

## OFFICE OF INDUSTRY MANPOWER DEVELOPMENT

### **TERMS OF REFERENCE**

(Service Provider)

#### **I. PROJECT: UPDATING AND ENHANCEMENT OF INDUSTRY TRAINING COMPENDIUM**

#### **II. Background and Project Description**

The updated Philippine Tourism Human Capital Development (PTHCD) Plan 2021-2025 identifies key strategic actions, including facilitating education and training and developing and enhancing new courses relevant to industry needs.

To aid in the conduct of industry trainings, the Office of Industry Manpower Development developed an Industry Training Compendium. However, the contents need to be updated with a new design that is easier to use. An updated training compendium will be vital in ensuring that training programs are responsive to the needs of the industry.

#### **III. Objectives**

1. To produce a comprehensive Industry Training Compendium, containing information of training modules, training centers, speakers' directory, and training templates and tools, that are easily understood and user-friendly.
2. To produce an e-book and a hard copy of the Industry Training Compendium to serve as a reference for OIMD, the regional training champions, and trainers.

#### **IV. Minimum Requirements**

The Office of Industry Manpower Development of the Department of Tourism needs a service provider to provide technical expertise in reviewing and organizing the training modules in the Industry Training Compendium, re-ordering its contents aligned with the recent updates of the training modules, and other forms under the Tourism Industry Skills Program (TISP).

At least one (1) Project with the following required professional skills and experience:

- Must have already produced a training-related publication;
- With at least 3 years of demonstrated knowledge and experience in training design and development;
- Must be flexible to adjust to DOT-OIMD's schedule of activities
- Prepare necessary reports and evaluation forms
- Must be willing to provide services on a send bill arrangement

## V. Scope of Work and Deliverables

- Reviewing and updating the current Industry Training Compendium, by rationalizing and aligning it with the Philippine Tourism Human Capital Development Plan, review contents of the training modules in terms of objectives, course outlines, methodologies, grammatical correctness, and other templates that should be easily understood and user-friendly.
- Planning and design of compendium (conceptualization and aesthetic).
- Production of an e-copy of the Industry Training Compendium.
- Production of 50 hard copies of the Industry Training Compendium.
- Preparation of necessary reports.

Timeline	Deliverables
Week 1-2	<ul style="list-style-type: none"> <li>• Meeting with DOT OIMD to review the current content of the Training Compendium               <ul style="list-style-type: none"> <li>○ Identify duplicated contents.</li> <li>○ Identify training modules that can be merged.</li> <li>○ Identify contents that are no longer relevant/subject to dismissal or updating.</li> </ul> </li> </ul>
Week 2-4	<ul style="list-style-type: none"> <li>• Submission of the initial draft of the updated content and look of the Training Compendium.</li> <li>• DOT-OIMD to provide comments, and areas for updating on the initial draft.</li> </ul>
Week 4-5	<ul style="list-style-type: none"> <li>• Submission of the final draft of the training compendium, aligned with the comments provided by DOT-OIMD, for final vetting.</li> </ul>
Week 5-8	<ul style="list-style-type: none"> <li>• Production of e-copy and hard copy of the training compendium</li> <li>• Delivery of the hard copy of the training compendium to DOT Central Office.</li> <li>• Submission of Terminal Report and/or other requirements requested by the end-user (if applicable)</li> </ul>

**Other deliverables**

- Bidder must submit proposed activities based on the provided timeline.
- Selected company shall render deliverables within the approved activities and timeline.
- The service provider shall coordinate with OIMD in the editing and revision of the content, format of process, forms, and other reportorial requirements.
- Administer documentation and preparation of reports in consultation with the end-user.

**The bidder must submit the following documentary requirements:**

- Company Profile
- Curriculum Vitae of Project Lead and Team Members / Support Staff who will handle the project.

**VI. Project Duration**

2 months from the Issuance of Notice to Proceed.

**VII. Approved Budget Cost**

The winning service provider shall be paid the amount of Four Hundred Thousand Pesos (Php 400,000) inclusive of all applicable government taxes in accordance with government procedure and based on the following tranches:

**VIII. Payment Procedure**

Payment shall be on a send-bill arrangement which shall be settled upon submission of the statement of account and after payment documents after the following:

<b>Payment Reference</b>	<b>Amount</b>
Upon submission of the approved draft	50%
Upon submission of the approved final output	50%

Payment shall be based on attached expenses incurred but not exceeding Php 400,000 for the total actual cost of services rendered inclusive of VAT and other taxes, subject to government, accounting, and auditors' rules and regulations.

## IX. SHORTLISTING CRITERIA

<b>A.</b>	<b>QUALIFICATION OF CONSULTANT</b>	<b>40%</b>	
<b>I.</b>	Consultant has at least 5 years prior work experience in the field of training development and/or tourism industry	40	
	Consultant has at least 3 years prior work experience in the field of training development and/or tourism industry	30	
	Consultant has at least 1 year prior work experience in the field of training development and/or tourism industry	10	
<b>B.</b>	<b>QUALIFICATION OF PERSONNEL WHO MAY BE ASSIGNED TO THE JOB</b>	<b>30%</b>	
<b>I.</b>	Assigned personnel have experience working on training module preparation and administrative tasks	15	
	At least one assigned personnel has experience working on module preparations and administrative tasks	10	
<b>II.</b>	All assigned personnel have a Bachelor's degree relevant to the project scope.	15	
	All assigned personnel have a Bachelor's degree.	10	
	All assigned personnel have at least a technical-vocational diploma relevant to the project scope.	5	
<b>C.</b>	<b>CURRENT WORKLOAD RELATIVE TO CAPACITY</b>	<b>20%</b>	
	No on-going similar and related projects	20	
	With 1 or more on-going similar and related projects	15	
<b>D.</b>	<b>PROPOSED TIMELINE</b>	<b>10%</b>	
	Bidder can commit to the proposed activities and timeline	10	
	Bidder offers another timeline but not exceeding 40 days from the Issuance of Notice to Proceed	5	
	<b>Total</b>	<b>100</b>	
	<b>Passing Rate</b>	<b>70</b>	

**X. Contact Person**

Ryan Lorenzo C. Manalo  
84595200 loc. 214  
[rlcmanalo@tourism.gov.ph](mailto:rlcmanalo@tourism.gov.ph)

Note:

*If the man-days will exceed, no additional cost shall be charged to the Department of Tourism, as long as the activities are within the scope and deliverables set forth between the DOT and the winning bidder.*

*Service provider shall submit Terminal Report and/or other requirements requested by the end-user (if applicable), prior to the processing of payment. All reports shall be submitted in soft copy and three (3) sets of hard copy.*

Prepared by:



**RYAN LORENZO C. MANALO**  
Tourism Operations Officer I  
Office of Industry Manpower Development  
Department of Tourism

Approved by:



**ARLENE A. ALIPIO**  
OIC Director  
Office of Industry Manpower Development  
Department of Tourism