Republic of the Philippines
Regional Development Council XI
Davao Region

REGIONAL PROJECT MONITORING COMMITTEE XI

GUIDELINES AND MECHANICS OF THE DAVAO REGION EXCELLENCE AWARDS IN PROJECT IMPLEMENTATION

I. INTRODUCTION

As mandated under Executive Order No. 308, the Regional Development Council is tasked to monitor, evaluate and formulate recommendations on the implementation of development plans, programs and projects. Executive Order No. 376 was also issued in 1989 to provide an operational framework for the monitoring and evaluation of projects at the regional and sub-regional levels. The issuance of E.O. 376 provides the formulation of the Regional Project Monitoring and Evaluation System (RPMES) and the institutionalization of the Regional Project Monitoring Committees at the national level down to the municipal level, which serves as the operational structure for implementing decentralized monitoring and evaluation system.

In support of these policies and to facilitate project implementation, monitoring and evaluation, NEDA Board Resolution No. 14, Series of 1999, approved the incorporation of Results Monitoring and Evaluation (RME) into the Investment Coordination Committee (ICC) approval process. Another monitoring approach was also introduced in 2010 by the National Project Monitoring Committee called the “Alert Mechanism” (AM). AM is responsive in resolving

implementation bottlenecks for improved implementation, by using criteria and management approach toward problem identification and facilitation.

With these monitoring and evaluation mechanisms, the RDC XI through its monitoring and evaluation arm, RPMC XI, initiates a program on awards and incentives to recognize and showcase good practices of partner agencies in the implementation of programs and projects with the goal of further strengthening RPMES and adopting results management as an approach for effective and responsive project implementation.

II. PURPOSE

Considering the effective performance of agencies in carrying out the implementation of their programs and projects, the Davao Region Excellence Awards in Project Implementation aims to highlight and recognize the exemplary practices of implementing agencies (IAs) in program and project implementation in Davao Region in support of its development thrusts and directions for CY 2011-2016.

III. TYPES AND CATEGORIES OF AWARDS

There are two major types of awards that shall be given starting in CY 2011:

a) Best Implementing Agency of all Official Development Assistance (ODA) Programs/Projects; and,
b) Best Implementing Agency of Davao Regional Development Plan (DRDP) Programs/Projects costing ten million pesos and more, funded by the LGUs/RLAs.

The awards shall be categorized according to the four major sectors of the region, namely:

a) Economic Development – agriculture, fisheries and forestry, environmental management, trade and industry, science and technology, ICT services, etc.

b) Social Development – health and nutrition, education, social welfare and community development, labor and employment, etc.

c) Infrastructure Development – transportation, telecommunications, irrigation, water supply, power and energy, other public works

d) Governance – institutional development, capacity building, peace and development, dispensation of justice, development finance, local autonomy, etc.

IV. NOMINATION

Any individual and heads of private sector organizations, beneficiaries and/or partner organizations, LGUs and national government agencies can nominate.

Self-nomination is allowed, provided, it shall be endorsed by the beneficiaries or partner organizations or local government unit where the project was implemented.

V. CRITERIA FOR SELECTION

Implementing agencies under this award shall be required to submit complete documentation of projects implemented, particularly focusing on the good practices in two categories namely: a) strategies that led to successful achievement of a desired development output and/or outcome as contained in the Davao Region Development Plan, 2011-2016; and b) strategies on the effective resolution of a recurrent implementation issue.

The projects shall be evaluated on the basis of the following criteria (using the attached score sheet):

a) **Impact (40%)** – contributes to poverty alleviation; gender responsive; improve access to goods and services; improve effectiveness in ODA/NGA/LGU projects;

b) **Adherence to good governance policies (30%)** – transparent procurement processes, adoption of internal quality assurance mechanisms; coordination and consultation with local government units and target communities/beneficiaries prior to project implementation;

c) **Performance (30%)–** timely implementation; highly accurate/verifiable accomplishment reports; high quality of physical accomplishments that resulted to savings

The RPMC XI members and Secretariat will conduct validation visits to the nominated entries which serve as inputs to

the deliberation/decision process of the RPMC XI Steering Committee.

VI. FORMS OF AWARDS AND INCENTIVES

All participating agencies and LGUs shall receive certificates of recognition. The final winners shall receive plaques or trophies.

The winning best practice shall be documented and published in the RDC XI website, as well as, in other government knowledge management websites.

VII. GENERAL GUIDELINES

Implementing agencies under this award shall be required to submit complete documentation of projects completed in CY 2011 particularly focusing on the good practices, viz:

- Provision of all required information in the profile and that no item is left blank.
- Responses may be in English or Filipino.
- For parts that require narratives, answers should be concise and straight forward and limited to one (1) page per part. Use only white short-sized (8”x11”) bond papers for the answers.
- Answers are preferably computer-encoded.
- Five (5) identical copies of the program entry should be submitted. Use only staple wires to bind documents.

- Use word processor to accomplish the requirements, please submit also one (1) soft copy in a CD/DVD.

- One (1) copy of attachments should only be submitted. The report should be in a folder to include Table of Contents on the front page. Attachments should include only the following:

  - ✓ Latest Program Budget;
  - ✓ Program Organizational Structure, if any
  - ✓ Five (5) Photos Exhibiting the Program's Activities and Impacts (NO scanned photos).
  - ✓ DO NOT attach other documents that have not been listed above. Throughout the course of the selection process, the RPMC XI Steering Committee (RSC) will request for additional data as deemed necessary.
  - ✓ Submit personally or send your applications to the RSC Secretariat c/o NEDA Regional Office XI at the following address:

RD MARIA LOURDES D. LIM, CESO II
Chairperson, Regional Project Monitoring Committee (RPMC) XI
NEDA Regional Office XI
NEDA-RDC XI Center, Km. 7, Bangkal
8000 Davao City

VIII. CONTENTS OF SUBMISSION

PAGE 1: General Information on the Program/Project

- Name of Program/Project (if component project, pls. indicate name of mother project title, i.e. DIDP, MRDP, InfRES)

- Project Location Map where project is implemented preferably with georeferencing coordinates
- Sector/Subsector (e.g. Infrastructure/Water Resources, Economic/Agriculture, Social/Education, Governance/Judiciary Reforms)
- Program/Project Duration (in calendar days)
- Indicate whether project work is implemented by Administration or if by contract, state name of contractor
- Name of the IA Implementing the Program
- Profile and Number of the Beneficiaries of the Program/Project (e.g. 50 fisherfolks, 100 farmers)
- Date (Day, Month, and Year) of the Start and Completion of the Program/Project
- Financial Profile of the Program/Project to include the name of fund source; total amount of funds required based on the approved program of work, if by contract, indicate the contract price; total advices of allotment issued by DBM to the project firm from start of project implementation; and, disbursement (actual cash payments made through the issuance of Treasury Warrants and/or checks to the project, cumulative from start of project implementation up to completion

PAGE 2: Program Brief

- Provide a flowing narrative that would briefly describe the program. Include in the discussion the beneficiaries' needs/problems that the program addressed; objectives of the program and its corresponding outputs in meeting the objectives;

- Present the logical framework and implementing schedule;

- Highlight the innovative features and processes to justify why your program deserves to be considered as Best Practice

PAGE 3: Positive Impact on Cultural, Economic, Environmental, Gender-Equity, Political, and Social Aspects

- Present in matrix form the impact/accomplishments only on areas that are applicable to the project: socio-economic (e.g. increase in income and savings), socio-culture (e.g. utilization of indigenous capacities), and socio-political both in the individual and community level.

- Show figures and statistics to support the assessment (e.g. increase in annual household income from P40,000 to P60,000; shorten travel time from 1 hour to 30 minutes).

- For ODA projects, the project contribute to the aid-effectiveness and embodies the principles of Paris Declaration on (1) ownership, (2) alignment, (3) harmonization, (4) managing for results, (5) mutual accountability.

- Specify improvements attributed to the beneficiaries

PAGE 4: Good Governance and Promotion of People's Empowerment and Citizen Participation

- Highlight the program's participatory processes or mechanisms that engage different stakeholders involved in the program's planning, implementation, and monitoring/evaluation.

- Discuss also the community's contributions (i.e. time, funds, labor, land, etc.) that developed their sense of ownership of the program.

PAGE 5: Replication and Sustainability

- Describe the initiatives towards the institutionalization of the program (e.g. development and implementation of a program strategic plan, passage of ordinances, etc.) to ensure its sustainability even beyond the present administration and/or discontinuation of external assistance.

- Suggest approaches on how the program can be replicated or transferred in other areas. Incorporate the recommendations the difficulties and challenges faced in the program as well as the means employed to address them. Cite existing programs of other IAs that have been patterned from the program.

PAGE 6: Innovation, Resourcefulness and Exercise of Political Will in Project Implementation

- Government Code and Other National Legislation on Decentralization and Local Autonomy

- Identify the national legislations or executive orders utilized for the implementation of the program. State only the title of these legislations and orders and explain how each of these was used to aid in the program's success.

At the bottom of page 6, a certification as to the accuracy of the information should be indicated by copying the following statement:

"We certify that to the best of our knowledge, all of the information contained in the Nomination Form and its annexes are true and accurate."

_____	_____
Name and Signature of Program/Project Manager	Name and Signature of Head of the IA

Specify Position, Title, Designation
Complete Office Address
Contact Nos.
E-mail Address

Note: The documents on the last page shall be submitted under oath and duly notarized.

IX. COMPOSITION OF THE RPMC XI STEERING COMMITTEE

The RPMC XI Steering Committee (RSC) shall be composed of the NEDA XI, DBM XI, DILG XI, PMS-RFU XI and RDC XI-Private Sector Representatives (PSRs) of the RPMC XI and the Philippine Institute of Civil Engineers (PICE).

The Technical Working Group (TWG) of the Committee shall be composed of the technical agency representatives, as well

as the PSRs of the Steering Committee. The RPMC XI Secretariat shall be providing the technical and administrative support for the search.

The TWG will review, evaluate, validate and shortlist prospective winners based on the qualities or best practices, performance and impact in the course of project implementation. The results of the selection shall be presented to the RSC.

X. FUNDING

Funds needed to implement this award system shall be drawn in the General Appropriations Act under the Regional Development Fund of the RDC XI/RPMC XI.

Prepared by:

ORVILLE B. DIPALING
RPMC XI Secretariat

Submitted by:

MAE ESTER T. GUIAMADEL
RPMC XI Secretary

Approved by:

DIR. MARIA LOURDES D. LIM
RPMC XI Chairperson