



## OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

# TERMS OF REFERENCE

### **I. PROJECT: CONSULTANCY SERVICES FOR THE DEVELOPMENT AND REVIEW OF TRAINING MODULES**

#### **II. Background and Project Description**

RA 9593 mandates the Office of Industry Manpower Development to implement a 5-year tourism human resource development plan to detail strategic actions needed to upgrade the capacity of human capital and to meet the projected needs of the sector in the succeeding years.

The updated Philippine Tourism Human Capital Development (PTHCD) Plan 2021-2025 identifies key strategic actions which includes the facilitation of education and training and comprises the development and enhancement of new courses relevant to industry needs.

Given the above considerations, the OIMD needs to constantly review and update its training modules to ensure that training programs are relevant, suited for its purpose and interesting for the target audience.

#### **III. Objectives**

1. To streamline and rationalize the current list of training programs and modules;
2. To create a standard format for training designs that are easily understood, classified, evaluated, and measured;
3. To create and develop a complete training toolbox for selected training courses; and
4. To rationalize module review process and enhance criteria and guidelines.

#### **IV. Minimum Requirements**

The DOT is in need of a consultancy service to provide technical expertise in reviewing training modules, including its objectives, content, methodology, assessment process and other learning resources and to develop a complete courseware that is accurate and at par with the current standards in terms of learning and development.

At least one (1) Project Lead with the following required professional skills and experience:

- Must have at least 2 years of prior work experience in the field of training development and/or tourism industry;
- With at least 2 years demonstrated knowledge and experience in course or module review, training design development;

- With at least 1 (one) sample of training modules developed relevant to tourism; , and
- Must be flexible to adjust to DOT-OIMD's schedule of activities.//

At least one (1) Support Staff to assist in the following: //

- Assist in the facilitation and documentation of module review preparations; and
- Prepare necessary reports and evaluation forms.

#### **V. Scope of Work and Deliverables**

1. Review and enhance identified modules below with subject matter experts
  - Regional Tour Guiding
  - Community Tour Guiding
  - Refresher Course for Tour Guide
  - 1.b. Interview of Authors/Trainers/Experts
  - 1.c. Research on additional content
  - 1.d. Updating and enhancement of the modules
2. Develop training toolboxes for the three (3) identified modules consisting of the following:
  - 2.a. Module Outline
  - 2.b. Training Design
  - 2.c. Training Manual
  - 2.d. Trainer's Manual
  - 2.e. Presentation Material
  - 2.f. Assessment Tools for participants and trainers
3. Enhancement of the existing process for module review to include the following:
  - 3.a. Standard Operating Procedure
  - 3.b. Assessment criteria
  - 3.c. Assessment/Evaluation forms
  - 3.d. Module Review forms

#### **OTHER DELIVERABLES**

- Bidder must submit proposed activities and timeline.
- Selected company shall render deliverables within the approved activities and timeline.
- Service provider shall coordinate with the counterpart DOT support team in the editing and revision of the content, format of process, forms, and other reportorial requirements.
- Ensure the conduct of briefing prior to the conduct consultation/validation with authors/trainers/experts, and coaching/mentoring sessions for the counterpart DOT support team.
- Provide licensed online platform in the conduct of activities as necessary.

- Administer documentation, and preparation of reports in consultation with the end-user.

**The Bidder must submit the following documentary requirements:**

1. Company Profile
2. Curriculum Vitae of Project Lead and Team Members/Support Staff who will handle the project
3. List of relevant projects, either in public or private sector

**V. Project Duration**

Two (2) months from the issuance of Notice to Proceed.

**VI. Approved Budget Cost**

The winning service provider shall be paid the amount of Five Hundred Thousand Pesos (Php500,000.00) inclusive of all applicable government taxes in accordance with government procedure and based on the following tranches:

<b>Payment Reference</b>	<b>Amount</b>
<ul style="list-style-type: none"> <li>• Facilitation and conduct of three (3) module review</li> <li>• Issuance of reports of three (3) module review sessions</li> <li>• Submission and approval of developed/reviewed courseware for the three (3) identified modules</li> <li>• Facilitate the review of Module Development and Review process</li> </ul>	50%
<ul style="list-style-type: none"> <li>• Submission and approval of enhanced module review process flow.</li> <li>• Submission and approval of enhanced module review criteria, guidelines and forms.</li> </ul>	50%

**Note:**

*If the man-days will exceed, no additional cost shall be charged to the DOT, as long as the activities are within the scope and deliverables set forth between the DOT and the winning bidder.*

*Service provider shall submit Terminal Report and/or other requirements requested by the end-user (if applicable), prior to the processing of payment. All Reports shall be submitted in soft copy and three (3) sets of hard copy.*

**VII. Project Officer/Contact Person**

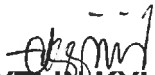
**KYTLIN KYLA C. PRINCIPIO**

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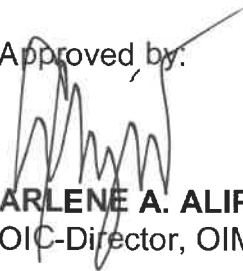
Prepared by:



**KYTLIN KYLA C. PRINCIPIO**

Project Officer, OIMD

Approved by:



**ARLENE A. ALIPIO**

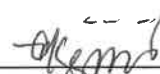
OIC-Director, OIMD

**PROJECT: DEVELOPMENT AND REVIEW OF TRAINING MODULES CONSULTANCY SERVICES**

Bidder: \_\_\_\_\_

<b>A.</b>	<b>QUALIFICATION OF BIDDER</b>	10%	
	Bidder has at least 3 conducted and/or ongoing projects in the field of training and module development and/or tourism industry.	10	
	Bidder has at least 1 conducted and/or ongoing projects in the field of training and module development and/or tourism industry.	5	
<b>B.</b>	<b>QUALIFICATION OF PROJECT LEAD (LEAD CONSULTANT) WHO MAY BE ASSIGNED TO THE JOB</b>	30%	
<b>I.</b>	Project Lead/Consultant has at least 5 years prior work experience in the field of training development and/or tourism industry	15	
	Project Lead/Consultant has at least 3 years prior work experience in the field of training development and/or tourism industry	10	
	Project Lead/Consultant has at least 2 years prior work experience in the field of training development and/or tourism industry	5	
<b>II.</b>	Project Lead/Consultant has at least 5 years demonstrated knowledge and experience in course or module review and/or training design development	15	
	Project Lead/Consultant has at least 3 years demonstrated knowledge and experience in course or module review and/or training design development	10	
	Consultant has at least 2 years demonstrated knowledge and experience in course or module review and/or training design development	5	
<b>C.</b>	<b>QUALIFICATION OF SUPPORT STAFF WHO MAY BE ASSIGNED TO THE JOB</b>	20%	
	At least one assigned support staff who has experience working on module preparations and administrative tasks	20	
<b>D.</b>	<b>PLAN OF APPROACH AND METHODOLOGY</b>		
<b>I.</b>	<b>Previously conducted activities</b>	20%	
	Bidder has provided at least 1 sample module/program developed relevant to tourism	20	
<b>II.</b>	<b>Proposed Activities and Timeline</b>	20 %	
	Bidder has provided proposed activities and timeline	20	
	Bidder has provided proposed activities	15	
	<b>Total</b>	<b>100</b>	
	<b>Passing Rate</b>	<b>70</b>	

Prepared by:

  
 KYTLINA C. PRINCIPIO  
 TOOII, OIMD-MPMD