

Project:

RESOURCE PERSONS

Project Cycle Management Training

16-18 October 2019

TERMS OF REFERENCE

I. Objective

To understand the importance of risk management during the project cycle and to know the various stages of project cycle management and why it is important to follow the management plan of action for successful achievement of desired outcomes, PHRDD is in need to obtain the services of a subject matter expert for the Project Cycle Management Training with the following details:

Event	:	Project Cycle Management Training
Date	:	16-18 October 2019
Time	:	8:00 am – 5:00 pm
No. of Participants	:	35

II. Qualifications:

- Training Provider:
 - Has been involved in providing trainings and learning interventions for the past 10 years which includes Project Cycle Management Training in government and private offices.
 - Offer customized content and programs that are tailor-fit to the organization's needs and objectives—not generic, one-size-fits-all materials
- Subject Matter Expert:
 - Has conducted the similar training within the last 3 years
 - Must be able to submit list of clients in the private and government sector where the SME conducted trainings/seminars/workshops

III. Scope of Deliverables

1. Must submit proposed course outline for approval of the end user
2. Provision of lecture/course handouts, certificates, post program / terminal reports and supplies and materials for the participants
3. Provision of training instrument to gauge the effectiveness of the training per participant such as training effectiveness surveys and the like to be conducted 1 month and 3 months after the training.
4. Administer pre-test and post-tests.
5. Full payment upon completion of the training and submission of the following:

- post learning report
- copies and summary of the actual pre-test and post-tests
- instrument to gauge the effectiveness of the training

IV. Approved Budget for the Contract (ABC)

Approved budget for the contract is Php 200,000.00 inclusive of all applicable taxes.

V. Mode of Payment

Send Bill arrangement.