



## **TERMS OF REFERENCE**

### **Consulting Services**

**Development of APEC Tourism and Economic Development Framework and Work Plan in Gender and Development**

**In connection with the Program on APEC Women and Youth Empowerment in the Travel and Tourism Industry**

### **I. Background**

The Asia-Pacific Economic Cooperation (APEC) is a regional economic forum established in 1989 to leverage the growing interdependence of the Asia-Pacific. APEC's 21 Member Economies are the United States; Australia; Brunei Darussalam; Canada; Chile; China; Hong Kong; Indonesia; Japan; Malaysia; Mexico; New Zealand; Papua New Guinea; Peru; The Philippines; Russia; Singapore; Republic of Korea; Chinese Taipei; Thailand; and Viet Nam aim to create greater prosperity for the people of the region by promoting the following principles of development:

- **Balanced** - such as the simultaneous growth for the various sectors;
- **Inclusive** - it means giving opportunities for economic participants during economic growth with benefits incurred by every section of society;
- **Sustainable** - focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs;
- **Innovative** – such as introducing new ideas and concepts to promote and support the economy; and
- **Secure Growth** – enhancing the economic growth

The Philippine Department of Tourism (PDOT) with its current program on gender and development strongly promotes gender equality and women empowerment. This is aligned with the Sustainable Tourism and Economic Growth of the APEC Tourism Working Group Strategic Plan 2020-2024 under priority number four. The program aims to develop APEC Tourism and Economic Development Framework and Work Plan in Gender and Development, promote gender equality and empower women and young children, and strengthen sustainability and inclusivity of women and children in economic growth.

### **II. Stakeholder Respondents**

The PDOT's target the following participants from the tourism industry:

- I. Development of the APEC Tourism and Economic Development Framework and Work Plan in Gender and Development.
  - a. Representatives from the APEC Member Economies
  - b. APEC Secretariat
  - c. Philippine Commission on Women
  - d. Philippine Tourism Stakeholders Representatives (may be coursed through the Tourism Congress of the Philippines)

- II. Stakeholders to be involved in the launch/presentation
  - a. Representatives from the APEC Member Economies
  - b. APEC Secretariat
  - c. National Government Agencies (NGA)
  - d. Non-Government Organization (NGO)
  - e. Local Government Units (LGU)
  - f. Academe
  - g. Tourism Private Stakeholders (eg. Travel and tour operator, tour guides, etc.)
  - h. Vulnerable Groups (eg. PWDs, etc.)

### **III. Requirements:**

The PDOT is in need of a consultant with specialization on gender and development and accredited by the Philippine Commission on Women (PCW). The consultant must have handled international relations programs and activities and provided consultancy services for a minimum of 3 years in gender and development.

In this regard, the consultant shall draft the Project Proposal for Self-Funded Activity with a Terms of Reference (TOR) in connection with the conduct of APEC Women and Youth Empowerment in Travel and Tourism Industry. The TOR will be reviewed and approved by the APEC Member Economies through the APEC Secretariat.

#### **A. Scope of Service**

1. Conduct of research and data gathering on sex disaggregated info in the APEC.
2. Benchmarking and identification of best practices in gender and development focused on tourism and economic development, and on policies and programs that promotes and strengthen sustainability and inclusivity program for women and youth in tourism and economic growth within the APEC.
3. Conduct of regional consultation activities to support the development of the APEC Women and Youth Empowerment in Travel and Tourism Industry. Consultation Sessions will be coordinated through the APEC Secretariat and organized using the relevant online teleconferencing platform.
4. Conduct and facilitation of the focus-group discussion (FGD) sessions in support to thematic outcomes that shall be identified in the framework.
5. Formulation of the Tourism and Economic Development Framework and Work Plan in Gender and Development.
6. Reporting of the outcomes of the study to the DOT GAD Focal Point System and during the information dissemination forum to be conducted by the DOT in Q1 of 2022.
7. Submission of Terminal Report and Communication Plan to support the promulgation and implementation of the Framework and Work Plan.

#### **B. Deliverables**

1. Project Proposal for Self-Funded Activity with Terms of Reference for the APEC Women and Youth Empowerment in Travel and Tourism Industry (in APEC Prescribed Format).

2. APEC Tourism and Economic Development Framework and Work Plan in Gender and Development.
3. Project Terminal Report and Communication Plan.

**Indicative Project Timetable:**

Particulars	Timeline (week)											
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Preliminary Meeting between PDOT and consultant/s and presentation of proposed program of work by consultant/s												
Preparation work of the consultant; Crafting of the <i>Terms of Reference</i>												
Submission to APEC for the consideration of Member Economies												
Research work and data gathering												
Conduct of regional consultation with APEC Member Economies												
Drafting of the Framework and Work Plan												
Conduct of FDGs and validation mechanism on the proposed Framework and Work Plan												

Finalization of the Framework and Work Plan												
Presentation during the information dissemination activity												
Submission of terminal report and communication plan												

**IV. Total Amount for the Project:**

As remuneration for services rendered, the consultant or consulting firm shall receive a professional fee in the amount of **FOUR HUNDRED AND NINETY-FIVE THOUSAND PESOS (PHP 495,000.00)** inclusive of all applicable taxes.

The consultant or consultancy firm must have a LandBank of the Philippines (LBP) account. Payment will be made through LBP bank deposit. In case the service provider does not have a LandBank account, bank charges will be shouldered by the payee.

DOT reserves the right to withhold all or a portion of 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.

**V. Completion Date:** February 2021

**VI. Payment:** Government Procedure

**VII. Contact Details:**

**Prepared by:**

Ms. Mylene D. Talana  
 Project Officer, PFICD  
[mdtalana@tourism.gov.ph](mailto:mdtalana@tourism.gov.ph)  
 +63 966 614 3948

**Approved by:**

Mr. Jaime Victor S. Bayhonan  
 OIC-Chief, PFICD  
[jsbayhonan@tourism.gov.ph](mailto:jsbayhonan@tourism.gov.ph)