

## TERMS OF REFERENCE (TOR)

### **SERVICES OF A GENDER AND DEVELOPMENT (GAD) TECHNICAL ADVISOR**

#### **I. BACKGROUND**

In compliance with the national mandates for gender mainstreaming, the Tourism Promotions Board (TPB) has been implementing several capacity development activities to facilitate gender mainstreaming in the organization.

Gender and Development (GAD) initiatives in TPB involve implementing and monitoring the Magna Carta of Women and other relevant laws, as well as ensuring the integration of gender perspectives into existing policies and programs. Interventions were also conducted that included training on gender mainstreaming, gender-responsive planning, gender analysis, and other relevant topics. Capacity-building initiatives help enhance knowledge, skills, and competencies to effectively implement GAD initiatives.

As TPB embarks on strengthening its gender mainstreaming efforts there is a need for a GAD Technical Advisor who can provide the necessary technical assistance to the TPB GAD Focal Point System (GFPS) and Technical Working Group (TWG).

#### **II. OBJECTIVE**

The TPB GFPS and its TWG were newly reconstituted and have new members selected as of 29 May 2023. To effectively perform the role of leading the implementation of the gender mainstreaming efforts of the agency through GAD plans and programs, whether through direct cost or attributions, proper capacity development activities are needed to institutionalize gender mainstreaming and ensure the implementation of gender-responsive policies, programs, and projects across government agencies.

#### **III. SCOPE OF WORK AND SERVICES**

1. Facilitate the following:

<b>Activity</b>	<b>Output</b>
a. Capacity Needs Assessment on GAD	<ul style="list-style-type: none"><li>● GAD Assessment Report</li><li>● GAD Capacity Development Plan and Monitoring Tools</li></ul>
b. Capacity Development Activities for TPB GFPS, TWG Members, and Secretariats such as but not limited to: <ul style="list-style-type: none"><li>● Gender Mainstreaming Evaluation Framework (GMEF) Workshop</li><li>● Harmonized Gender and Development Guidelines (HGDG) Workshop using the improved PPF / PBF Form and Guide</li></ul>	<ul style="list-style-type: none"><li>● 2023 GAD Accomplishment Report</li><li>● 2024 GAD Plan and Budget</li><li>● 2024-2030 GAD Agenda and Guide for Operationalization</li></ul>

<ul style="list-style-type: none"> <li>• Program and Project Implementation, Management and Monitoring and Evaluation (PIMME) Workshop (Year End Assessment)</li> </ul>	
c. Development of Training Modules for TPB personnel	Customized training modules and conduct at least one (1) session of the following: <ul style="list-style-type: none"> <li>• Gender and Tourism</li> <li>• Gender Sensitive Customer Service</li> </ul>
d. Development of a guide for mainstreaming gender in TPB projects and program	<ul style="list-style-type: none"> <li>• Improved Project Proposal and Project Brief forms and guide;</li> <li>• Orientation on using the form</li> </ul>

2. Serve as resource speaker on identified GAD trainings that are organization and client focus costs which will be billed separately and not part of the ABC of this engagement.

Out-of-town expenses such as accommodation, airfare, transportation, meals, etc. shall be charged to TPB.

#### **IV. PROJECT IMPLEMENTATION SCHEDULE**

The technical advisor should be engaged for a period of (6) months commencing from the issuance of the Notice to Proceed.

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

The approved budget for the contract is **FIVE HUNDRED THOUSAND PESOS ONLY PHP500,000.00** inclusive of all applicable taxes.

#### **VI. QUALIFICATION REQUIREMENTS**

##### GAD Technical Advisor

1. Bidder must have at least five (5) years of experience in providing technical assistance on gender analysis and GAD Planning and Budgeting;
  - For Ongoing Projects – submit any of the following: Notice of Award, Notice to Proceed, or Contract
  - For Completed Project – submit documents as proof such as but not limited to Certificate of Project Completion and/or copy of contracts; or other documents to validate project completion
2. Bidder must have at least one (1) year of experience of being a consultant/project lead with the Philippine Commission Women;
3. Bidder must have multiple engagements with DOT and/or attached agency as GAD Consultant for at least five (5) years.
  - For Ongoing Project – submit any of the following: Notice of Award, Notice to Proceed, or Contract
  - For Completed Project – submit documents as proof such as but not limited to Certificate of Project Completion and/or copy of contracts; or other documents to validate project completion

4. Bidder must have experience in at least ten (10) learning sessions related to Gender and Development (with topics related but not limited to Gender Sensitivity Training, GAD Plan and Budget, HGDG, and GMEF Workshop)
  - Submit documents as proof such as but not limited to a Certificate of Project Completion and/or copy of contracts, or other documents to validate project completion
5. Bidder must be a graduate of any 4-year course (related to the study of gender and development is an advantage)
  - Submit a Curriculum Vitae (CV) using the attached format
6. Bidder holding any master's degree/diploma related to the study of gender and development is an advantage.

Key Personnel

Minimum of one (1) personnel to assist in the project. Must have at least three (3) years of relevant work experience.

- a) Submit CV using the attached format

**VII. OTHER TECHNICAL REQUIREMENTS**

1. Bidder must submit a Gantt Chart showing the proposed plan approach and methodology

**VIII. TECHNICAL RATING**

Quality of personnel to be assigned to the project	25%
Experience and capability of the consultant	35%
Plan of Approach and Methodology	40%
<b>Total</b>	<b>100%</b>

**IX. TERMS OF PAYMENT**

The payment schedule shall be as follows subject to the corresponding milestones completed and accepted by TPB.

<b>Activity</b>	<b>Output</b>	<b>Percentage of Payment</b>
a. Capacity Needs Assessment on GAD	<ul style="list-style-type: none"> <li>• GAD Assessment Report</li> <li>• GAD Capacity Development Plan and Monitoring Tools</li> </ul>	25% of the total contract price
b. Capacity Development Activities for TPB GFPS, TWG Members and Secretariats such as but not limited to: <ul style="list-style-type: none"> <li>• Gender Mainstreaming Evaluation Framework (GMEF) Workshop</li> </ul>	<ul style="list-style-type: none"> <li>• 2023 GAD Accomplishment Report</li> <li>• 2024 GAD Plan and Budget</li> <li>• 2024-2030 GAD Agenda and Guide for Operationalization</li> </ul>	35% of the total contract price

<ul style="list-style-type: none"> <li>• Harmonized Gender and Development Guidelines (HG DG) Workshop using the improved PPF / PBF Form and Guide</li> <li>• Program and Project Implementation, Management and Monitoring and Evaluation (PIMME) Workshop (Year End Assessment)</li> </ul>		
c. Development of Training Modules for TPB personnel	Customized training modules and conduct of the following: <ul style="list-style-type: none"> <li>• Gender and Tourism</li> <li>• Gender Sensitive Customer Service</li> </ul>	20% of the total contract price
d. Development of a guide for mainstreaming gender in TPB projects and program	<ul style="list-style-type: none"> <li>• Improved Project Proposal and Project Brief forms and guide;</li> <li>• Orientation on using the form</li> </ul>	20% of the total contract price

TPB reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/output is incomplete, not delivered or failed to meet deadline/s set.

Send bill arrangement to the TPB after the full completion of requirements, payment will be based on actual cost and will be paid thirty (30) days upon the receipt of the Statement of Account (SOA) or Billing.

Please send the billing statement to the TOURISM PROMOTIONS BOARD PHILIPPINES after the completion of the services.

**X. CONTRACT DURATION**

The contract shall commence from the date of receipt of the Notice to Proceed (NTP) until the full implementation of all deliverables.

**XI. CRITERIA FOR EVALUATION**

The Consultant / Consulting Firm is expected to submit technical and financial proposals which shall be evaluated based on Quality Cost Based Evaluation (QCBE). The winning bidder must attain a hurdle rate of 85% based on the following set of selection criteria with their corresponding weight assignments:

<b>Proposal</b>	<b>Weight</b>
Technical Proposal	85%
Financial Proposal	15%
Total	100%

Bidders are required to present (maximum of 15 minutes) their plan approach for the project via Zoom.

**XII. PROJECT OFFICER'S CONTACT INFORMATION:**

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