

REQUEST FOR PROPOSAL

The Department of Tourism – Office of Industry Manpower Development (OIMD), thru its Bids and Awards Committee (BAC), intends to Procure Consultancy Services to Update the Philippine Tourism Human Resource Development (PTHRD) Plan through Small Value Procurement (SVP) under Section 53.9 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184. The details of the procurement project is indicated in the table below:

TERMS OF REFERENCE

FOR CONSULTANCY SERVICES TO UPDATE THE PHILIPPINE TOURISM HUMAN RESOURCE DEVELOPMENT (PTHRD) 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 (PTHRD) 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 consult with key industry players, conduct situational analysis and develop work program for updating and formulating the PTHRD;
2. To conduct tourism labour market study including tools to monitor Philippine tourism labour market and develop a data capture/tabulation form in order to analyse the survey results based on the tabulated data;

3. To develop a workshop design in gathering human resource capacity needs of the workforce/stakeholders and LGUs in the tourism value chain;

4. To prepare a 5-year Philippine Tourism Human Resource Development (PTHR) including an Action Plan to operationalize the PTHR 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 consultancy 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 Resource Development (PTHR) 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 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 updating and formulation of the Philippine Tourism Human Resource Development Plan (PTHR).

A. CONSULTANCY

Description of Activities	Tentative Implementation	Tentative Duration	Deliverables (when applicable)
1. Conduct situational analysis, consult with industry players and develop work program for updating and formulating PTHR	5 days after the issuance of the Notice to Proceed and approval of the Contract	5 Man-days	Situation Analysis Report Work Program/Timelines
2. To conduct tourism labour market study including tools to monitor Philippine tourism labour market	1 day after the submission of Work Program/Timelines	15 Man-days	Tourism Labour Market Study; Tools to monitor PH tourism labour market

3. Prepare data capture/tabulation form, encode and process/ analyse the results based on the tabulated data	1 day after completion of tourism labour market study	10 Man-days	Data Capture/Tabulation Forms Results Analysis Report
4. Develop consultation/validation workshop design in gathering human capital needs and issues of the workforce/ stakeholders and LGUs in the tourism value chain	2 days after the submission of study results report	1 Man-days	Workshop Design
5. Prepare PTHRD, Action Plan and Monitoring and Evaluation Framework	10 days after the conduct of all cluster consultations	15 Man-days	1. PTHRD 2. Action Plan 3. Monitoring and Evaluation Framework

B. PROVISION OF THE FOLLOWING WORKSHOP

Workshop	Proposed Number of Batches	Proposed Minimum Duration
1. Focus Group Discussion /Consultation Workshops	3 clusters and 1 national	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 (Php 483,900.00) 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.

Project Officer

Ms. Elenita M. Pareja
Office of Industry Manpower Development Department of Tourism

Eligibility Requirements

1. Registration Certificate from Security and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives.
2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zone Area,

In cases of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within period prescribed by the local government unit: *Provided*, that the renewed permit shall be submitted as a post qualification requirement in accordance with Section 34.2 of Republic Act No. 9184 and its IRR.

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

3. PhilGEPS Registration Number
4. Latest Income/Business Tax Return (For ABC above Php500, 000.00)
5. Professional License/Curriculum Vitae
6. List of key personnel to be assigned to the contract to be bid, with their complete qualification and experience data.
7. Statement of the prospective bidder of all its ongoing 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. Original or Certified True Copy of Duly Notarized Omnibus Sworn Statement (to be submitted prior to award).

Note: Deadline for the submission of proposal is on or before 08 September 2020 at 2:00 pm

Kindly submit your proposal thru email psfrancisco.logistics@yahoo.com or jsfrancisco@tourism.gov.ph