



Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 7208157
Procuring Entity DEPARTMENT OF TOURISM
Title Procurement of Consultancy Services to Update the Philippine Tourism Human Resource Dev't (PTHR) Plan

Area of Delivery

Solicitation Number:	2020-08-0080	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	3
Procurement Mode:	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	29/08/2020
Approved Budget for the Contract:	PHP 483,900.00	Last Updated / Time	28/08/2020 15:14 PM
Delivery Period:		Closing Date / Time	01/09/2020 15:00 PM
Client Agency:			
Contact Person:	FELICISIMO EVANGELISTA MAXIMO Admin. Officer III 351 Sen. Gil Puyat Avenue Makati City Metro Manila Philippines 1200 63-02-8900189 63-02-8900189 peles.maximo@yahoo.com		

Description

TERMS OF REFERENCE (TOR)

FOR CONSULTANCY SERVICES TO UPDATE THE PHILIPPINE TOURISM HUMAN RESOURCE DEVELOPMENT (PTHR) PLAN

I. Background and Project Description

Tourism in the Philippines is a major contributor to gross domestic product (GDP) as well as a significant contributor to employment. The Government of Philippines has long recognized the importance of tourism for the country, and the Department of Tourism (DOT) through the Tourism Act of 2009. In 2018, the tourism industry recorded a contribution of 12.7 percent to the country's GDP, with 13 percent share accounting for 5.4 million workers in the same year.

RA 9593 likewise 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 Philippine Tourism Human Resource Development (PTHR) Plan 2015-2020 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

The outbreak of the novel Coronavirus or COVID-19 has created an unprecedented health emergency and caused profound economic shocks to the global economy, with tourism as one of the first and highly affected sector. The Philippine tourism sector was heavily devastated as the government imposed inbound and outbound travel restrictions causing disruption in the tourism value chain and which led to loss of income to many tourism businesses and tourism workers.

The COVID-19 pandemic also resulted to the development of new and evolving health protocols as well as guidelines for the operation of tourism businesses in the new normal. With the recent developments, there is a need to update the PTHRD and formulate a new strategic plan in consideration of the changing trends in a volatile, uncertain, complex and ambiguous (VUCA) world and embracing a new normal as the industry copes with the impact of the COVID-19 pandemic.

II. Objectives:

1. To conduct a situational analysis of the current tourism labor force in terms of supply and demand, future skills requirements and manpower / workforce projections;
2. Conduct an assessment of the existing PTHRD in terms of its achievements / accomplishments and identifying challenges encountered in its implementation;
3. To identify strategies, policies and programs to develop and support human capital development in the tourism & hospitality sector;
4. To conduct a tourism labor market study including tools to monitor Philippine tourism labor market;
5. To develop a workshop design in gathering human resource capacity needs of the workforce/stakeholders and LGUs in the tourism value chain;
6. To conduct academe and industry consultations and focus group discussions to gather insights, comments and recommendations in the formulation of tourism human capital strategies, policies and programs to be included in the PTHCD;
7. To prepare a 5-year Philippine Tourism Human Capital Development (PTHCD) including an Action Plan to operationalize the PTHCD and a monitoring and evaluation framework.

III. Requirements

The DOT is in need of a Consultant or Consultancy Firm/Company to provide professional and technical consulting services in order to ensure that assessment of the situations, conduct of focus group discussions and other activities will lead to the updating and formulation of the Philippine Tourism Human Capital Development (PTHRD) Plan.

Required professional skills and experience:

- Must have at least 10 years of prior work experience in the field of tourism industry planning, human capital development, data analysis and value chain approach; especially in the local, national 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, international organizations (ADB, UNWTO) and the like;
- Must be willing to provide services on a send-bill arrangement and based on government procedures; and
- Must be flexible to make adjustments in schedules and timelines if necessary.

IV. Scope, Coverage and Deliverables:

The Consultancy Firm shall provide the following consultancy services necessary for the updating and formulation of the Philippine Tourism Human Resource Development Plan (PTHRD).

A. CONSULTANCY

Description of Activities:

1. Conduct situational analysis, consult with industry players and develop work program for updating and formulating PTHRD

Tentative Implementation: 5 days after the issuance of the Notice to Proceed and approval of the Contract

Tentative Duration: 5 Man- days

Deliverables (when applicable): Situation Analysis Report Work Program/Timelines

Description of Activities:

2. To conduct tourism labor market study including tools to monitor Philippine tourism labor market

Tentative Implementation: 1 day after the submission of Work Program/Timelines

Tentative Duration: 15 Man- days

Deliverables (when applicable): Tourism Labor Market Study; Tools to monitor PH tourism labor market

Description of Activities:

3. Prepare data capture/tabulation form, encode and process/ analyze the results based on the tabulated data

Tentative Implementation: 1 day after completion of tourism labor market study

Tentative Duration: 10 Man- days

Deliverables (when applicable): Data Capture/Tabulation Forms Results Analysis Report

Description of Activities:

4. Develop consultation/validation workshop design in gathering human capital needs and issues of the workforce/stakeholders and LGUs in the tourism value chain

Tentative Implementation: 2 days after the submission of study results report

Tentative Duration: 1 Man- days

Deliverables (when applicable): Workshop Design Learning Needs Analysis Model

Description of Activities:

5. Prepare Updated PTHCD, Action Plan and Monitoring and Evaluation Framework

Tentative Implementation: 10 days after the conduct of all cluster consultations

Tentative Duration: 15 Man- days

Deliverables (when applicable): 1. PTHRD; 2.Action Plan; 3.Monitoring and Evaluation Framework

B. PROVISION OF THE FOLLOWING WORKSHOP

Workshop: - Focus Group Discussion/ Consultation Workshops

Proposed Number of Batches: - At least 4 clusters and 1 national

Proposed Minimum Duration: - 1 day each batch

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

V. Project Duration

Will commence on 1st week of October until December 15, 2020.

VI. Approved Budget Cost

The Consultant shall be paid the amount of Four Hundred Eighty Three Thousand Nine Hundred Pesos (PhP483,900.00) inclusive of all applicable government taxes in accordance with government procedure and based on the following tranches:

- 30% of the total contract cost after the completion of Situation Analysis Report, Work Program and Timelines
- 40% of the total contract cost after conduct of cluster consultation workshops; and
- 30% of the total contract cost after the completion and submission of the PTHRD Plan and other reportorial requirements

• 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.

VII. Contact Person

ELENITA M. PAREJA
Office of Industry Manpower Development

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Other Information

NOTE: The winning bid shall be determined based on the proposal with the most advantageous financial package cost, provided that the amount of the bid does not exceed the above total budget.

REQUIRED VALID DOCUMENTS TO BE SUBMITTED:

1. Current Mayor's / Business Permit/BIR Certificate of Registration (Individual)
2. PhilGEPS Registration Number or Platinum Membership
3. Latest Annual Income or Business Tax Return (for ABC's above Php500,000.00)
4. Duly Notarized Omnibus Sworn Statement (TO BE SUBMITTED PRIOR TO AWARD)

Kindly submit your quotation for the above requirement via email to: jsfrancisco@tourism.gov.ph or femaximo@tourism.gov.ph or taromanes@tourism.gov.ph

Created by FELICISIMO EVANGELISTA MAXIMO
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