



**Republic of the Philippines**  
**Department of Social Welfare and Development**

IBP Road, Batasan Pambansa Complex, Constitution Hills, Quezon City 1126

Telephone Nos. (632) 931-8101 to 07; Telefax (632) 931-8191

e-mail: [csec@dswd.gov.ph](mailto:csec@dswd.gov.ph)

Website: <http://www.dswd.gov.ph>

03 July 2012

**Ms. ELAINE WARD**

Counselor

Australian Agency for International Development

Makati City

Dear Counselor Ward:

We are pleased to submit the Technical Assistance Facility (TAF) Annual Report 2011, as agreed during our Management Meeting last 07 May.

The Report provides a general view of the TAF's progress and includes the tasks accomplished from the establishment of the TAU in late August to December 2011. This is a revised version of the Annual Report initially submitted by TAU last 01 March, based on the comments and suggestions of the AusAID technical staff.

Thank you and best regards.

Very truly yours,



**VILMA B. CABRERA**  
Assistant Secretary

Department of Social Welfare and Development  
**Technical Assistance Facility Annual Report 2011**

**A. BACKGROUND**

---

The rapid expansion of the Department of Social Welfare and Development's core social protection programs correspondingly increased the need for Technical Assistance (TA) to help achieve efficient and effective program outcomes.

In this regard, in the meeting convened by DSWD in November 2010, the different donor agencies interested in supporting social protection reforms agreed to create a Steering Committee to support the TA Fund of the Department. Discussions on the mechanism for the establishment of TA Facility followed in December 2010. The DSWD Technical Assistance Facility (TAF) for Social Protection Reform was eventually established in June 2011 with seed funding from the Australian Agency for International Development (AusAID).

The TA Facility is a mechanism for planning, assessing, prioritizing, coordinating and monitoring TA activities relating to DSWD's social protection reform agenda. It aims to develop the capacity of the DSWD in effectively managing technical assistance by ensuring complementary, streamlined and coordinated identification, development and delivery of donor TA to, between, and among the different reform programs. The Facility is intended to help streamline analytical needs and address harmonization agenda of international development partners, the government and other partners by bridging grants and loans.

The Facility is comprised of the Steering Committee (SC), the Consultative Bodies and the Technical Assistance Unit (TAU). The SC, which is chaired by the DSWD, is the governing body of the TAF composed of key national government agencies<sup>1</sup> (NGAs) and development partners<sup>2</sup> (DPs). The Consultative Bodies provide technical inputs and identify potential areas for research to enrich the identified sectors and strategic priorities. They are composed of government partners, DPs and civil society organizations (CSOs) having expertise in the identified sectors and strategic priorities. The TAU serves as the secretariat for the Facility. It oversees, manages and sets the strategic directions for the TA program of the DSW. It is also tasked to assist in the development of proposals and serve as clearing house for proposed TAs, for matching and negotiation with DPs.

**B. ACCOMPLISHMENTS (August – December 2011)**

---

**1. Overview**

The TAF Steering Committee first met on 06 May 2011 to discuss the TAF concept and initial areas of cooperation. Taking off from the said meeting and following the signing of the DSWD-AusAID Agreement Number 58809 in June 2011, the other TAF structures (Consultative Bodies and TAU) were created and made functional by September 2011.

---

<sup>1</sup> National Economic and Development Authority (NEDA), Department of Budget and Management (DBM) and DSWD

<sup>2</sup> Asian Development Bank (ADB), Agencia Española de Cooperación Internacional para el Desarrollo (AECID), AusAID, Japan International Cooperation Agency (JICA), Millennium Challenge Corporation (MCC), United Nations Children's Fund (UNICEF) and World Bank (WB)

Subsequently, the TAU started to mobilize the TAF internal and external publics. The TAU developed the 5-year Strategic Framework and Annual TA Plan for CY 2012 and these were presented and approved during the 2<sup>nd</sup> Steering Committee meeting in November. The TAU also endorsed in December the capacity development proposal of Kalahi-CIDSS for Bridging Leadership for Convergence to AusAID for funding under the TAF. Even before the AusAID could approved the proposal, however, the Training of Trainers on Bridging Leadership for Convergence was conducted on 14-18 December under DSWD (GOP) funding. The TAU backstopped the Assistant Secretary for the Visayas and Mindanao Cluster, who was the designated Bridging Leadership point-person and Overall TAF Coordinator, in the conduct of the training.

**2. Mobilization of Internal and External Publics**

Marketing and awareness raising were carried out through various initiatives. Within DSWD, the TAU organized a series of orientation and consultation meetings with the different Offices, Bureaus, Services and Units<sup>3</sup> (OBSUs), and the Management Committee (MANCOM). These provided opportunities for the TAU to a) solicit inputs and comments on the draft 5-year Strategic Framework, 2) validate the list of TA needs<sup>4</sup> and 3) generate TA concept notes from the OBSUs. The TAU also convened the TWG on Gender to facilitate the development of a Gender Mainstreaming Framework, in line with the directive of the Secretary. The framework was drafted to serve as guide in harmonizing gender initiatives of the Department and donor partners in the identification, planning and implementation of TA.

With the DPs and other stakeholders, the TAU held a series of consultation meetings with the AusAID on the development of the draft Strategic Framework. The Unit also conducted agency visits and initial meetings with SC member-agencies, specifically ADB, AusAID and World Bank. Discussions were focused on 1) Country Assistance Strategy and priority TAs of the concerned donor agencies and 2) Procurement procedures governing TA provision and how the Unit would be able to access and facilitate funding of TA.

**3. Planning, Organizing, Staffing**

**TAU establishment**

The creation of TAU – including selection and hiring of the staff – was made possible through the AusAID Grant Assistance that commenced in June 2011. Two Project Development Officers V, and one Administrative Officer V started reporting on 22 August, and the Senior Technical Officer in September, under the direct supervision of the TAF Overall Coordinator. Likewise, the necessary equipment and materials were procured and various systems were established.

**Strategic Framework**

The 5-year Strategic Framework was anchored on the national social protection reform agenda. It sets out the TAF direction and strategic priorities as follows:  
 [1] Strengthening implementation of Conditional Cash Transfer (CCT),  
 [2] Designing and implementing the National Community-Driven Development Program (NCDDP),  
 [3] Designing and implementing Community Driven Enterprise Development,  
 [4] Enhancing targeting, data management and M&E systems,

<sup>3</sup> Including the National Project Management Offices (NPMOs) of KALAHICIDSS, Pantawid Pamilyang Pilipino Program, and Sustainable Livelihood Program

<sup>4</sup> Based on the list of TA Needs submitted by the different OBSUs during the TAF in March 2011

- [5] Enhancing support to Early Childhood Care and Development (ECCD),
- [6] Harmonizing approaches to gender;
- [7] Strengthening organizational systems and capacities, and
- [8] Enhancing the implementation of programs' convergence.

❑ Annual TA Plan

The Annual TA Plan for CY 2012 (*Annex B*) was drafted to complement the 5-year Strategic Framework. The TA Plan includes both existing<sup>5</sup> (approved and/or on-going) and proposed or pipeline projects, based on the documents submitted by the different OBSUs. The results of the Organizational Assessment<sup>6</sup>, and Proposed HR/OD Plan<sup>7</sup> were used as reference in the development of the Plan.

❑ 2<sup>nd</sup> Steering Committee Meeting

The Steering Committee was convened last November 22 with all members but ADB and NEDA represented. The meeting provided the venue for dialogue between the SC and DSWD, as well as among SC members, on the overall funding and resource status of the social reform and development programs. Presided by the DSWD Secretary, the meeting focused on the presentation and approval of the 5-year Strategic Framework and the 2012 Annual TA Plan.

Among the key agreements was convening the SC twice a year. The Committee also concurred that the Consultative Bodies have to meet more often, and there is a need to discuss how these bodies will emerge out of the 5-year strategic plan. Further, the DSWD will have to inform the partners on the roles and functions of the Consultative Bodies along the strategic priority concerns. (*Please refer to Annex A for the Minutes of the Meeting*).

4. **Other Activities**

❑ Technical support to OBSUs on TA generation

Further to the TA needs validation meeting on 21 October, the TAU provided assistance to the different OBSUs identifying potential TAs and in preparing TA concept briefs. The TAU also sent follow-up letters to the OBSUs which were not represented in the meeting, along with a format for the TA concept brief.

❑ Assistance to Pantawid Pamilyang Pilipino Program

The TAU assisted the Pantawid Pamilya in the development of TA proposals in support to the conditional cash transfer (CCT) program implementation for ADB funding as follows:

- a. Responding to the Secretary's directive, TAU prepared a proposal and Terms of Reference (TOR) for hiring a Facilitator and Documenter for the Pantawid Pamilya Program Policy Review, under AusAID TAF grant. The proposed TA was later funded by the DSWD.
- b. The TAU also initiated the drafting of a proposal for various media and advocacy activities based on the concept brief prepared by the Social Marketing Service (SMS) for the Pantawid Pamilya. The proposal was eventually withdrawn, as it is part of the loan package for the CCT program.

<sup>5</sup> Based on the inventory of ongoing and previously agreed TA as part of the Social Protection Reform Agenda, which was circulated to SC members prior to the 1<sup>st</sup> SC Meeting in May 2011.

<sup>6</sup> Conducted in April 2011 under the Philippines Australia Human Resource Organization Development Facility (PAHRODF) support

<sup>7</sup> Component of the Organizational Assessment Report submitted by PAHRODF; Plan for CY 2011-12

- **Conduct of Training of Trainers (ToT) on Bridging Leadership for Convergence**  
The TAU finalized the proposal and TOR on hiring of Consultant for capacity development – *Bridging Leadership for Convergence and Community Organizing for the Empowerment of the Poor* – initiated by KALAHI-CIDSS. In line with the Secretary's directive for the operationalization of the DSWD Convergence Strategy, the first proposal prepared by TAU for the TA Facility was submitted to AusAID. The TAU held a series of discussions with AusAID and the target service provider, the Garilao & Associates, starting in September. After integrating comments and suggestions from AusAID, the proposal for a *Training Program on Bridging Leadership for Convergence* with a total budget requirement of PhP 17,670,956.00 was endorsed to AusAID in December.

As directed by the Secretary, the TAU facilitated the conduct of the ToT on Bridging Leadership for Convergence, i.e., coordination with the Consultant, concerned DSWD Officials, OBSUs and participants; preparation of training materials and other logistical requirements; and secretariat support during the actual training.

### C. MILESTONES FOR 2012

In the 1<sup>st</sup> quarter of 2012, the following activities shall be conducted:

1. Monitoring of TA implementation activities
2. Updating and maintenance of database of all TAs, including the status and other pertinent details
3. Operationalization of the agreements in the last SC Meeting and directions of the SC towards a harmonized technical assistance for DSWD
4. Development of TAF Operations Manual
5. OBSUs orientation on the TAF Operations
6. Convening the different Consultative Bodies
7. Continuing TA Needs validation meetings with other OBSUs.
8. Development of TA proposals