works between the concerned NGA or LGU and the CBSP or FSP provides the most advantageous terms and conditions to the Government.



16. The BAC, through the Secretariat, shall post, for information purposes, the NOA, the contract, and the Notice To Proceed (NTP) in the following:
 - a. NGA or LGU website, if any;
 - b. Conspicuous place reserved for this purpose in the NGA or LGU premises and in the local communities where the PAHP project will be implemented; and
 - c. PhilGEPS website when the facility for posting becomes available.

F. Contract implementation

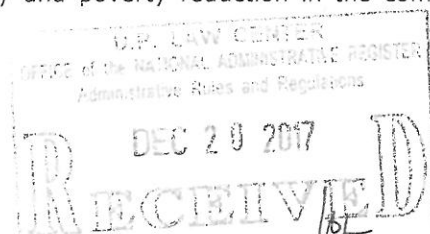
17. Advance payment may be released in an amount not exceeding fifteen percent (15%) of the total contract price provided it is included in the marketing agreement or contract of service or contract of civil works.
18. The concerned NGA or LGU shall release payments based on the payment scheme provided in the marketing agreement or contract of service or contract of civil works, respectively, and only upon validation by the end user unit that the supplier or service provider has delivered the required food items or required services specified in the marketing agreement or contract of service or contract of civil works. In case of food items, eating and cooking utensils, the same have been inspected and accepted by the Day Care Parent Service Group (DCP-SG) and Day Care Worker (DCW), and confirmed by the LGU-SWDO as satisfactory in accordance with the food item and dietary requirements. In case of the rendered services or completed infrastructure project, the same have been inspected and accepted by the concerned accountable officer as satisfactory in accordance with the contract.
19. The concerned NGA, LGU and the Commission on Audit (COA) shall conduct visit-audit and assessment on the PAHP project areas.
20. Payments and release of funds shall be subject to government auditing and accounting rules and regulations.

G. Contract reporting and feedback mechanism

21. The Local PAHP Convergence Team,²⁰ shall prepare regular progress reports and ensure a feedback mechanism to the concerned NGA and LGU to validate that the project achieved the desired social objectives or project sustainability outputs, identify the effects in the community, and determine future development needs.
22. The findings²¹ shall be presented to the concerned NGA and LGU through the regular PCC or C/MCC meetings. The Local PAHP Convergence Team shall furnish the procuring entity a copy of the report, and the LGU shall post the same in a conspicuous place in the Provincial Capitol, City/Municipal Hall or Barangay Hall where the community project was implemented.

²⁰ See 3.2.

²¹ e.g. status report on the delivery of goods and services to Day Care Centers, status of simple community infrastructure projects, improvement on the household income of beneficiaries, positive outcomes in hunger mitigation, food security and poverty reduction in the community, among others.



2.4 Eligible Community-Based Organizations

A Community-Based Service Provider (CBSP) or Farm Service Provider (FSP) participating in a NP-CP under the PAHP program may be any of the following:

1. Agrarian Reform Beneficiary Organizations (ARBOs), or
2. Sustainable Livelihood Program Associations (SLPAs), or
3. Cooperatives, or
4. Other qualified farmers' organizations²² (e.g. Smallholder Farmers' Association) and CBOs [e.g. Day Care Services Parent Group (DCS-PG), SLP Community Core Group (SLP-CCG)], and community labor groups.

CBOs acting as CBSP or FSP shall possess the following requirements to be declared eligible to participate in a NP-CP procurement activity:

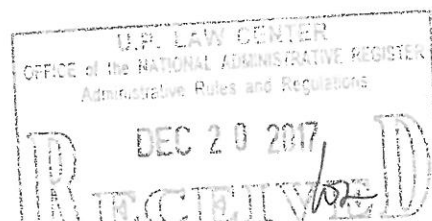
1. In the case of organized CBO (CBSP or FSP), the following documents shall be required by the BAC:
 - a. Legal Requirements
 - i. Certificate of registration from the Department of Trade and Industry (DTI), Securities and Exchange Commission (SEC), Cooperatives Development Authority (CDA), Department of Labor and Employment (DOLE), National Commission on Indigenous People (NCIP), national government agency²³, or local government unit²⁴, whichever is applicable.
 - ii. Certification from the leader of the community-based service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the Head of Procuring Entity, a member of the BAC, or other official authorized to process and/or approve the proposal, contract, and release of funds.
 - iii. Disclosure of related business, if any, and extent of ownership therein.
 - iv. Certification from the participating C/M/BLGU that the individual members of the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs are residents of the city/municipality and/or barangays, where the DCCs or SNP areas are located and/or covered by the PAHP projects²⁵.

²² Including Fisher folk Organizations.

²³ e.g. Accreditation under COA-DBM-DSWD Joint Resolution No. 2014-001 - Guidelines for Accreditation of CSOs as Implementing Entities of Government or Public Funds or COA-DBM-DSWD Joint Resolution No. 2015-001 - Supplementary Guidelines on Accreditation of CSOs

²⁴ e.g. LGU accreditation of Non-Governmental Organizations (NGO) or Peoples' Organizations (PO)

²⁵ For prospective suppliers, service provider or contractors on PAHP Projects, the DAR, DSWD, and DA have respective registry/database of farmer and fisher folk beneficiaries found in their respective registries/databases such as those found in the DA's Registry System for Basic Sectors in Agriculture (RSBSA), or DA's Regional Field Office (RFO) list of beneficiaries, or the Bureau of Fisheries and Aquatic Resources' (BFAR) National Program for Municipal Fisherfolk Registration (FishR) for fisher folk, or DSWD's Pantawid Pamilyang Pilipino Program and National Household Targeting System for Poverty Reduction (NHTS-PR) database/registries, or DAR's ARB/ARC registry, or similar registry of identified beneficiaries.



b. Technical Requirements

List of similar completed contracts or experiences of members of the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs that they are able to:

- i. provide the food items to the DCCs and SNP areas, and/or
- ii. provide the required goods and services to the community, and/or
- iii. build the required community infrastructure.

c. Financial Requirements

- i. Statement that the ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations or CBOs have an established simple bookkeeping procedure for financial records purposes.
- ii. Treasurer's Certification on the amount of available funds of the CBO that are kept for safekeeping, if any, from the date of submission of the proposal/quotation.

Provided that after two (2) years from the initial engagement of the organized CBO (CBSP or FSP), the following will be required for subsequent engagements:

- a. Certificate that the CBO has an existing bank account;
- b. Updated audited financial statement; and
- c. Proof that it has financial management system that maintains the following sets of book of accounts: cash receipts book, cash disbursement book, ledger/logbook, subsidiary ledger (particularly for inputs, assets, properties belonging to community based service provider, bank book/bank statements, disbursement vouchers, and official receipt).

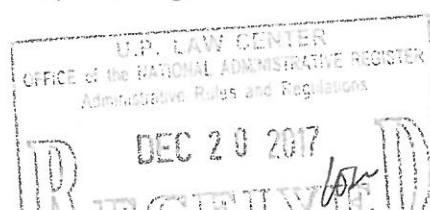
2. In case of unorganized community-based service provider for PAHP projects requiring labor components, the following shall be required by the BAC:

a. Legal Requirements

- i. Certificate from the Punong Barangay concerned that the individual members of the community labor group are residents of the target community(ies), covered by the PAHP projects.
- ii. Resolution or minutes of the Barangay Assembly approving the creation of the community labor group as a community-based service provider.

b. Technical Requirements

- i. List indicating the experiences of members of the community-based service provider that satisfies the workmanship and skill set requirements for the procurement at hand in terms of its capacity to perform the required labor service for the delivery of goods, performance of non-consulting service, or construction of simple infrastructure project, at an equal or higher established standards.



c. Financial Requirements

- i. Guidelines for the establishment of a financial management system necessary for the performance of the project and the implementation of a payroll system.

CHAPTER III: LOCAL GOVERNMENT UNITS, PAHP TEAMS AND LOCAL COMMUNITY LABOR GROUPS

This Chapter guides the LGU, DAR, DA and DSWD in establishing PAHP Convergence Teams, and local community groups necessary for the effective implementation of PAHP adopting the NP-CP. It takes off from the LGC provisions on community participation and indicates the steps to be undertaken in ensuring that the PAHP achieves the positive social outcomes and project sustainability, including the roles and responsibilities of the PAHP stakeholders.

3.1 Local Government Units

The LGUs are the key partners of national government agencies in the implementation of socio-economic development programs in their respective localities. They shall discharge the functions and responsibilities of national agencies and offices devolved to them pursuant to the LGC.²⁶ Local government units shall likewise exercise such other powers and discharge such other functions and responsibilities as necessary, appropriate, or incidental to efficient and effective provision of the basic services and facilities enumerated under the LGC.²⁷

The LGUs shall consider the support services program of DAR for ARBOs, the food production program of DA, and the SFP and SLP of the DSWD, are incorporated in the LDP²⁸ and in the AIP of the LGUs. The institutional involvement of the LGUs in the execution of these national programs including the provision of necessary counterpart contributions is covered in the corresponding Sanguniang Panlalawigan/Bayan/Barangay (legislative council) Resolutions of the LGUs.

LGUs may enter into joint ventures and such other cooperative arrangements with people's and non-governmental organizations to engage in the delivery of certain basic services, capability-building and livelihood projects, and to develop local enterprises designed to improve productivity and income, diversify agriculture, spur rural industrialization, promote ecological balance, and enhance the economic and social well-being of the people.²⁹

Local Development Council

According to the LGC, agencies and offices are expected to consult with appropriate local government units and community organizations before any project or program is implemented in their jurisdiction.³⁰

Each local government unit shall have a comprehensive multi-sectoral development plan

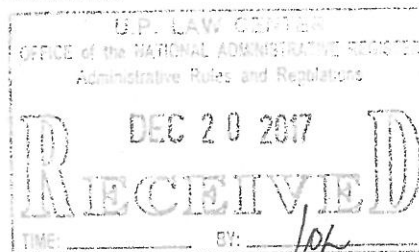
²⁶ Sec. 17 (a) of the LGC.

²⁷ Sec. 17 (b) of the LGC, e.g. For a Barangay - agricultural support services which include planting materials distribution system and operation of farm produce collection and buying stations; Health and social welfare services which include maintenance of Barangay health center and day-care center.

²⁸ Provincial Development Plan or City/Municipal Development Plan.

²⁹ Sec. 35 of the LGC.

³⁰ Sec. 2(c) of the LGC.



to be initiated by its development council and approved by its Sanggunian. For this purpose, the development council at the provincial city, municipal, or barangay level, shall assist the corresponding Sanggunian in setting the direction of economic and social development, and coordinating development efforts within its territorial jurisdiction.³¹

The Local Development Council³² (LDC) serves as a multi-sectoral body that formulates development plans, mobilizes people's participation, and monitors and evaluates projects. The LDCs are represented by an Executive Committee when not in session.³³ The LDCs may call upon any local official concerned or any official of national agencies or offices in the local government unit to assist in the formulation of their respective development plans and public investment programs.³⁴

National agencies and offices with project implementation functions shall coordinate with one another and with the local government units concerned in the discharge of these functions. They shall ensure the participation of local government units both in the planning and implementation of said national projects.³⁵ It is therefore important that the PAHP Convergence Teams are able to advise the LDCs on the PAHP projects, initiatives and strategic plans from the national to the municipal level.

3.2 PAHP Convergence Teams

In order to further strengthen community participation in the PAHP procurement activities, in line with government development plans and investment plans, the PAHP Convergence Teams shall be formed at the national, regional, provincial, and city/municipal levels.

The Provincial and City/Municipal PAHP Convergence Teams shall be an ad hoc³⁶ team to the respective Provincial Convergence Committee and City/Municipal Convergence Committee, already existing at the LGU provincial and municipal levels, and will be working with existing DSWD's Action Teams³⁷ to implement PAHP projects.

The PAHP Convergence Teams will be composed of concerned PAHP representatives from the following:

1. National Level – represented by DAR, DSWD³⁸ and DA national representatives or national coordinators, principally for policy direction, national monitoring and coordination, led by the PAHP National Management Office (PNMO) under DAR.
2. Regional Level – represented by DAR, DSWD³⁹ and DA regional representatives or regional coordinators, for regional level implementation, monitoring and coordination.

³¹ Sec. 106 of the LGC.

³² Provincial Development Council, City/Municipal Development Council, Barangay Development Council.

³³ Sec. 111 of the LGC.

³⁴ Sec. 107 (d) of the LGC.

³⁵ Sec. 25 of the LGC.

³⁶ e.g. formed for a particular purpose of implementing and monitoring PAHP projects thru a Sangguniang Panlalawigan Resolution or Sangguniang Bayan Resolution or Executive Order or by agreement.

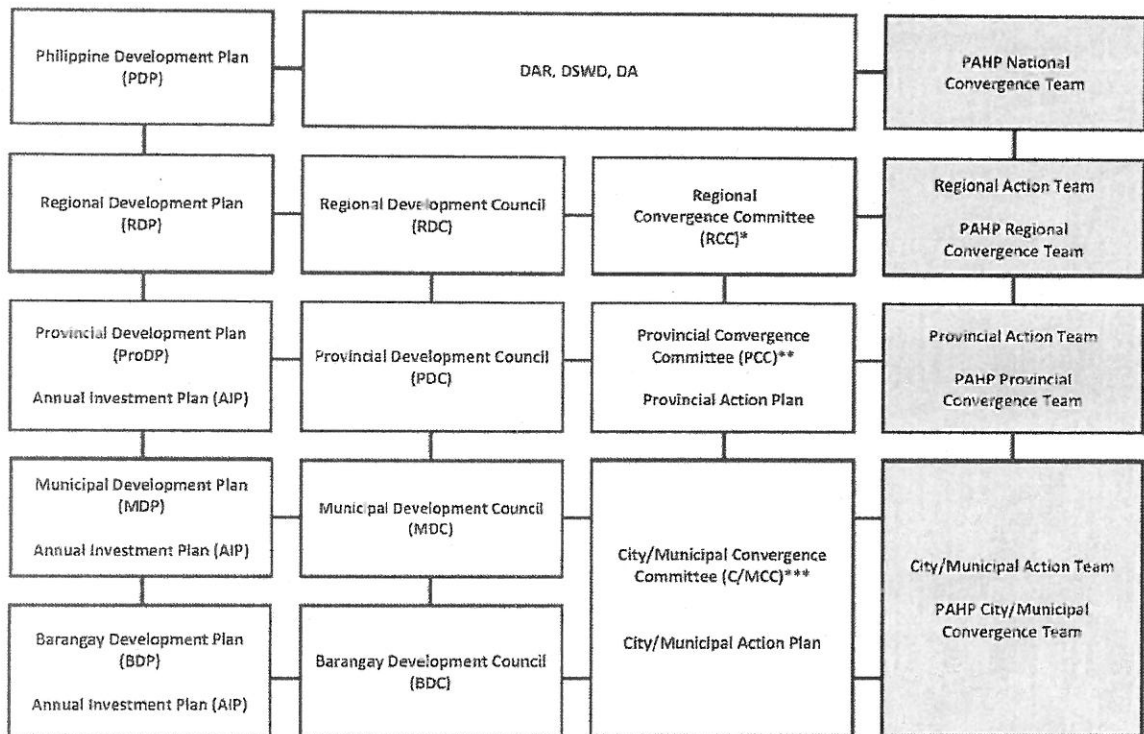
³⁷ DSWD's Provincial Action Team (PAT) and City/Municipal Action Team (C/MAT).

³⁸ e.g. Representatives from the DSWD's Office of the Secretary, Protective Services Bureau, and Sustainable Livelihood Program National Program Management Office.

³⁹ e.g. Regional Director, Regional Project Coordinators, Regional PAHP Focal Persons.

3. Provincial Level – represented by PLGU, DAR, DSWD⁴⁰ and DA provincial representatives or provincial coordinators, for provincial level implementation, monitoring and coordination.
4. City/Municipal Level – for city/municipal and barangay level implementation, monitoring and coordination – represented by:
 - a. C/M/LGU Municipal Social Welfare Development Office,
 - b. C/M/LGU Municipal Agrarian Reform Office,
 - c. C/M/LGU Municipal Agricultural Office,
 - d. C/M/LGU Municipal Planning and Development Office,
 - e. Barangay LGU (BLGU),⁴¹
 - f. CBOs which are ARBOs, SLPAs, cooperatives, and other qualified farmers' organizations (e.g. Smallholder Farmers' Association), and
 - g. DAR, DSWD⁴² and/or DA

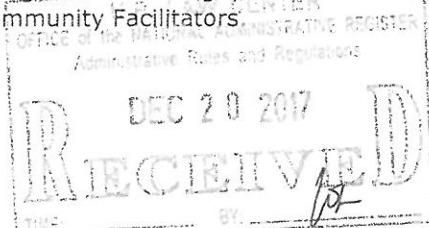
The following diagram illustrates the advisory and reporting role of the PAHP Convergence Teams with respect to their inter-connected linkages to the Development Councils and Convergence Committees, and to the participating NGAs under a multi-level government development plans.



^{*} sometimes called Regional Inter-Agency Committee (RIAC) or Regional Advisory Committee (RAC) or Regional Directors Consultation Workshop (RDCW)
^{**} sometimes called Provincial Inter-Agency Committee (PIAC)
^{***} sometimes called City/Municipal Inter-Agency Committee (C/MIAC)

Diagram 1: PAHP Convergence Teams' Inter-Connected Linkages

⁴⁰ e.g. Provincial Link, Provincial Coordinators, Area Coordinators, Social Welfare Officer II.
⁴¹ Possible multi-BLGU representations in projects involving several barangays with a lead BLGU.
⁴² e.g. Municipal Links, Project Development Officers, Community Facilitators



All PAHP Convergence Teams will perform an advisory and reporting role. Said teams will advise and report to the concerned NGA and/or LGU on the PAHP projects, initiatives and strategic plans, from the national to the municipal level. Said PAHP projects, initiatives and strategic plans must be in line with the government development plans and investment plans. Consultations and regular meetings with the concerned Development Councils and Convergence Committees will ensure that the procurement activities under the PAHP are in line with government efforts on hunger mitigation and poverty reduction, and government resources are efficiently utilized.

It is possible that several members of the Provincial and Municipal Action Teams are also members of the PAHP Provincial and City/Municipal Convergence Teams.

Working with the Provincial and Municipal Action Teams to implement PAHP projects for the communities, the issues and concerns of the PAHP Convergence Teams on project implementation should be included in the agenda of the meetings of the Provincial/City/Municipal Convergence Committee, and will become part of the Provincial/City/Municipal Action Plan/Planning.

The diagram below illustrates the relationship between the PAHP City/Municipal Convergence Team and the City/Municipal Convergence Committee to the BAC and the HOPE for procurement.

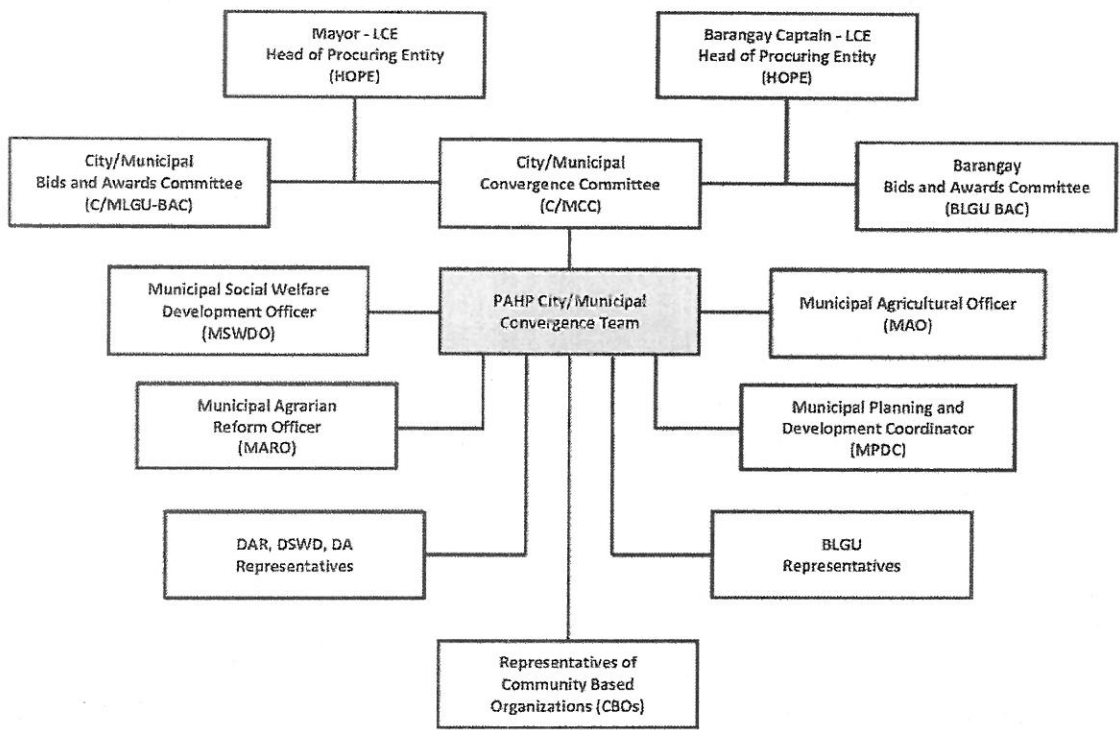


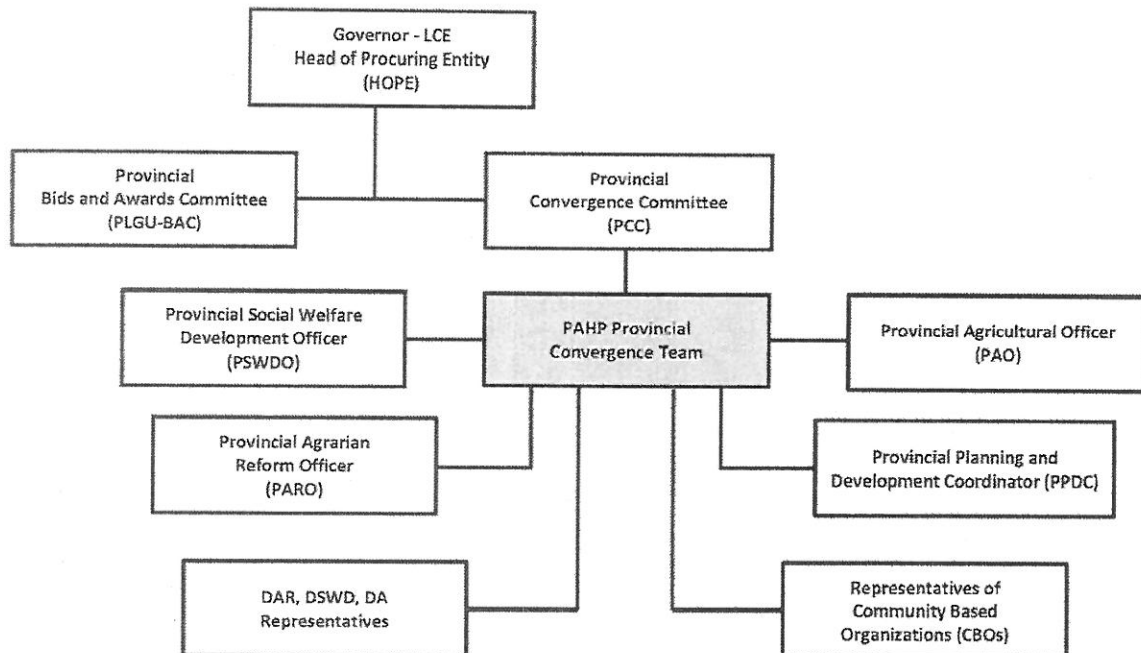
Diagram 2: PAHP City/Municipal Convergence Team Composition, in relation to the C/MCC, BAC and HOPE

The PAHP Convergence Team at the City/Municipal Level shall be headed either by the LGU SWDO or MARO or MAO or MPDC or any qualified officer designated by the LGU or Sanguinang Bayan. Said Team shall coordinate the activities and projects under the PAHP at the city/municipal and barangay levels including the NP-CP arrangements for the supply of food items for the DCCs and SNP areas and other essential support services or infrastructure projects covered by the PAHP. It shall, undertake monitoring and evaluation of the progress and gains of the projects in relation to the desired

objectives of the PAHP.

The PAHP Convergence Team shall also assist the LGU thru the preparation of the regular progress reports of the projects and ensure feedback mechanism with PAHP stakeholders.

The diagram below illustrates the relationship between the PAHP Provincial Convergence Team and the Provincial Convergence Committee to the BAC and the HOPE for procurement.



**Diagram 3: PAHP Provincial Convergence Team Composition,
in relation to the PCC, BAC and HOPE**

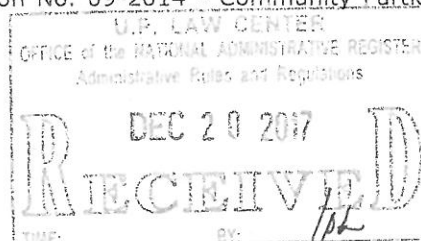
The PAHP Provincial Team Composition will have the corresponding representatives from the provincial level, without the presence of BLGU representatives who are already represented in the municipal level.

Similar to the C/MLGUs, the PAHP Convergence Team at the Provincial Level shall be headed either by the LGU SWDO or PARO or PAO or PPDC or any qualified officer designated by the LGU or Sangguniang Panlalawigan.

Reporting Templates and creation of additional teams or committees

The PAHP Convergence Team⁴³ shall accomplish a Monitoring Report (See Annex 1 for a sample report) and an Inspection and Acceptance Report (See Annex 2 for sample form) for the PAHP project proposals that will be submitted to the concerned NGA or LGU as the procuring entity.

⁴³ This Team is primarily in charge of the reporting and feedback similar to the Project Reporting and Feedback Committee (PRFC) under GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM).



The concerned NGA or LGU may create additional teams or sub-teams, committees⁴⁴ or sub-committees, as needed, in order to assist in the PAHP procurement activities.

The diagram below illustrates the PAHP Procurement and Funds Flow at the regional, provincial, city/municipal and barangay levels.

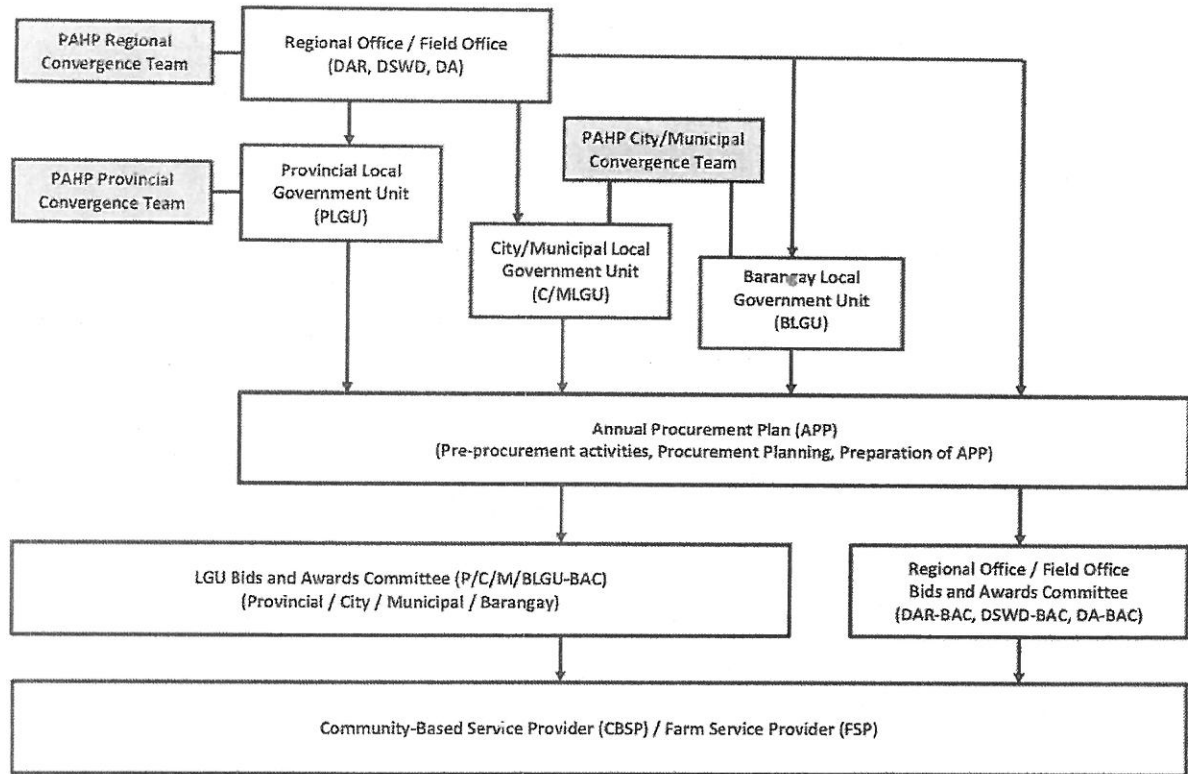


Diagram 4: PAHP Procurement and Funds Flow

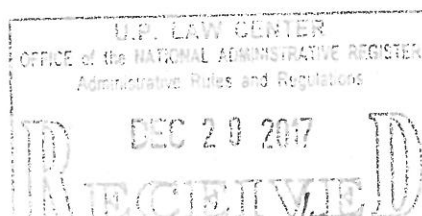
Government funds transferred from the participating NGAs' Regional Office / Field Office to the PLGU, C/MGLU and BLGU, as implementing agencies, will have to observe the regulations and documentary requirements for the transfer of funds under pertinent circulars⁴⁵ issued by the Commission of Audit (COA).

Under the DSWD's SFP and SLP the usual fund transfer route is through the C/MLGU. However, in cases wherein the C/MLGU has unliquidated funds from the DSWD, such SFP and SLP funds may be transferred to the PLGU or the BLGU in the interest of project sustainability or to achieve certain specific social objectives under the PAHP program. There may be instances wherein the participating NGA will directly engage in community procurement for the same reasons.

The respective APPs will be the result of coordinated procurement and planning activities at the regional, provincial, city/municipal and barangay levels. The PAHP Convergence Team shall perform an advisory and reporting role for all the PAHP projects to be implemented in the community(ies) to ensure that the PAHP projects will be implemented as planned.

⁴⁴ e.g. Project Management Committee (PMC), Project Preparation Committee (PPC), Project Monitoring and Inspection Committee (PMIC) under GPPB Resolution No. 09-2014.

⁴⁵ Under COA Circular 94-013 Rules and Regulations in the Grant, Utilization and Liquidation of Funds Transferred to Implementing Agencies, and COA Circular 2012-001 Revised Documentary Requirements for Common Government Transactions.



The following are the pertinent COA requirements:

- Documentary Requirements for Transfer of funds under **COA Circular 2012-001** on Revised Documentary Requirements for Common Government Transactions
- Copy of MOA/Trust Agreement
 - Copy of Approved Program of Work (for infrastructure project)
 - Approved Project Expenditure or Estimated Expenses indicating the project objective and expected output (for other projects)
 - For Local Government Units (LGUs), authorization by local Sanggunian for the Local Chief Executive to enter into contract in case of the following:
 - o In case of a reenacted budget:
 - For new contracts entered into by the local chief executive for contractual obligations included in the previous year's annual and supplemental budget
 - o In case of the regularly enacted budget:
 - For projects described in generic terms, such as infrastructure projects, inter-municipal waterworks, drainage and sewerage, flood control, irrigation system projects, reclamation projects or roads and bridges
 - For purchase of goods and services which are neither specified nor encompassed within the regular personal services and maintenance operating expenses
 - Certification by the Accountant that funds previously transferred to the Implementing Agency (IA) has been liquidated, post audited and accounted for in the books
 - Copy of the OR issued by the IA to the Source Agency (SA) acknowledging receipt of funds transferred (for post-audit activities)

3.3 Organizing Community Labor Groups under the PAHP

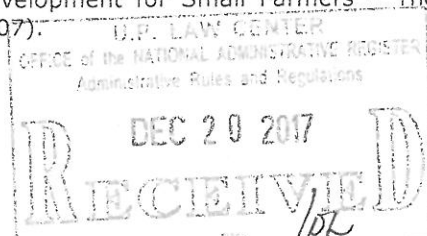
For projects requiring labor components, the procuring entity shall draw such labor from the community(ies). In line with this, the community shall establish community labor groups, under the guidance of the concerned PAHP Convergence Team and the concerned LGU, following PAHP guidelines, SLP Guidelines or established clustering approaches⁴⁶ or practices⁴⁷ for skilled, semi-skilled and unskilled labor.

3.4 Grievance Redress System under the PAHP

The DAR, DSWD and DA, in coordination with the concerned LGUs, shall establish a coordinated inter-agency Grievance Redress System to address issues in the implementation of the PAHP program. Existing grievance redress systems, such as the systems under the Pantawid Pamilyang Pilipino program and the KALAHI-CIDSS program, may be used and linked with the PAHP and coordinated with the concerned PAHP Convergence Teams for proper resolution of grievances.

⁴⁶ e.g. Organizing Community Labor Groups under GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM).

⁴⁷ e.g. The Clustering Approach to Agroenterprise Development for Small Farmers – The CRS-Philippines Experience. A Guidebook for Facilitators (2007).



Glossary

For the purpose of this Manual, the following terms shall have the corresponding meanings:

Approved Budget for the Contract (ABC) – The budget for the contract duly approved by the Head of the Procuring Entity, as provided for in the General Appropriations Act (GAA) and/or continuing appropriations, in the case of national government agencies (NGAs); and the budget approved by the Sanggunian in the case of LGUs.

Convergence Committees – Also known as Inter-Agency Committees with representatives from the different NGAs and LGUs.

Community – Under the PAHP, a community is defined as a group of individuals living in close proximity to each other⁴⁸, such as those who live within the city/municipality. It also includes social groups who share a common agenda, cause, or interest. Examples of such community groups under the PAHP program are Agrarian Reform Beneficiary Organizations (ARBOs), Sustainable Livelihood Program Associations (SLPAs), Cooperatives, Smallholder Farmers' Association, Fisher folk Associations and other qualified CBOs such as the Day Care Services Parent Group (DCS-PG) and SLP Community Core Group (SLP-CCG). Community groups may or may not be organized.

Community-Based Organizations (CBOs) – Under the PAHP, CBOs are the DAR's Agrarian Reform Beneficiaries Organizations (ARBOs), DSWD's Sustainable Livelihood Associations (SLPAs), cooperatives and other qualified farmers' organizations or CBOs who met the minimum eligibility requirements under the PAHP program.

Contractor – One who undertakes to perform a work or service, or supply goods, or infrastructure for a public or private entity. Under the PAHP, qualified contractors are CBOs.

Infrastructure Projects under the PAHP – Includes construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of simple community infrastructures that can be managed or served by CBOs. Also referred to as "civil works" under the PAHP⁴⁹.

Marketing Agreement – Refers to a contract between the procuring entity and the supplier of the food items/goods required by the procuring entity.

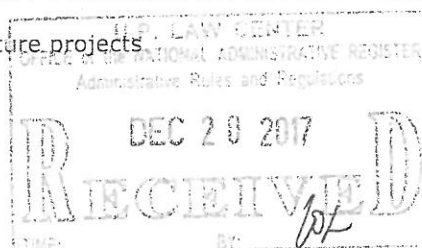
Marketing List – List of food items based on the approved cycle menu.

Notice of Award – The document issued by the Head of the Procuring Entity to the service provider or contractor to whom the contract is awarded.

Procuring Entity – Under the PAHP, these are the DAR, DSWD, DA or the concerned LGUs procuring Goods, Non-Consulting Services, and/or contracting Simple Infrastructure Projects.

⁴⁸ <http://go.worldbank.org/AOGIL9SSI0>, as quoted by GPPB Resolution No. 09-2014 - Community Participation Procurement Manual (CPPM), page 7.

⁴⁹ See 2.2 for examples of simple community infrastructure projects.

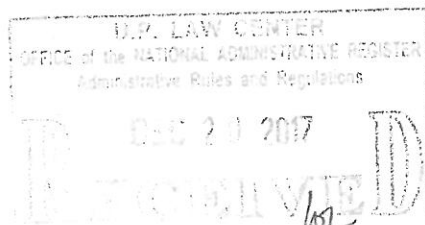


PAHP Convergence Teams⁵⁰ – Composed of PAHP representatives from partner agencies (DAR-DSWD-DA) and Local Government Units in the National, Regional, Provincial and City/Municipal Level.

Request for Proposal – A written request for proposals concerning goods or services the government intends to acquire by means of Negotiated Procurement-Community Participation (NP-CP). The procedure allows changes to be made after other proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated further prior to award.

SLP Community Core Group (SLP-CCG) – Composed of SLP beneficiaries / participants; this group is considered under the category of a qualified CBO when it meets the minimum eligibility requirements under this Manual.

⁵⁰ See 3.2 PAHP Convergence Teams.



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MELISSA AVILA-SANTIAGO-YAN
Deputy Executive Director IV
DEM GPPB-TSO

ANNEXES

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ANNEX 1. Sample Monitoring Report

(SAMPLE MONITORING REPORT)
 Partnership Against Hunger and Poverty
 (Name of Office/Agency)

Region: _____ Date: _____
 Province: _____

Name of LGU	Name of Community Based Organization (CBO)	Registry No.	Commodity Produced*	Commodity supplied to SFP	Quantity sold to SFP**	Remarks

*one commodity/product per row
 **e.g. kilos, liters, pieces

Monitored By: _____
 Designation: _____

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ANNEX 3. Guide to the Project Reporting and Feedback Mechanism

The Local PAHP Convergence Team may undertake a reporting and feedback mechanism to ensure that the PAHP achieves the desired social objectives and/or project sustainability requirements. For this purpose, the Team shall evaluate the quality of participation by the community and the over-all management of the project. It shall also monitor the efficiency and effectiveness of the steps taken and the time utilized to reach PAHP milestones.

Methodology

The Team may conduct interviews of community representatives and PAHP stakeholders using some key questions to be answered, as follows:

- Is/Are the social objective(s) of the PAHP and the negotiated procurement through community participation (NP-CP) being met? If yes, how? If not, why?
- Are there PAHP related concerns and challenges that can be addressed to achieve the social objectives effectively? If yes, what are these?
- Does the community recommend other PAHP measures or NP-CP arrangements to achieve the community's desired outcomes?

Other questions can be asked by the Local PAHP Convergence Team especially if the desired social objectives are not being met.

Reporting

The output of the Team will be a progress report and recommendations to be presented to the concerned NGA and LGU and submitted to the Local Development Council. The report shall be made available to the public for general information.

