

TERMS OF REFERENCE

Consultancy Services for the Formulation of Regional Circuit Development Plan

I. Requesting Division/Office:

Tourism Development Division (TDD)
DOT MIMAROPA Region

II. Project Background and Objectives

The MIMAROPA Regional Office developed the Regional Tourism Development Plan (RTDP) 2020-2026 which identified four strategic areas: tourism products and manpower development, governance in tourism, promotion and marketing, and primary and support facilities and services development. With its vision and goal to be the Destination of Choice by 2026, the region aligns its development plans with the country's AmBisyon Natin 2040 as well as the Sustainable Development Goals of 2030.

Similarly, the National Tourism Development Plan (NTDP) 2016-2022 envisions the Philippines to develop a globally competitive, environmentally sustainable and socially responsible tourism industry that promotes inclusive growth through employment generation and equitable distribution of income thereby contributing to building a foundation for a high-trust society.

Likewise, the regional office is in the process of crafting a Site and Product Development Guidebook for Local Government Units and private stakeholders alike. The Guidebook will serve as a blueprint to sustainably develop their existing and potential tourism sites and products. This guidebook also serves as a prerequisite in the creation of a Regional Circuit Development Plan.

MIMAROPA Region, composed of five (5) island provinces, has several sites and destinations in different tourism product portfolio, which have not reached its full development and potential. Through the creation of strategic and sustainable linkage between these sites and destinations, the benefit of tourism to its direct and indirect stakeholders will be maximized.

The development of new tourism circuits within the region will help attract niche and new markets. It will also result to improved accessibility between the island provinces. The RCDP will serve as supplementary guide as we regain the confidence of our traveling public.

Specifically, the project aims to:

- Formulate a Regional Circuit Development Plan which will be incorporated in the Regional Tourism Development Plan
- Establish tourism circuits within the region and make recommendations on further developments on the identified destinations
- Expand product development initiatives by doing tourism product reviews

- Identify existing and new routes in support for the tourism circuit development
- Assess the status of the existing tourism products of the region and provinces which can be connected through a circuit
- Conduct consultations with both local government units and private stakeholders on the current and planned developments on identified sites

III. Scope of Work

The Consulting Services shall perform the following deliverables:

- Formulation of the Regional Circuit Development Plan based on the consultations, Focus Group Discussions and assessments that will be conducted by the Regional Office
- Application of development theories and models related to the plan
- Join the regional offices in the conduct of consultations, Focus Group Discussions and assessments in the different provinces of the region (travel expenses to be shouldered by the consultants)
- Presentation of the plan to the Regional Office, Tourism Officers and Private Stakeholder Representatives
- Revision of the plan based on the comments during the presentations
- Integration of the RCDP in the Regional Tourism Development Plan (RTDP) 2020-2026
- Publication of fifteen (15) copies of the final plan to include layout and printing

V. Deliverables and Timeline

Deliverable	Timeline
A. Inception Report detailing activities and timetables of the project as well as the approach/methodology to be applied	Two weeks from signing of contract or receipt of Notice of Award (NOA)
B. Conduct of consultations and FGDs with the Regional Office	February to April 2022
C. Submission and presentation of 1st Draft of the Regional Circuit Development Plan (printed and digital copy)	1 st week of June 2022
D. Revised Draft integrated to the RTDP (printed and digital copy)	4 th week of June 2022
E. Publication and printing of fifteen (15) copies of the RTDP with integrated RCDP	July 2022

VI. Budget and Payment Scheme

The approved budget is **Six Hundred Fifty Thousand Pesos (PHP 650,000.00)** inclusive of all applicable government taxes, payable in tranches based on the submitted milestone report and a send-bill arrangement (Government Procedure).

- ✓ First Tranche Payment (50% of the total) upon receipt of Deliverable C.
- ✓ Second Tranche Payment (50% of the total) upon receipt of Deliverable E.

VII. Working Arrangements

- a. The engagement shall be from February 2022 to July 2022.
- b. All related activities by the Consultant must be done in coordination with DOT Regional Office.
- c. The Consultant shall render deliverables on the agreed timeline.
- d. All data, materials, documentation, and reports are considered the property of the agency and shall be formally turned over by the Consultant to DOT Regional Office. Use of outputs from this engagement requires prior approval from the DOT Regional Office.
- e. DOT Regional Office to designate a support team who will work closely with the Consultant regarding the technical and administrative requirements of the project, including monitoring of the progress of project activities;
- f. Payment shall be made upon the Consultant's satisfactory completion of the milestones/ key outputs delivered.

VIII. Document and Eligibility Requirements

The consultant/s shall be eligible to the following qualifications:

- a. Post Graduate Degree in at least any of the following fields: Tourism, Economics, Public Administration, Urban and Regional Planning, as well as a degree in a field of direct relevance to the project;
- b. Must have at least five (5) years of national or regional experience in the preparation of tourism plans, strategies, frameworks, or roadmaps;
- c. Must have formulated at least five (5) tourism-related development plans for any national government agency or local government unit;
- d. Excellent organizational and coordination skills;
- e. Can fluently speak and write both in Tagalog and English; and
- f. Based in NCR or MIMAROPA Region

IX. How to Apply

Qualified applicants are requested to submit their bidding proposals, CV, copy of diploma, copy of related plans, Mayor's Permit, PhilGEPS Registration Number, Notarized Omnibus Statement, Latest Income Tax Return, and SEC Registration with cover letter addressed to:

The Officer-in-Charge
Department of Tourism Region IV-B (MIMAROPA)
351 Sen. Gil Puyat Avenue, Makati City
Tel. No. 890-1014; 890-0945
tdd.mimaropa@gmail.com

X. Contact Person

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