



TERMS OF REFERENCE

Consulting Services for the Conduct and Implementation of the Advance Training Program for Sustainable Tourism Policy and Project Development

I. PROJECT TITLE

Advance Training Program for Sustainable Tourism Policy and Project Development

II. DATE OF IMPLEMENTATION

December 2022 – March 2023

Preparatory Phase	: December 2022 to January 2023
Training Proper	: 13 February to 23 February 2023
Post-training Documentation	: March 2023

III. LOCATION

Onsite training : Cebu, Philippines

IV. BACKGROUND / RATIONALE

Pursuant to Section 12(I) of Republic Act No. 9593 (Tourism Act), the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) under the Tourism Development (TD) Sector is mandated to pursue the Department's interests in multilateral, international and regional tourism cooperation, agreements and treaties.

V. BRIEF DESCRIPTION AND OBJECTIVES

The Department of Tourism through the Office of Tourism Development Planning, Research and Information Management (OTDPRIM) – Policy Formulation and International Cooperation Division is organizing the Advance Training Program for Sustainable Tourism Policy and Project Development on 13 to 23 February 2023 in Cebu, Philippines.

The said training program is a capacity development program for working level tourism officers / project officers of DOT Central and Regional Offices and Selected Local Government Units (LGUs) that seek to share best practices on sustainable tourism development, and specifically to:

1. Provide information on the current sustainable tourism development trends;
2. Strengthen and develop competencies of tourism / project officers in their key action areas;
3. Provide training courses and guidelines for an effective preparation of tourism policies and project proposals;
4. Develop a network among DOT operating units and tourism key players to the local and international funding institutions/ development partners for potential opportunities; and
5. Develop timely and relevant project proposal.

VI. SCOPE OF SERVICES

1. Adherence to the appointed mutually agreed consulting/facilitation days and prescribed timelines;
2. Compliance to agreed schedule of deliverables;
3. Facilitate a multi-disciplinary approach to the conduct of the capacity development program with the appropriate composition of experts for identified fields. Teams of experts may be designated to focus per training subject; and
4. Suggest further strategies to accomplish the projects objectives.

VII. DELIVERABLES OF THE CONSULTANT

1. Inception Report and detailed work plan for the duration of the project;
2. Selection mechanism with appropriate guidelines for program participants and resource persons;
3. Design of the training program with detailed courses towards achieving the above-mentioned objectives subject to the approval of the DOT;
4. Invitation and coordination with the relevant tourism industry stakeholders, lecturers, local and international development partners, and other experts to be part of the pool of resource speakers and panelists;
5. Facilitation and conduct of onsite training;
6. Post training report; and
7. Manual on the conduct of Training Program for Tourism Project Development.

VIII. SCHEDULE OF DELIVERABLES

Proposed Schedule	Activity
Week 1	Entry into contract
Week 2	Submission of Inception Report with proposed training program and schedule of activity
Week 3	Approval of program design
Week 4	Finalization of resource speakers and schedule of activities
Week 5 & 6	Conduct and implementation of onsite training
Week 7	Submission of the draft training manual and post-training report
Week 8	Submission of the final Manual on the <i>Training Program for Sustainable Tourism Policy and Project Development</i>

IX. DOT'S RESPONSIBILITIES

1. Oversee and monitor the pre-work required prior to the training program proper;
2. Provide necessary documents and materials needed by the consultants;
3. Assist in the invitation and ensure the target participants for the training program;
4. Provide logistical arrangements for the participants, secretariat, resource speakers and panelists;
5. Provide secondary online platform (i.e., online video conferencing) to be made available in case of a hybrid-type of activity is preferred; and
6. Adhere to timelines set according to the mutually agreed training program schedules

X. TERMS OF PAYMENT

As remuneration for services rendered, the entity shall receive a professional fee in the amount of **NINE-HUNDRED NINETY-FIVE THOUSAND (PHP 995,000.00)** inclusive of all applicable taxes.

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

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.

The indicative scheme of payment is as follows:

% of Payment	Deliverables
A. Milestone 1: Training Design	
30%	1. Submission of Inception Report and Approved Program Design (Week 3)
B. Milestone 2: Conduct of Training and Module Development for the Program	
70%	2. Conduct of training program and submission of post-training report and final Manual on the <i>Training Program for Sustainable Tourism Policy and Project Development</i> (Week 8)

XI. CONSULTING FIRM'S SPECIFIC QUALIFICATIONS

- a. Nature of legal entity must be a consultant / consultancy firm / academic or training institutions.
- b. Must possess at least five (5) years of experience on consultancy, conduct of training and/or relevant engagements as a consultant, consulting firm or institution.
- c. Areas of expertise include development of tourism project proposals, sustainable tourism development, tourism planning and other related key areas.
- d. Must have past/completed and/or with current engagements in conducting training programs specifically for government agencies or Local Government Units (LGUs).
- e. Must present at least (1) one consultant/ expert to be evaluated that would handle the above-identified fields of expertise in their proposal subject to the assessment and consideration of the DOT.

XII. TERMS AND CONDITIONS

1. The prospective consulting firm shall submit the technical and financial proposals, in accordance with the procurement and administrative guidelines of the DOT;

2. DOT shall have full ownership of all the data gathered and presented by the consultant / consultancy firm / academic or training institutions; and
3. A Non-Disclosure Agreement shall be executed between DOT and the hired consultant / consultancy firm / academic or training institutions upon awarding of the contract.

PREPARED BY:

(ORIGINAL SIGNED)
KIM BENEDICT B. VITO
Tourism Operations Officer I
Policy Formulation & International
Cooperation Division

APPROVED BY:

(ORIGINAL SIGNED)
WARNER M. ANDRADA
OIC-Assistant Secretary
Tourism Development