

**TERMS OF REFERENCE
ENGAGEMENT OF TRAINING SERVICE PROVIDER FOR
2022 GMEF AND HGDG WORKSHOP**

I. RATIONALE

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct the following in-house training:

Training Title	Indicative Dates	Platform/ Venue	No. of Pax
Gender Mainstreaming Evaluation Framework (GMEF) Workshop	5-7 October 2022	Face to Face/ Metro Manila Area and it's environs	27
Harmonized Gender and Development Guidelines Workshop (HGDG) Workshop	5-6 Oct. 8:00 A.M. – 7:00 P.M.		
	7 Oct. 8:00 A.M. – 5:00 P.M.		

II. RATIONALE AND OBJECTIVES

Training Title	Rationale	Objectives	Expected Output/ Outcome
Gender Mainstreaming Evaluation Framework (GMEF) Workshop	As part of Gender and Development Program, the Tourism Promotions Board (TPB) desires to conduct Gender Mainstreaming Evaluation Framework (GMEF) Workshop to strengthen the gender mainstreaming as a strategy to become an integral part of the design, implementation, monitoring and evaluation of policies and programs of the Tourism Promotions Board.	<ol style="list-style-type: none"> To capacitate the participants in the Gender Mainstreaming Evaluation Framework (GMEF) as a gender analysis tool To show practical application of the GMEF tool towards improved gender mainstreaming application To gain knowledge / skills on the use of GMEF Scoresheet and Scoring Guide; Administering the Enhanced Gender Mainstreaming Evaluation framework To identify Gender Mainstreaming 	<ol style="list-style-type: none"> Identification of the current Gender Mainstreaming Level of the Tourism Promotions Board Accomplished TPB 2022 GMEF Organizational Assessment

		<p>Level of the Tourism Promotions Board using the GMEF Scoresheet</p> <ol style="list-style-type: none"> 6. To enhance the understanding of participants on the conceptual building blocks, methods and framework of selected gender analysis tools 7. To enhance their knowledge, appreciation and skills in applying gender analysis tools in 8. enhancing gender responsiveness of projects and programs 	
<p>Harmonized Gender and Development Guidelines Workshop (HGDG) Workshop</p>	<p>As part of Gender and Development Program, the Tourism Promotions Board (TPB) desires to conduct Harmonized Gender and Development Guidelines Workshop (HGDG) Workshop to integrate GAD elements in the project development cycle using HGDG tool and appreciate the importance of the HGDG as a tool to influence the gender-responsiveness of TPB's programs and projects significantly.</p>	<ol style="list-style-type: none"> 1. To assist TPB in complying with Section 36 of the Magna Carta of Women (MCW) mandates that the GAD budget shall be at least five percent (5%) of the agency's total budget appropriations. 2. To capacitate the members of Technical Working Group in writing gender responsive project proposal for the agency. 3. Learn the application of the HGDG assessment results in preparing 	<ol style="list-style-type: none"> 1. Accomplish GAD Checklist for project identification, GAD Checklist for designing projects, summary checklist for the assessment of proposed projects. 2. Prepare GAD Plan and Budget (GPBs) and GAD Accomplishment Report (GAD ARs).

		<p>the GAD Plan and Budget (GPBs) and GAD Accomplishment Report (GAD ARs), particularly in identifying mitigating strategies to address the gender gaps in the program/project design, implementation, management, monitoring and evaluation.</p>	
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III. ELIGIBILITY REQUIREMENTS

- A. The Bidder must be Filipino-owned and legally registered Company in the Philippines engaged in the business of providing educational training and learning interventions and must be in operation in the last five (5) years.
- B. Bidder must have at least five (5) years of experience in providing training and learning interventions or similar engagements in government and private offices.

IV. SCOPE OF WORK/DELIVERABLES

- A. Provision of a customized proposal tailor-fit to the organization’s needs and objectives – not generic, one-size-fits-all materials including:
 - 1. Course outline
 - 2. Provision of an evaluation instrument to be used by supervisors after 6 months to measure the application of learning of the participants based on the abovementioned rationale, objectives and the expected output/outcome
 - 3. Provision of a Subject Matter Expert with at least 10 learning sessions conducted on HDGD and GMEF for the last five (5) years.
 - a. Submit a Curriculum Vitae of the subject matter expert
 - b. Submit a copy of certification from PCW Gender and Development Resource Pool of the Subject matter expert/s.
 - c. Submit a list of completed projects for the past 5 years in the private and government offices with a brief description and amount of contract. Bidder must submit the following:
 - A. For ongoing project - Notice of Award (NOA) or Notice to Proceed or Contract
 - B. For completed project – Certificate of Project Completion

4. Provision of least two (2) key personnel to assist during the preparation and actual learning sessions. The key personnel must have at least five (5) years of relevant experience in providing assistance to training and learning interventions in government and private projects. Submit a CV of the proposed Key personnel.
5. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables.
6. Learning Sessions Deliverables
 - Pre-Session:
 1. Must submit a proposed course outline for approval of the end-user
 2. Poster Announcement or Teaser video
 3. Pre-approved evaluation instrument to be used by supervisors to measure the application of the learning of the participants after 6 months
 - In-Session:
 1. Administer pre-test and post-tests within the learning sessions;
 2. Training Coordinator and Learning Service Provider
 3. Training handouts, supplies and materials
 - Post-session:
 1. Provision of certificates
 2. Submission of post-program/terminal reports
 3. Submission of summary /evaluation of pre-test and post-tests
 4. Submission of photo documentations

V. CRITERIA FOR EVALUATION

A. RATING CRITERIA

The qualified bidder is required to prepare a ten (10) minutes presentation of plan approach and methodology

CRITERIA		Score	Rating
I.	Firm Experience and Capability	30 points	
	1 Has been involved in providing training and learning interventions in government and private offices: <ul style="list-style-type: none"> ➤ More than 5 years (30) ➤ At least 5 years (20) 		
II.	Qualification of Subject Matter Expert who will be assigned to the Project	30 points	
	1 Experience in Conducting Learning Session <ul style="list-style-type: none"> ➤ 5 years and above conducting learning sessions (15) ➤ More than 3 years but less than 5 years of conducting learning sessions (10) ➤ At least 3 years conducting learning sessions (5) 2 Conduct of Learning Session about the topic <ul style="list-style-type: none"> ➤ Conducted more than 10 sessions (15) ➤ Conducted 10 sessions and below (10) 		
III.	Plan of Approach and Methodology	40 points	
	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 (20)		
TOTAL		100 points	

Passing score is 80%

B. RATING FACTOR FOR TECHNICAL AND FINANCIAL PROPOSAL

The passing score is 80%

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

VI. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract, inclusive of all applicable fees and taxes is THREE HUNDREDTHOUSAND PESOS (PhP300,000.00)

The winning bid shall be determined based on the Single/Highest Rated Responsive Proposal (S/HRRP), provided that the amount of bid does not exceed the above-mentioned approved budget. The deadline for submission of bids should be at a time and place specified in the request for proposal (RFP).

VII. TERMS OF PAYMENT

1. Send a bill to the Tourism Promotions Board. Final payment upon completion of deliverables and receipt of invoice, billing, and/or other pertinent documents.

2. The following documents should be submitted by the winning bidder for the processing of payment:

- a. Original copy of Statement of Account / Billing Statement with detailed costs for all services rendered to include management fee addressed to:

EVELYN D. SORIANO
Human Resource Management Officer V
Personnel and Human Resources Development Division
Tourism Promotions Board
4/F Legaspi Towers 300, Roxas Blvd., Manila 1100

- b. Original copy of Statement of Account / Billing Statement shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.
- c. Copy of Official Receipt

Payment will be made through an LBP bank deposit. The winning bidder should preferably have a Land Bank account. Otherwise, bank charges will be shouldered by the supplier.

Original copy of Official Receipt shall be personally brought to TPB Office. Otherwise, delivery fee will be shouldered by the supplier.

VIII. CONTACT PERSONS

For particulars, please contact:

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