

PANTAWID PAMILYA CAPACITY DEVELOPMENT FRAMEWORK

I. Rationale

The Sustainable Development Goals (SDGs), also known as the Global Goals, were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.

Through the pledge to Leave No One Behind, countries have committed to fast-track progress for those furthest behind first. That is why the SDGs are designed to bring the world to several life-changing 'zeros', including zero poverty, and hunger.

In addition to the SDG, the government pushes forward for a stronger foundation for inclusive growth, a high-trust society, and a globally-competitive economy toward realizing the vision by 2040 for a "matatag, maginhawa, at panatag na buhay" by reducing the poverty incidence from 20.1 % to 14 % by 2022 as reflected in the Philippine Development Plan (PDP) for 2017-2022.

Further, the Pantawid Pamilyang Pilipino program is the national poverty reduction strategy and a human capital investment program that provides conditional cash transfer to poor households to improve the health, nutrition and education aspect of their lives. The enactment of the Republic Act No. 11310 otherwise known as Pantawid Pamilyang Pilipino Program (4Ps) Act has institutionalized the implementation of the program thereby providing for a more efficient and effective program service delivery to its beneficiaries.

The DSWD as the lead agency in social protection reinforces its commitment to the PDP thru the Department's Organizational Outcomes (OOs). Hence, the thrust and priorities of the Department are aligned to the achievement of said OOs. The Pantawid Pamilya program as one of the Department's core programs is strategically geared towards the achievement of OO1: "Well-being of poor families improved". As such, the program continuously strives forward to provide a more efficient and effective service delivery to its beneficiaries to ensure that set commitments will be achieved.

The Capability Building Division, as the official training arm of Pantawid, is engaged to provide and manage learning interventions and other training-related activities that are consistent with the thrust and priorities set by the Department and of the program towards achieving organizational commitments and program goals. The division shall ensure committed, responsive and competent program staff catering to the poorest of the poor and foster champion advocates among partners and partner-beneficiaries. It provides also capability building interventions to other intermediaries including the external stakeholders like parent leaders and partner agencies. Thereby, it is critical to properly align priorities based on identified competency needs and gaps.

In addressing gaps, it needs capacity development to look into the demands and evolutions of activities to perform, deliver and enhance learning efficiency and operational

effectiveness to achieve an enabling environment whereby the program, the partner beneficiaries and other key stakeholders shall be able to strengthen and sustain their capacities to plan, and create change contributing to achieving the overall thrusts of 4Ps as national poverty reduction strategy and human investment program.

Consequently, capacity development initiatives of Pantawid on various levels of implementation shall be guided and anchored to the national and department outcomes, hence, the Pantawid Capacity Development framework is hereby formulated.

II. Legal Bases

1. **Sustainable Development Goals** - The 2030 Agenda for Sustainable Development, adopted by all United Nations Member States in 2015, provides a shared blueprint for peace and prosperity for people and the planet, now and into the future. At its heart are the 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries - developed and developing - in a global partnership. They recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests.

2. **Executive Order No. 5 s. 2016**, Adopting Ambisyon Natin 2040 as guide for Development Planning

Sec. 3. Medium Term Philippine Development Plans- The four (4) medium - term Philippine Development Plans, hereafter to be referred to as Philippine Development Plans (PDPs) , to be crafted and implemented until 2040 shall be anchored on the Ambisyon Natin 2040 and overall goals . The PDP shall ensure sustainability and consistency of strategies, policies, programs and projects across political administration.

Sec. 4. Consistent Government Plans – All plans of government departments, offices and instrumentalities, including government-owned or controlled-corporations and local government units, shall be consistent with Ambisyon Natin 2040.

3. **Republic Act No. 11310**, An Act Institutionalizing the Pantawid Pamilyang Pilipino Program otherwise known as the Pantawid Pamilyang Pilipino Program (4Ps) Act, Section 14 (g) Provide the seminar-workshops and training programs to educate qualified household-beneficiaries about the conditions and other actions pertinent to this Act.
4. **DSWD Administrative Order No. 20 s. 2004**, Omnibus Policies and Guidelines on the Management of DSWD Capability Building Efforts states that the DSWD advocates for continuous and sustained intervention to develop and empower its human resources to effectively perform its new role as leader in social welfare and development.
5. **DSWD Administrative Order No. 15 s. 2019**, FY 2020 DSWD Thrust and Priorities specifically on Support to Operations in “Creating a Learning Environment through Knowledge Sharing and Collaboration” including the conduct of continuous effort

towards institutionalizing and harmonizing community organizing and community driven approach and strengthen internal and external convergence.

III. Objectives

The issuance aims to rationalize and provide a clear process in developing competencies in support to program implementation geared towards achieving the program goals and overall commitment of the organization. Specifically, it intends to:

1. Emphasize the role and importance of capability building in program implementation;
2. Provide coherent guiding principles along competency development;
3. Establish a clear process in the development, implementation, and monitoring and evaluation of capacity development activities at national and regional levels; and
4. Install and enhance mechanisms, protocols and strategies in conducting CB programs and other learning development interventions at the national and regional level.

IV. Coverage and Scope

This framework shall serve as the basis in providing CB interventions to all program stakeholders at the national and regional level.

- a. Description – capacity development framework develops effectiveness of the program from promotive of stakeholders partnership and establishing sense of ownership in ones improvement. Beyond capacity building/training -addressing both technical and functional capacities aimed towards good practice to increase proper and sustain efforts towards program effectiveness.
- b. Dimensions of CD in the Pantawid
 1. Individual – program beneficiaries and partner stakeholders (Knowledge, competencies, skills and attitudes)
 2. Organizational (mandates, priorities, processes, systems, financial plan, equipment)
 3. Enabling Environment
 - institutionalizing
 - adoptive and creative rules and policies
 - partnership and collaborative partnership stakeholders

V. Capacity Development Framework

The framework is primarily anchored towards achieving and realizing the Department's commitment to the PDP through the OO 1. It lays down the foundation along building competencies based on the competency requirements needed to ensure that program outputs are met. Further, the framework reflects the process which has to be undertaken in order to generate outputs leading to meeting those competency requirements. Beyond capacity building/training but work towards

addressing both the national and local capacities aimed towards good practices and peoples sustained motivation.

Components:

- **Input**– are learning products that will enhance competency requirements
- **Activities** – processes or actions to be done in order to meet the gaps and capacitate all program stakeholders.
- **Output** – are learning products as result of the CB process.
- **Outcome** - refers to the end result of the action on the program.
- **Overall Outcome** - a concrete demonstration of the action taken by the division

CB RESULTS FRAMEWORK

OVERALL OUTCOME

Responsive competencies enabling the 4Ps beneficiaries reach self-sufficiency level of well-being

KEY OUTCOME

Improved Competency and Capability among Program Staff

Reinforced commitments of Core Group Leaders and Partner Beneficiaries towards increased ownership, family solidarity, productivity, community participation and civic involvement

Strengthened engagement of partners in providing complementary services to Pantawid household

OUTPUT

Proficient National and Regional Program Staff

Pantawid Pamilya Parent Leaders capacitated as volunteers and partners

Partners actively engaged and complements in Program Implementation

ACTIVITIES

1. Learning Needs Assessment and Analysis
2. Design and Development of Learning Intervention (Module Development)
3. Implementation of Learning Intervention -Coaching & Mentoring;
4. Monitoring and Evaluation of Learning Intervention (Post Intervention and Learning Assessment)
5. Monitoring of specialized training
6. Knowledge Management
7. Best Practices (Innovations)
7. Usage of CBIS

1. Conduct Learning Needs Assessment and Analysis of Parent Leaders capacity (i.e. graduation, participatory leadership)
2. Development and Implementation of modular package for Parent Leaders and Core Leaders towards self-motivation and self-sufficiency
3. Ensure utilization of IE results
4. Conduct training on facilitation skills
5. Conduct training/learning activities towards community participation and involvement
6. Conduct trainings/learning activities towards building KAS

1. Program Orientation/ consultation with Partners on program implementation
2. Facilitate enhance skills session for collaboration
3. Conduct trainings/learning activities to strengthen partnership
4. CB Interventions for Resource Mobilization

INPUT

- Program knowledge products
 - (Module on IP and Gender Sensitivity integrated in CD interventions for parent leaders and volunteers
 - Develop technology and strategies to strengthen CB activities
 - Modular package for Parent Leaders and Core Leaders towards family responsibility and productivity in achieving self-sufficiency
 - Modular package for Parent Leaders and Core Leaders towards community development and civic literacy
 - Human Resource and Organizational Development Project Result
- CB Handbook
 - Handbook for Parents as Partners
 - Guidelines on Incentive System
 - CB Interventions to Support Staff

4. Formation of training management team; and
5. Coordination of logistical needs.

- **Phase 3: Implementation of Learning Intervention** - This phase is the actual delivery of the plan based on the design of the learning intervention.

Further, this phase shall include the following activities:

1. Training Management;
2. Preparation of training report/s or feedback; and
3. Encoding of training report/s in the CBIS;

- **Phase 4: Monitoring and Evaluation** - The last phase is essential in assessing the effectiveness of the intervention and measuring the outcome/s of the learning intervention provided.

This phase shall include the following procedures:

1. Monitoring of learning applications based on the learning action plan/s (LAP); and
2. Preparation of evaluation report on the learning applications based on learning interventions provided.

In addition, the evaluation report shall serve as basis in improving learning interventions to be provided to stakeholders.

The details of the procedures and activities shall be elaborated in the Pantawid Pamilya CB handbook.

IX. National Program Management Office(NPMO) Capability Building (CB) Focals and Regional Training Specialists (RTS)

The CB Focals and RTS in coordination with the NPMO CB Division shall ensure that the CB process is observed and implemented based on the CD Framework.

X. Institutional Arrangements

The **Pantawid Pamilya Capability Building Division** shall:

1. Coordinate and lead the conduct of capability building activities following the structured CD framework at the NPMO;
2. Set mechanisms and processes
3. Ensure that the CB process is observed in the conduct of CB activities or learning interventions;
4. Provide technical assistance to the NPMO CB focals and RTS along the implementation of the CB Process;
5. Review and enhance the CD framework, CB process and CB handbook as deemed necessary; and

VI. Guiding Principles

The CD Process shall be governed by the following principles to ensure

- Needs Based - developing training interventions based on competency requisites of the program or the external environment
- Learner-centered - a collaborative participatory approach on learning that focuses on the learner's contribution to the learning process rather than being a passive actor
- Inclusive - responsiveness to age, sex, gender, disability, culture, and ethnicity to ensure meaningful participation in the learning process
- Adheres to Adult Learning Principles - acknowledges learners' autonomy and ability for self-direction and that learners learn based on goals and relevance to real world problems

VII. Capacity Development Process

The process is divided into four (4) major phases. It involves a cyclical procedure which has to be completed to warrant the quality of learning interventions or capacity building activities provided in an effort to enhance and develop competencies along achieving program goals.

The phases shall identify the procedures, activities and timeline required to complete the process based on the ADDIE Model.

- **Phase 1: Needs Analysis** - The first phase is the identification of learning needs or competency gaps of program stakeholders. The needs assessment will be grounded based on the competency triggers.

This phase shall include the following procedures:

1. Development of Training Needs Analysis (TNA) Tools
2. Administration of TNA tool;
3. Review of training evaluation reports and other training related feedback and documents;
4. Profiling of competencies; and
5. Preparation of the draft TNA report.

The TNA report shall serve as the basis in designing, developing, delivering and evaluating learning interventions.

- **Phase 2: Design and Development of Intervention** - This process step is focused on designing and developing the learning intervention. Included herein are the following activities and procedures:

1. Preparation of Activity Proposal;
2. Preparation of training design;
3. Development of training materials and learning aids;

6. Monitor the effectiveness and alignment of the CB activities or learning interventions provided as structured in the CD Framework.

The **Pantawid Pamilya NPMO Divisions/Offices** and Pantawid Pamilya Regional Management Offices shall:

1. Identify and designate a permanent and alternate CB Focal;
2. Initiate commencement of the CB process based on identified competency triggers;
3. Coordinate conduct of CB activities with the CB Division;
4. Observe the CB process in the conduct of CB activities;
5. Actively support and participate in the conduct of activities along implementation of CB related activities.
6. Submit and prepare needed reports, as necessary/as applicable.


XI. Effectivity Clause

This National Program Manager Order shall take effect immediately after approval of the Capability Building Handbook.

Issued this 16th day of December in Quezon City.


GEMMA B. GABUYA
National Program Manager

Certified True Copy


ERNESTINA Z. SOLLOSO
Deputy Program Manager
Pantawid Pamilya NPMO

FOR : **DIR. GEMMA B. GABUYA** *Approved 12/16/19*
National Program Manager

RECOMMENDING : **DIR. ERNESTINA Z. SOLLOSO** *ES 12/12*
APPROVAL Deputy Program Manager for Support

FROM : **THE PROJECT DEVELOPMENT OFFICER V**
Capability Building Division

SUBJECT : **REQUEST FOR APPROVAL OF CAPACITY
DEVELOPMENT RESULTS AND LOGICAL FRAMEWORK**

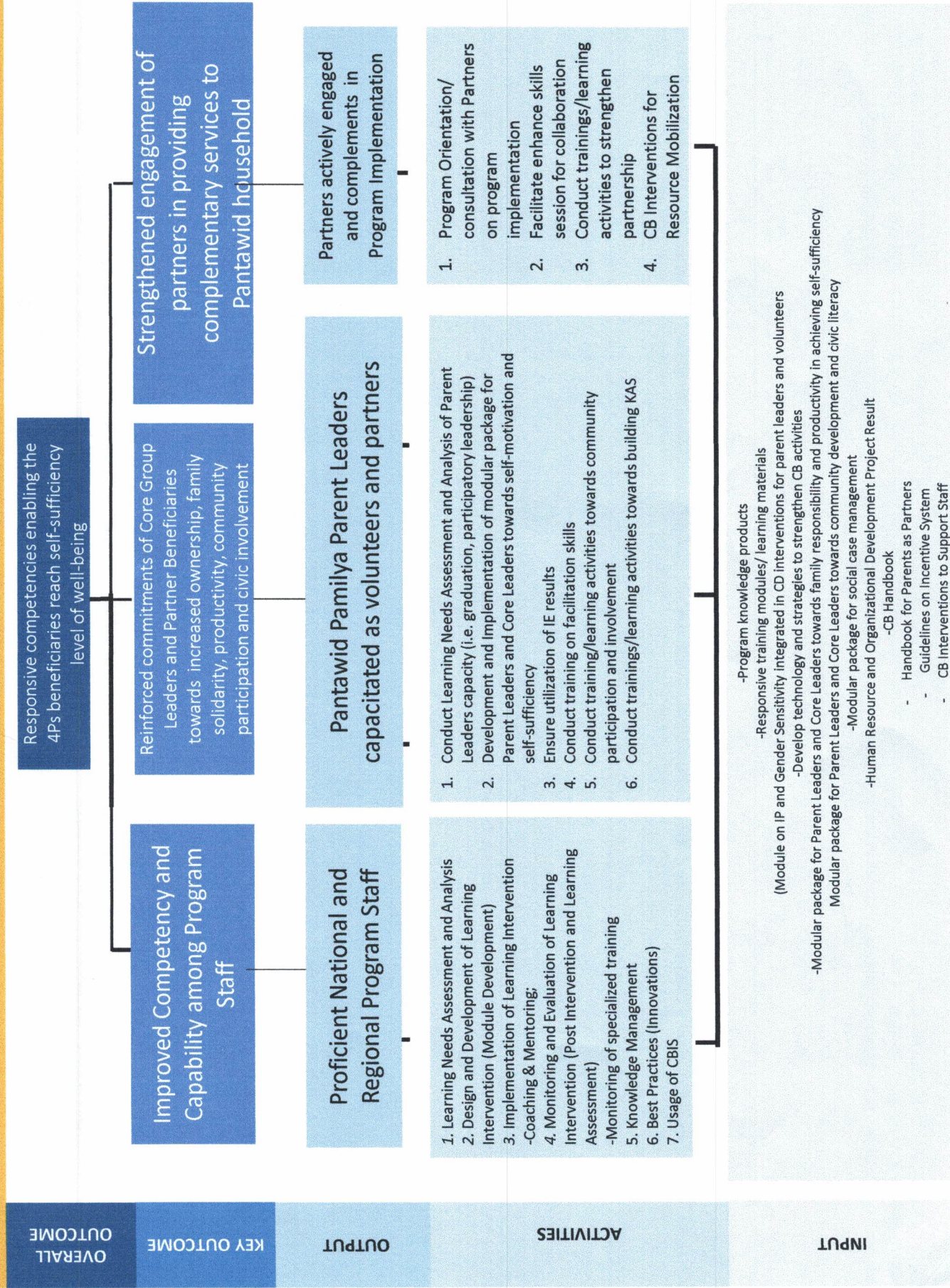
DATE : **06 December 2019**

Respectfully submitting herewith the Capacity Development Results and Logical Framework drafted by Capability Building Division incorporating comments and inputs from the Operations and Support clusters and representatives from Social Technology Bureau. The same were routed through email for review of RDs, RPCs, Training Specialists, PDPB, PMB, SWIDB and SB.

For your approval and NPMO Order.

For: 
ROSYLYN M. ARNIGO

CB RESULTS FRAMEWORK



CB LOGICAL FRAMEWORK

CB LOGICAL FRAMEWORK				
	TARGETS	INDICATORS	MOVS	ASSUMPTIONS AND RISKS
GOAL	Responsive competencies enabling the 4Ps beneficiaries reach self-sufficiency level of well-being	% of beneficiaries that moved up to self-sufficiency level.		N/A
OUTCOME	Improved Competency and Capability among Program Staff	% of trained program Staff achieved their professional development plan	Monitoring tool on Professional Development Plan	Risk: <ul style="list-style-type: none"> - Turnover of staff Assumptions: <ul style="list-style-type: none"> - All trained program staff created and followed their professional development plan - All trained staff will stay in the program and apply their learnings within the next six months after provision of CB intervention/s
		% of trained program staff with improved competency level	Annual Learning Needs Assessment Comparative Analysis	
		% of trained program staff expressed improved own competency	Competency Self Evaluation Survey	-Committed program staff in achieving professional development plan

CB LOGICAL FRAMEWORK

CB LOGICAL FRAMEWORK				
TARGETS	INDICATORS	MOVS	ASSUMPTIONS AND RISKS	
OUTCOME Reinforced commitments of Core Group Leaders and Partner Beneficiaries towards increased ownership, family solidarity, productivity, community participation and civic involvement	# of trained core group of leaders with leadership initiatives and community involvement	Monitoring tool on Leadership and Volunteerism Action Plan of trained core group of leaders	Risk: - Selected beneficiaries were invited to attend trainings - No opportunity / non-application of learnings Assumption: - Commitment to program implementation - Application of learnings within the next two years after provision of CB intervention/s	
			Risk: - Turnover of Program Partner staff - No permanent designated focal Assumption: - Oriented Program Partners have gravitas or level of influence in their respective offices - Trained program partners will re-echo learnings to their respective offices	
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CB LOGICAL FRAMEWORK

CB LOGICAL FRAMEWORK				
	TARGETS	INDICATORS	MOVs	ASSUMPTIONS AND RISKS
OUTPUT	Proficient National and Regional Program Staff	# of trained national and regional program staff	Accomplishment Report	Risk: Turnover of Program staff Lack of Funds Assumption: All trained program staff created and followed their professional development plan -Committed program staff in achieving professional development plan

CB LOGICAL FRAMEWORK

CB LOGICAL FRAMEWORK				
	TARGETS	INDICATORS	MOV's	ASSUMPTIONS AND RISKS
OUTPUT	Pantawid Pamiliya Parent Leaders capacitated as volunteers and partners	# of trained core group leaders on leadership and volunteerism	Accomplishment Report	Risk: Selected PLs were invited to attend trainings Assumption: Commitment to program implementation
	Partners actively engaged and complements in Program Implementation	# of oriented program partners	Accomplishment Report	Risk: Turnover of Program Partner staff Assumption: Commitment to program implementation