

**TERMS OF REFERENCE  
VIRTUAL PROJECT MANAGEMENT WORKSHOP  
18-20 August 2021**

**I. BACKGROUND**

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct a virtual training as follows:

- Learning Program : Virtual Project Management Workshop
- Schedule : 18-20 August 2021 (indicative)  
With at least 4 hours of virtual learning sessions per day
- No. of Participants : 40 pax
- Platform : Zoom

**II. OBJECTIVES**

- A. Identify the key activities in the project life cycle.
- B. Recognize the components of a project and how to appropriately scale them based on the size of a project.
- C. Improve project management practices within the organization through best practices and use of technology.
- D. Analyze, apply and appreciate current project management tools and methodologies.
- E. Develop project's procedures of initiation, planning, execution, regulation and closure as well as the guidance of the project team's operations towards achieving all the agreed upon goals within the set scope, time, quality and budget standards.

**III. SCOPE OF WORK/DELIVERABLES**

1. Design a customized proposal tailor-fit to the organization's needs and objectives not generic, one-size-fits-all materials including:
    - a. Course outline (should contain topics related to TPB's mandate and/or tourism).
  2. Design an evaluation instrument to be used by supervisors to measure the project management competency of the participants based on the abovementioned objectives and the expected outcome below:
    - a. Develop a TPB PPA Requirement Checklist for pre, during and post implementation.
    - b. Develop a contingency plan considering possible factors for continuity of TPB PPAs.
    - c. Enhance the staff capacity to manage and implement project activities.
  3. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables.
- Pre-Session:
1. Must submit a proposed course outline for approval of the end-user
  2. Poster Announcement or Teaser video

- In-Session:
  1. Administer pre-test and post-tests within the learning sessions;
  2. Zoom moderator and program management committee
- Post-session:
  1. Provision of certificates, post-program/terminal reports, copy of presentations, third-level training effectiveness instrument, and raw and edited file recordings of the whole learning session
  2. 30 to 60 second video highlights of the session

#### IV. ELIGIBILITY REQUIREMENTS

##### A. Qualifications

1. Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices.
  - a. Submit SEC registration and Article of Incorporation, DTI or CDA registration, whichever is applicable.
  - b. Submit a list of 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 past 3 years. The list shall include the name of the contract and brief description of the consulting services, the client, date of award of contract, amount of contract, contract duration. The contract awarded must be supported with a copy of the contract/PO, Notice of Award, Notice to Proceed, or Certificate of project completion, whichever is applicable.
2. Bidder must have conducted at least 10 virtual learning sessions using zoom platform.
3. Bidder must be able to provide the following key personnel that will take care of the online training using zoom technology:
  - a. Subject matter expert:
    - list of subject matter expert, minimum of 1, with their respective Curriculum Vitae.
    - should have at least 3 years of experience in conducting learning sessions and have conducted at least 10 sessions about the topic.
    - conducted at least 10 virtual learning sessions using zoom platform.
  - b. List of key persons involved:
    - project management team – minimum of 1 person as moderator, 1 subject matter expert and 1 tech assistant, with respective work assignments during preparation and actual learning session and submit their curriculum vitae using the TPF6 Form. (pls. see attached)
    - must have at least 1 year of experience as facilitator/moderator for the face to face or virtual training.
4. Bidder must have Zoom account. Submit proof of licensed zoom account for use in this project that will host the entire online training.

5. Submit a proposed course outline.

**V. TECHNICAL CRITERIA**

Bidders are required to make a 15-minute presentation of their proposal. The proposal shall be rated based on the following criteria:

**RATING SHEET**

CRITERIA		Score	Rating
<b>I.</b>	<b>Firm Experience and Capability</b>	<b>30 points</b>	
	1 Has been involved in providing training and learning interventions in government and private offices: <ul style="list-style-type: none"> <li>➤ More than 3 years (15)</li> <li>➤ At least 3 years (10)</li> </ul> 2 Conducted virtual learning sessions using zoom platform: <ul style="list-style-type: none"> <li>➤ 20 sessions and above (15)</li> <li>➤ Above 10 sessions but less than 20 (10)</li> <li>➤ 10 sessions and below (5)</li> </ul>		
<b>II.</b>	<b>Qualification of Subject Matter Expert who will be assigned to the Project</b>	<b>30 points</b>	
	1 Experience in Conducting Learning Session <ul style="list-style-type: none"> <li>➤ 5 years and above conducting learning sessions (15)</li> <li>➤ More than 3 years but less than 5 years of conducting learning sessions (10)</li> <li>➤ At least 3 years conducting learning sessions (5)</li> </ul> 2 Conduct of Learning Session about the topic <ul style="list-style-type: none"> <li>➤ Conducted more than 10 sessions (15)</li> <li>➤ Conducted 10 sessions and below (10)</li> </ul>		
<b>III.</b>	<b>Plan of Approach and Methodology</b>	<b>40 points</b>	
	1. Bidder's proposal of the course outline; new strategies/ideas/activities during the actual learning session (20) 2. Relevance of the customized topics to the organization's needs and objectives (15) 3. Proof of licensed zoom account that will host the entire online training (5)		
<b>TOTAL</b>		<b>100 points</b>	

The contract shall be awarded to the bidder with the Highest/Single Rated Responsive Bid (HRRB/SRRB) to be determined using the Quality Cost Based Evaluation.

The Technical and Financial Proposal is given the following percent weight:

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

**Technical Bid/Proposal Rating (80% passing score)**

**VI. Approved Budget for the Contract (ABC)**

The Approved Budget for the Contract is **ONE HUNDRED EIGHTY THOUSAND PESOS (Php 180, 000 .00)** inclusive of all applicable fees and taxes.

**VII. Terms of Payment**

Payment within 30 days upon full completion of the services with deliverables and submission of the invoice.