



Bid Notice Abstract

Request for Expression of Interest

Reference Number 10078647
Procuring Entity DEPARTMENT OF TOURISM
Title Consulting Services to Conduct Learning Needs Assessment (LNA) to Determine Tourism Human Capacity Building Programs and Interventions

Area of Delivery

Solicitation Number:	NP-SVP No. 2023-08-558	Status	Active
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	1
Category:	Consulting Services	Date Published	29/08/2023
Approved Budget for the Contract:	PHP 800,000.00	Last Updated / Time	29/08/2023 00:00 AM
Delivery Period:		Closing Date / Time	01/09/2023 13:00 PM
Client Agency:			
Contact Person:	Norjannah P Lucman Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 nplucman@tourism.gov.ph		

Description

OBJECTIVES:

1. To determine the appropriate capacity development intervention to be provided by the Department of Tourism Office of Industry Manpower Development.
2. To conduct situational analysis on 2021 LNA results vis-a-vis actual trainings conducted in 2021, 2022 and 2023.
3. To administer/conduct validation workshops/focal group discussions in the regions on the Training Needs Analysis among key tourism stakeholders in the identified priority destinations;
4. To validate the identified Top 10 Ready and Top 5 Emerging Destinations in all regions of the country.
5. To identify key technical and functional capacity gaps and training needs of workforce/stakeholders and LGUs in the tourism value chain through the use of needs assessment tool; and based on the assessment, develop a data capture/tabulation form in order to analyze the survey results based on the tabulated data.
6. To develop a workshop design in gathering the learning needs of the workforce/stakeholders and LGUs in the tourism chain;
7. To prepare a 2-year Training Work Program for each region based on the documented results of the LNA that should be aligned with the NTDP and PTHCD 2021-2025 Strategic Action Plans.

REQUIREMENTS:

- The DOT is in need of a Consultancy Firm/Company to provide professional and technical consultancy services in order to ensure the assessment of the situations and the learning needs of the target participants in the tourism industry will lead to appropriate training activities and other interventions by DOT.

- At least one Project Lead/Consultant with the following required professional skills and experience:

- * Must have at least 5 years of prior work experience in the field of training and/or tourism industry;
- * Must have demonstrate knowledge and experience in conducting need assessments and skills in facilitating stakeholder/group consultations;
- * Must have experience in conducting surveys in tourism training; and
- * Must be flexible to adjust to DOT-OIMD's schedule of activities;

- At least 2 support staff to assist in the following:

- * Assist in the LNA Activities and preparation of the necessary reports
- * Facilitate registration and documentation of the activities;
- * Will act as a workshop/technical support staff; and collate surveys and feedback forms from the FGD participants

SCOPE OF WORKS AND DELIVERABLES

1. Collect and evaluate the current training needs informations including situational analysis of previous 2021 LNA vis-a-vis actual training conducted and identify the gaps in coordination with the DOT-OIMD.
2. Develop a survey questionnaire that will capture training needs of the tourism workforce in the tourism value chain including gender issues occurring in the tourism industry.
3. Prepare data capture, tabulation form, encode and process/analyze the Survey Results based on the tabulated data.
4. Develop consultation/validation workshop design in gathering the training needs including gender issues of the workforce/stakeholders and LGUs in the tourism value chain.
5. Facilitate and moderate the conduct of Focus Group Discussions/Consultation Workshops in 16 Regions.
6. Document the FGD Consultations (e.g. screenshots and recordings of the proceedings as applicable)
7. Collate, review, and evaluate the technical inputs, comments, and feedbacks made by the stakeholders for submission to the OIMD.
8. Prepare report of the Learning Needs Assessment including a 2-year training Work Program using the DOT prescribed format and present results to the DOT.
9. Facilitate and moderate the conduct of Workshop, and mentoring sessions on the Preparation of training Calendars for 2024 and 2025 for 16 regions.

Note: Number of Participants and schedule of FGDs shall be in coordination with DOT OIMD and Regional Offices.

OTHER DELIVERABLES:

- Bidder must submit proposed activities and timeline
- Selected company shall render deliverable (LNA Workshop) within the approved activities and timeline.
- The Consultant shall coordinate with the counterpart DOT support team in the editing and revision of the content, format of the workshop/tabulation form and other reportorial requirements.
- Ensure the conduct of briefing prior to the conduct of consultation/validation workshops in 16 Regions, and coaching/mentoring sessions for the counterpart DOT support team.
- Provide licensed online platform in the conduct of activities as necessary.
- Administer registration and feedback/post-evaluation of GD workshops in consultation with the end-user.

-----FOR COMPLETE DETAILS, PLEASE REFER TO THE SIGNED/APPROVED TERMS OF REFERENCE OF THIS PROJECT

Other Information

Kindly submit your Proposal (with timeline, plan and methodology)

and the following eligibility documents on or before 01 September 2023, 1 p.m., to:
nplucman@tourism.gov.ph, to wit:

- 1 Registration Certificate
- 2 Mayor's Permit
- 3 PhilGEPS Registration Number

4 Latest Income Tax Return (for ABC above PhP500,000.00)

5 List if Key personnel to be assigned to the Contract to be bid, with their complete qualifications and experience data.

6 Professional License/Curriculum Vitae of the (main) Consultant and the Support Staff

7 Statement of the Prospective Bidder of all its going and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the Contract to be bid, within the relevant period as provided in the Terms of Reference

8 Omnibus Sworn Statement

9 Company Profile

Created by Norjannah P Lucman

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