



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 6408830
Procuring Entity DEPARTMENT OF TOURISM
Title Consultancy Services to Conduct Learning Needs Assessment (LNA) of the Workforce in the Tourism Value Chain in the Philippines to determine the Appropriate Capacity Development Interventions

Area of Delivery

Solicitation Number: 2019-08-0185	Status	Active
Trade Agreement: Implementing Rules and Regulations	Associated Components	4
Procurement Mode: Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification: Consulting Services	Document Request List	3
Category: Consulting Services	Date Published	21/08/2019
Approved Budget for the Contract: PHP 712,500.00	Last Updated / Time	21/08/2019 00:00 AM
Delivery Period:	Closing Date / Time	27/08/2019 10:00 AM
Client Agency:		
Contact Person: John Paulo Samonte Francisco Administrative Officer I 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-4595200 Ext.425 63-02-4595200 psfrancisco.logistics@yahoo.com		

Description

OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

TERMS OF REFERENCE (TOR)

FOR CONSULTANCY SERVICES TO CONDUCT LEARNING NEEDS ASSESSMENT (LNA) OF THE WORKFORCE IN THE TOURISM VALUE CHAIN IN THE PHILIPPINES TO DETERMINE THE APPROPRIATE CAPACITY DEVELOPMENT INTERVENTIONS TO BE PROVIDED BY THE DEPARTMENT OF TOURISM (DOT)

I. Background and Project Description

The Philippine tourism industry is poised to accelerate its growth and development in the years to come amid changing consumer demand, globalization, human mobility and technological innovation. These changes have a major impact on the tourism workforce and the competencies (knowledge, skills and attitude) required in the workplace.

With these developments, it is expected that several training programs will be implemented nationwide. The Tourism Industry Skills Program has become a major program of the Office of Industry Manpower Development (OIMD). It is imperative however, to extend relevant and responsive Training Programs.

The Philippine Tourism Human Resource Development (PTHRD) strategy focuses on four key areas supporting tourism development – strengthening tourism education and training, addressing the skills gaps and preparing people for employment, updating employment legislation and enhancing public sector human resources.¹

Thus, the OIMD shall conduct a Learning Needs Assessment (LNA) which is a critical process in the identification of Training Programs. The LNA process will involve the identification of gaps, needs and gender issues occurring in the tourism industry which results should lead to the proper training programs to be undertaken.

OIMD's its target clients are the workforce in the tourism value chain which include but not limited to:

1. Distribution - Tour Operators/Travel Agents
2. Promoters represented by media persons or bloggers who write about tourism products
3. Transportation - land and water transportation drivers or operators
4. Accommodation - hoteliers, homestays
5. Attractions/Activities
6. Restaurants/Food chain - food providers, vendors
7. Tour Guides
8. Destination Operators - covered by the DOT Priority Portfolios
9. LGUs and Other Frontliners

1DOT.Philippine Tourism Human Resource Development Strategy & Action Plan 2015-2020

Working with the DOT Regional Offices, the final product of the LNA is a Training Work Program per Region which is adapted to the situation of the tourism workforce in the Top 10 Ready and Top 5 Emerging Destinations/Sites in all the regions nationwide.

II. Objectives

1. To administer/conduct validation workshops in the regions on the Training Needs Analysis among key tourism stakeholders in the identified priority destinations;
2. To validate the identified Top 10 Ready and Top 5 Emerging Destinations in all regions of the country;
3. 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;
4. To develop a workshop design in gathering the learning needs of the workforce/stakeholders and LGUs in the tourism value chain;
5. To prepare a 2-year Training Work Program for each region based on the documented results of the LNA.

III. 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.

Required professional skills and experience

- Must have at least 10 years of prior work experience in the field of training and tourism industry, data analysis and value chain approach; especially in the regional and international context;
- Must demonstrate knowledge and experience in conducting need assessments and skills in facilitating stakeholder/working group consultations;
- Relevant regional and international experience will be an added advantage;
- Must have experience in conducting surveys with national impact;
- Must have worked with NGAs, NGOs, NTOs, and the like;
- Must be willing to provide services on a send-bill arrangement and based on government procedures; and
- Must be flexible to adjust to DOT-OIMD's schedule of activities.

IV. Scope, Coverage and Deliverables

The Consultancy Firm shall provide the following consultancy services necessary for the development of the nationwide Training Work Program:

A. CONSULTANCY

Description of Activities Tentative Implementation Tentative Duration Deliverables (when applicable)

1. Collect and evaluate the current training needs information and identify the gaps in coordination with the DOT-OIMD 5 days after the issuance of the Notice to Proceed and approval of the Contract 2 Man- days Gap Report
2. Develop an interview questionnaire that will capture training needs of the tourism workforce in the tourism value chain and gender issues occurring in the tourism industry 1 days after the submission of Gap report 1 Man- day Interview Questionnaire
3. Prepare data capture/tabulation form, encode and process/ analyze the Survey Results based on the tabulated data 1 day after the gathering of Interview Questionnaire 10 Man- days Data Capture/Tabulation Forms Survey Results Analysis Report
4. Develop consultation/validation workshop design in gathering the training needs and gender issues of the workforce/ stakeholders and LGUs in the tourism value chain 2 days after the submission of survey results report 1 Man- days Workshop Design
5. Prepare Report of the Learning Needs Assessment using the DOT prescribe format 10 days after the conduct of workshop in all regions 10 Man- days 1. Learning Needs Assessment Report per Region
2. Report on Gender Issues occurring in the tourism industry
3. Proposal for a 2-year Training Work Program per Region

B. PROVISION OF THE FOLLOWING WORKSHOP

Workshop Proposed Number of Batches Proposed Minimum Duration

1. Validation/Consultation Workshop in 17 Regions 1 per Region = 17 batches 1 day each batch

Note: Number of participants and timelines shall be determined by the DOT/
DOT-Regional Office.

C. OTHER DELIVERABLES

- Bidder must submit proposed activities and timeline.
- Selected company shall render deliverable (LNA Work Program) within the agreed timeline.
- The Consultant shall coordinate his/her counterpart DOT support team and take part in the editing and revision of the content, format of the workshop design/tabulation form and other reportorial requirements.
- Ensure the conduct of briefing prior to the conduct consultation/validation workshops in 17 Regions, and coaching/mentoring sessions for the counterpart DOT support team.

The Bidder must submit the following documentary requirements:

1. Company Profile
2. Curriculum Vitae of Lead Consultant and Team Members who will handle the project
3. List of relevant projects, both in public and private sector in the last five (5) years

V. Project Duration

Will commence on 1st week of September until November 30, 2019

VI. Approved Budget Cost

The Consultant shall be paid the amount of Seven Hundred Twelve Thousand Five Hundred Pesos (Php 712,500.00) inclusive of all applicable government taxes in accordance with government procedure and based on the following tranches:

- 10% of the total contract cost after the completion of Gap Analysis, development of Interview Questionnaire and preparation of data capture/tabulation form and other work instructions, if needed;
- 30% of the total contract cost after the conduct of Survey Results Analysis of 17 Regions and completion of the Workshop Design;
- 40% of the total contract cost after conduct of validation/consultation workshops in 17 regions; and
- 20% of the total contract cost after the completion of Learning Needs Assessment Report per region, submission of Report on Gender Issues and Proposal for the 2-year Training Work Program.
- 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 deliverable set forth between the DOT and the winning bidder.

VII. Contact Person

MS. MARIAN B. OBISPO
Office of Industry Manpower Development
Telnos. 459-5200 to 30 local 218

Kindly submit your quotation by using the attached REPLY SLIP for the purchase of the above requirement, indicating our Solicitation Number & your Company Name in a SEALED ENVELOPE, addressed to Mr. John Paulo S. Francisco at DOT Bldg., 4th Floor, Procurement Section, 351 Sen. Gil Puyat Avenue, Makati City

ELIGIBILITY REQUIREMENTS:

1. Class "A" Documents:
 - a. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidders is located, or the equivalent document for Exclusive Economic Zones or Areas; and

(In case of recently expired Mayor's/Business permit, submission of the expired Mayor's/Business permit together with the official receipt (renewal) shall be accepted, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of the IRR of RA9184

For individual consultants not registered under a sole proprietorship, a BIR Certification of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit; and

** For methods of procurement requiring Mayor's Permit and PHILGEPS Registration Number, Certificate of Platinum Membership may be submitted in lieu of the said documents.

- b. Philgeps Registration Number
- c. Latest Income/Business Tax Return (For ABCs above Php500K)
- d. Professional License/Curriculum Vitae/Company Profile

e. List of completed and ongoing projects

f. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data (company)

g. Original or Certified True copy of Duly Notarized Omnibus Sworn Statement (see attached form)

Deadline for the submission of Quotation: on or before August 27, 2019 at 10:00 am

Created by John Paulo Samonte Francisco

Date Created 20/08/2019

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