

**TERMS OF REFERENCE**  
**THINKTALK TPB LEARNING SESSIONS**  
*As of 19 January 2022*

**I. BACKGROUND**

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct learning sessions every first Monday of the month to include but not limited to the following topics:

**TPB Core Values (A.G.I.L.E.)**

1. **ADAPTABILITY**  
We respond effectively to unforeseen challenges and adjust creatively to changing working conditions to meet our objectives.
2. **GROWTH**  
We embrace learning and development to improve, expand, and hone all inherent and acquired talents to accomplish things previously thought impossible.
3. **INTEGRITY**  
We consistently adhere to strong moral and ethical principles and uphold honesty.
4. **LEADERSHIP**  
We influence, direct, unite, and empower people towards the achievement of common welfare, in a regime of service, gratitude, accountability and compassion.
5. **EXCELLENCE**  
We are committed to pursue the highest quality in the performance of our duties and in delivering service to our industry stakeholders.

**II. DESCRIPTION**

- **Event :** ThinkTALK E-Learning Session  
1-hour Learning Session to be conducted every first Monday (or the next working day should it fall on a holiday) of the month after the TPB Flag Raising Ceremony or a total of 10 sessions

Adaptability	-	March and August
Growth	-	April and September
Integrity	-	May and October
Leadership	-	June and November
Excellence	-	July and December

- **Time :** 9:00 am to 10:00 am  
(right after the flag-raising ceremony)
- **No. of Participants :** 175 pax
- **Duration :** March to December 2021
- **Platform :** Zoom and streamed live in FB Closed Account

### III. ADDITIONAL ELIGIBILITY REQUIREMENTS AND QUALIFICATIONS:

1. Submit a list of completed projects for the past 3 years in the private and government offices. For government offices, must submit at least one of the following:
  - a. Notice of Award (NOA)
  - b. Purchase Order (P.O.)
  - c. Event Contract, and/or Notice to Proceed (NTP)
2. Submit a customized proposal tailor-fit to the organization's needs and objectives not generic, one-size-fits-all materials including course outline.
3. Submit a list of qualified subject matter experts with their respective Curriculum Vitae (*TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff*) based on the stated specifications and list of key persons involved with respective work assignments during preparation and actual learning session.
4. Submit proof of licensed zoom account that will host the entire online training.
5. With a minimum of 10 conducted virtual learning sessions using the Zoom platform similar and relevant to the above-mentioned topics.
6. With at least 3 years' experience in conducting Learning Session.

### IV. SCOPE OF DELIVERABLES

#### **Pre-session:**

- Must submit a proposed course outline for approval of the end-user

#### **In-session:**

- Provision of zoom moderator and program management committee that will take care of the online learning sessions using zoom technology

#### **Post-session (for every session/ topic implemented):**

- Provision of:
  - Certificates
  - Copy of presentations
  - Pre and post-test summary and evaluation
- Turn-over raw recordings of the whole learning session one week after the learning session.

- V. Bidder is expected to submit technical and financial proposals which shall be evaluated using the **Quality Cost Based Evaluation (QCBE)**. The winning bidder must attain a hurdle rate of 80% based on the following weight assignments:

<b>Proposals</b>	<b>Rating</b>
Technical	80%
Financial	20%

**Passing Rate: 80%**

**VI. RATING CRITERIA**

<b>Criteria</b>	<b>Weight</b>
<b><u>Experience and Capability of the Consultant/Consulting Firm</u></b>	30%
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; and</li> <li>✓ At least 3 years</li> </ul>	
2. Conducted virtual learning sessions using zoom platform: <ul style="list-style-type: none"> <li>✓ 20 sessions and above;</li> <li>✓ Above 10 sessions but less than 20; and</li> <li>✓ 10 sessions and below</li> </ul>	
<b><u>Expertise and Capacity of the Key Personnel to be Assigned to the Project</u></b>	30%
1. Experience in Conducting Learning Session <ul style="list-style-type: none"> <li>✓ 5 years and above conducting learning sessions;</li> <li>✓ More than 3 years but less than 5 years of conducting learning sessions; and</li> <li>✓ At least 3 years conducting learning sessions</li> </ul>	
2. Conduct of Learning Session about the topic <ul style="list-style-type: none"> <li>✓ Conducted more than 10 sessions; and</li> <li>✓ Conducted 10 sessions and below (10)</li> </ul>	
<b><u>Plan Approach and Methodology</u></b>	40%
1. Bidder's proposal of the course outline; new strategies/ideas/activities during the actual learning session	
2. Relevance of the customized topics to the organization's needs and objectives	
3. Proof of licensed zoom account that will host the entire online training	

## **VII. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract is Php300,000.00 inclusive of all applicable taxes.

## **VIII. MODE OF PAYMENT**

- Send bill arrangement;
- Payment upon completion of each session and submission of all post session deliverables; and
- Payment based on the actual number of learning sessions conducted.

**\*\*\* Nothing Follows \*\*\***