

TECHNICAL SPECIFICATION

(Services of Training Provider)

I. PROJECT: Training on Organizing Events for Face-to-Face and Hybrid Trainings

BACKGROUND

Part of the mandate of the Department of Tourism through the Office of Industry Manpower Development and the Regional Offices is to "develop training modules and conduct multi-skills training seminars, including continuing education programs for the industry manpower, in coordination with appropriate government agencies and tourism enterprises and associations, thereby upgrading their quality, competence, and excellence in the delivery of tourism services."

The 1-day training on Organizing Events for Face-to-Face and Hybrid Trainings plays a key role to effectively implement various human capability training for the tourism industry stakeholders in the Philippines. This program shall empower the training champions to provide quality trainings, adapted to the demands of the pandemic. This training will be a part of the Tourism Industry Skills Program (TISP) Year-End Re-tooling and Assessment Workshop in the Province of Rizal.

- Target Participants: 30 face-to-face participants + online participants
- Target Date/Period Covered: November 28 – December 2, 2022

II. PURPOSE/OBJECTIVES

- To identify the different kinds of events.
- To learn the nuances of organizing events.
- To form strategic partnerships with the target market, suppliers, sponsors, and other stakeholders.
- To learn how to prepare the events deck

III. TECHNICAL DESCRIPTION/SPECIFICATIONS

The training provider must be a recognized training institution that can provide a highly specialized training on organizing events for face-to-face and hybrid trainings and Certified Meeting Professional (CMP) certification with the following deliverables:

- One (1) 7-hour of training on Organizing Events for Face-to-Face and Hybrid Trainings, covering but not limited to the following:
 - Identifying the different kinds of events
 - Setting event objectives

- Identifying components of an event
 - Preparation of the event budget
 - Identifying partners or tie-up organizations
 - Creating engaging and entertaining event experiences
 - Evaluating the success of the event
 - Preparing the event deck
- Provide Certified Meeting Professional (CMP) Certification
 - Coordination among the end-users, central and regional offices' participants before, during, and after the training to ensure attendance and participation.
 - Provide activities such as but not limited to energizers, ice breakers, quizzes, etc.
 - Online platform set-up to ensure that training will run smoothly.
 - Administer pre-registration and feedback/post-evaluation forms using DOT templates.
 - Issuance and distributions of e-certificates/certificates of participation.
 - Provide training/session materials without further charges or fees.
 - Provide documentation and post-activity reports as maybe required by OIMD.

IV. APPROVED BUDGET FOR THE CONTRACT:

FIVE HUNDRED THOUSAND PESOS (Php 150,000.00)
inclusive of applicable taxes

V. PROJECT OFFICER/CONTACT PERSON



RYAN LORENZO C. MANALO
Tourism Operations Officer I
Office of Industry Manpower Development
E-mail: rlcmanalo@tourism.gov.ph

Reviewed by:



RYAN N. SEBASTIAN
Chief Tourism Operations Officer
Manpower Training Development
Office of Industry Manpower Development

Approved by:



ARLENE A. ALIPIO
OIC Director
Office of Industry Manpower Development