

**ANNEX E**

**CONTRACT FOR THE MONITORING AND  
EVALAUTION  
(INSTITUTIONAL AND PROJECT BENEFIT  
ASSESSMENT COMPONENT)  
OF THE FORESTRY SECTOR PROJECT**

**KNOW ALL MEN BY THESE PRESENT:**

This Agreement entered into by and between:

The **REGIONAL OFFICE OF THE DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, REGION \_\_\_\_** referred herein as **DENR R\_\_\_\_** with principal office at the \_\_\_\_\_ and represented in this Agreement by its Regional Executive Director \_\_\_\_\_;

**AND**

The \_\_\_\_\_, a duly registered Non-Governmental Organization (NGO) with principal office at \_\_\_\_\_ and represented in this Agreement by its \_\_\_\_\_ (*Title or position of the NGO head*), \_\_\_\_\_ (*Name of Officer*) and referred herein as the Contractor.

**W I T N E S S E T H:**

**WHEREAS**, the DENR R- \_\_\_\_\_ is mandated to lead the implementation of the Forestry Sector Project (FSP) which aims to restore the forest cover of denuded forestlands in selected subproject areas and thus enhance environmental/ecological balance and generate socio-economic benefits to the local community;

**WHEREAS**, the FSP aims to strengthen the People's Organizations (POs) so they can sustain FSP initiatives and can be

effective forest resource managers of the CBFM area that is entrusted to them;

**WHEREAS**, the FSP has, a major components, Community Organizing (CO) with services provided by Assisting Organizations (AO) or Assisting Professionals (AP), and Comprehensive Site Development (CSD) which is being implemented by the POs;

**WHEREAS**, there is a need to assess the PO capability and document the project benefits that have been generated by the FSP.

**NOW THEREFORE**, for and in consideration of the aforementioned premises and covenants hereinafter set forth, the Parties hereto mutually agree, as follows:

1. The DENR R\_\_\_\_\_ shall:

- 1.1 Provide the funds needed in carrying out the institutional and project benefit assessment assigned to the Contractor as stated in Section 4 of this Memorandum Circular 2000 and in accordance with the approved detailed Work and Financial Plan to be submitted by the Contractor;
- 1.2 Provide orientation on the revised Monitoring and Evaluation (M and E) Guidelines and the methodologies to be used in the institutional and project benefit assessment;
- 1.3 Assists the Contractor in establishing proper linkages and communication with the concerned DENR field offices, as well as with the AO, POs, and LGUs, to ensure the smooth implementation of the tasks stipulated in this Contract;
- 1.4 Issue to the Contractor the necessary notice to start the assessment;
- 1.5 Ensure the active participation of DENR staff throughout the assessment period;
- 1.6 Prescribe the outline/format of the Institutional and Project Benefit Assessment Report to be submitted by the Contractor;
- 1.7 Monitor the progress of the activities of the Contractor;

- 1.8 Review and accept the reports submitted by the Contractor;  
and
- 1.9 Review and process claims for payment by the Contractor.

2. The Contractor shall:

- 2.1 Organize and mobilize its Institutional and Project Benefit Assessment Team following the approved team composition and schedule;
- 2.2 Ensure that its Team undergo orientation pursuant to Section 14 of this Circular;
- 2.3 Prepare and submit to the RED concerned, for approval, a detailed Work and Financial Plan within fifteen (15) calendar days from the date of signing of this Contract. Provided that the detailed Work and Financial Plan shall be based on the schedule of activities and outputs required of the Contractor as set out in Annex B and C of this Circular. Provided further that the detailed workplan shall indicate the monthly activities and corresponding cash flows for the entire duration of the Contract and shall include the composition of the Physical Validation Team;
- 2.4 Make sure that the activity and manning schedule in the submitted proposal is followed. If there has to be changes in the composition of the Team, it shall ensure that the qualification of the replacements is equal or better than the previously listed team member and that the consent and approval of the DENR has been obtained;
- 2.5 Implement the approved Work and Financial Plan, which shall include the following major tasks:
  - 2.5.1 Review available documents/records/studies and conduct rapid appraisal/key informant interviews to assess the organizational, financial and management capability of the PO;
  - 2.5.2 Assess the capability of the PO to sustain rehabilitation and forest protection work through key informant interviews with PO members and SUSIMO staff, spot checks of CSD areas and

review of site development data/physical validation studies/PO documents;

- 2.5.3 Assess the financial viability of the PO and its capability to sustain its livelihood initiatives through review of records, key informant interviews and discussions with PO members and SUSIMO staff;
- 2.5.4 Identify immediate and potential socio-economic benefits of the project to PO members and the community;
- 2.5.5 Identify verifiable evidences that would indicate the future environmental impacts of the project;
- 2.5.6 Prepare a report on the above findings, which should include specific recommendations to address performance gaps and issues;
- 2.5.7 For follow-up studies or subsequent passes, review actions taken on recommendations made in the previous assessment; and
- 2.5.8 Document lessons learned from FSP implementation.

2.6 Submit the required copies of the reports on time.

2.7 Submit the required documentation of expenses for billing purposes.

- 3. The total budget for this Contractor shall not exceed \_\_\_\_\_ (P \_\_\_\_\_), which shall cover a period not exceeding \_\_\_\_\_ from the signing of the Contract. Provided, that the actual amount of money to be released each year shall not exceed the amount indicated in the approved Work and Financial Plan.

The Contractor shall be entitled to a mobilization fee equivalent to a maximum of fifteen percent (15%) of the total first year cost.

The fund requirements of this Contract, as stipulated in the approved Work and Financial Plan, shall be released on output

basis subject to the submission of a progress report or the agreed output/report and a disbursement report covering the period during which funds were utilized, which will be reviewed and approved by the DENR.

Provided that any undisbursed amount for a pass, if fully explained and justified by the Contractor, shall be reprogrammed and incorporated into the budget of subsequent passes in order to complete the remaining scheduled activities and target outputs.

In case the Contract is cancelled for reasons stated in Section 19 of this Circular, the (NGO) shall refund/return to DENR funds previously released by the DENR, which do not have corresponding accomplished activities, per the evaluation undertaken by the DENR.

4. This Contract shall take effect upon signing hereof and shall remain valid and in force for a maximum period of \_\_\_\_\_ unless sooner revoked in writing by mutual agreement of both parties.
5. This Contract may be revised, amended or modified only through a written instrument duly executed and signed by both parties.

**IN WITNESS HEREOF**, the parties hereto have signed this Contract on this \_\_\_\_ day of \_\_\_\_\_, 2000 at \_\_\_\_\_.

\_\_\_\_\_  
**REGIONAL EXECUTIVE DIRECTOR**  
**DENR R\_\_\_\_\_**

\_\_\_\_\_  
**NGO**

**WITNESSES**

\_\_\_\_\_