

TERMS OF REFERENCE
Procurement of Consulting Services
APEC Gender and Development in Tourism Program

I. PROJECT DESCRIPTION

The Department of Tourism (DOT) requires a competent and experienced Consulting firm or institution that can provide services of consultancy to conduct study on the best practices of APEC Member Economies in Gender and Development focusing on women and young of travel and tourism industry.

II. BACKGROUND

The Philippine Department of Tourism (PDOT) is the lead member economy for action/activity in sharing good practices for women's and young's empowerment in travel and tourism industry. This is under the APEC Tourism Strategic Plan (ATSP) 2020-2024 of Priority Area 4 which is the Sustainable Tourism and Economic Growth. The APEC Tourism Strategic Plan 2020 – 2024 will provide the strategic direction for growth in travel and tourism as APEC economies usher in the new decade.

Therefore, this Strategic Plan will champion innovation through digitalization, foster sustainable and inclusive tourism to achieve economic growth, and expand the benefits of tourism to the wider APEC community.

III. OBJECTIVES

1. Conduct a study and identify best practices of APEC Member Economies in gender and development focusing on Women and Young in travel and tourism industry;
2. Share and disseminate to APEC Member Economies the best practices of identified in gender and development focusing on women and young in travel and tourism industry;
3. Propose recommendation as a follow-through activity upon the identification of best practices in gender and development focusing on women and young in travel and tourism industry; and
4. Provide summary of report to the DOT. The summary of report shall include a terminal report, data gathered from the APEC Member Economies, and photo documentation.

IV. SCOPE OF SERVICES

The said consulting services shall involve the following activities:

1. Adherence to the appointed mutually agreed consulting/visit days and prescribed timelines;
2. Compliance to agreed service phases:

Phase 1: Conduct study and identify the best practices of APEC Member Economies in gender and development focusing on women and young in travel and tourism industry.

Phase 2: Research, data gathering, virtual consultation (emphasize consultations in getting inputs, particularly from the private sector, e.g., counterpart of tourism organization in APEC),

Phase 3: Development and presentation of best practices in women and young of APEC Member Economies in travel and tourism industry.

3. Share and disseminate best practices to APEC Member Economies; and
4. Recommend activity as follow-through of the development and dissemination of best practices of APEC Member Economies in travel and tourism industry.

V. DELIVERABLES OF THE CONSULTANT

1. Study on best practices of APEC Member economies in gender and development focusing in women and young of travel and tourism industry;
2. Recommended activity as follow-through of the study; and
3. Summary report with photo documentation.
4. Other value-adding activities to the project.

Note: Proposed deliverables may be adjusted subject to the recommendations of the Consulting Firm and the approval of the DOT.

VI. SCHEDULE OF DELIVERABLES

The engagement of the consulting firm will begin from the date of issuance of the Notice to Proceed (NTP). The contract duration shall be 16 weeks reckoning from the date of the issuance of NTP.

Below is the indicative schedule of activities:

Proposed Schedule	Activity
Week 1	Meeting with DOT to discuss the timeline, flow of study, and expected outcome
Week 2 to 5	Research, data gathering, virtual consultation (emphasize consultations in getting inputs, particularly from the private sector, e.g., counterpart of tourism organization in APEC)

Week 6 to 7	Submission of preliminary report detailing the findings of the research and consultation; accommodation of feedback from DOT Secretariat
Week 8	Presentation to the DOT Secretariat
Week 9 to 10	Conduct consultation with relevant stakeholders for further input.
Week 11 to 12	Submission of the Comprehensive Report on the proposed amendments; accommodation of feedback from the DOT Secretariat
Week 13	Presentation to the DOT Secretariat and relevant tourism stakeholders of the outcomes of Phase 2 of the project
Week 14	Proofreading and finalization of the report by the DOT Secretariat
Week 15	Presentation to the APEC Member Economies for their approval to be initiated by the DOT Secretariat
Week 16	For dissemination of the approved report to the APEC Member Economies

Note: Proposed schedule and number of days may be adjusted subject to the recommendations of the Consulting Firm and the approval of the DOT.

VII. DOT'S RESPONSIBILITIES

1. Oversee the pre-work required prior to the consultancy, including coordination and alignment of the consultancy group to the DOT Secretariat;
2. Provide the necessary documents and materials needed by the consultants;
3. Assist in the invitation and ensure the attendance of the target participants for consultations;
4. Provide secondary online facility (i.e., online video conferencing) to be made available in case of a hybrid-type of activity is preferred, as agreed upon by the consulting firm and the DOT; and

5. Adhere to timelines set according to the mutually agreed presentations and consulting schedule.

VIII. TERMS OF PAYMENT – GOVERNMENT PROCEDURE/ SEND BILL ARRANGEMENT

As remuneration for services rendered, the consultant or consulting firm shall receive a professional fee in the amount of **four hundred ninety-two thousand pesos (Php 492,000.00)** inclusive of all applicable taxes.

Payment will be made through LBP bank deposit. In case the supplier does not have a LandBank account, bank charges will be shouldered by the consultancy firm.

DOT reserves the right to withhold the payment if performance is deemed unsatisfactory, if work/output is incomplete, not delivered or failed to meet deadline/s set; or all other factors in breach of the TOR.

Note: The indicative payment of milestones is subject to the approval of outputs.

IX. CONSULTING FIRM'S SPECIFIC QUALIFICATIONS

1. Must have at least 2-3 similar and related projects completed in gender and development, policy formulation and development, and/or socio-economic assessment;
2. Must possess at least five (5) years of continuing consulting experience and relevant engagements as a consulting firm or institution;
3. Must have at least Bachelor's degree;
4. Expertise include gender and development, policy formulation and development, socio-economic assessment;
5. Must have at least 2-4 published research or publication and engaged in similar projects related to gender and development, policy formulation and development, and/or socio-economic assessment; and
6. Must have at least 2 current work load or projects in the field of expertise.

X. TERMS AND CONDITION

1. The prospective consulting firm shall submit the technical and financial proposals, in accordance with the procurement and administrative guidelines of the DOT;
2. DOT shall have full ownership of all the data gathered and presented by the Consulting Firm; and
3. A Non-Disclosure Agreement shall be executed between DOT and the hired Consultants/Experts upon awarding of the contract.

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