

## **TERMS OF REFERENCE**

### **PROCUREMENT OF A CONSULTING FIRM FOR THE PLANNING, IMPLEMENTATION, AND MONITORING AND EVALUATION OF 2024 GENDER AND DEVELOPMENT (GAD) PLANS AND PROGRAMS OF TOURISM PROMOTIONS BOARD**

#### **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 involves implementing and monitoring the Magna Carta of Women and other relevant laws, ensuring the integration of gender inclusivity in existing policies and programs. Learning and Development (LAD) interventions on gender mainstreaming, gender-responsive planning, gender analysis, and other relevant gender concepts are conducted to 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 Consulting Firm who can provide competent and experienced Subject Matter Experts (SME) for the necessary technical assistance needed by the TPB GAD Focal Point System (GFPS) and Technical Working Group (TWG) 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 to institutionalize gender mainstreaming and ensure the implementation of gender-responsive policies, programs, and projects across government agencies.

#### **II. OBJECTIVES**

To provide technical assistance and guidance to TPB GFPS, TWG and Secretariat on the following:

- a. better appreciation, application, implementation, monitoring and evaluation of the appropriate GAD Plans and Programs;
- b. mainstreaming of TPB PAPs with gender and development;
- c. development of tools, templates and modules pursuant to PCW prescribed guidelines;
- d. assessment of TPB compliance on GAD.

### III. SCOPE OF SERVICES AND TIMESCHEDULE

The scope of work shall include the following:

1. Provide at least two (2) subject matter experts and a coordinator to conduct the required services and deliverables.
2. Facilitate the implementation of the following:

DELIVERABLES	SCOPE OF SERVICES	TIME SCHEDULE
a. GAD Assessment Report b. GAD Capacity Development Plan and Monitoring Tools	Conduct of Capacity Needs Assessment on GAD	
a. 2023 GAD Accomplishment Report b. 2024 GAD Plan and Budget c. 2024-2030 GAD Agenda and Guide for Operationalization	Conduct of 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> <li>- Program and Project Implementation, Management and Monitoring and Evaluation (PIMME) Workshop (Year End Assessment)</li> </ul>	
Customized training modules on the following: <ol style="list-style-type: none"> <li>a. Gender and Tourism</li> <li>b. Gender Sensitive Customer Service</li> </ol>	Conduct of Training Needs Analysis and craft training modules for TPB personnel.  Conduct at least one (1) session of the created module for pilot testing.	

DELIVERABLES	SCOPE OF SERVICES	TIME SCHEDULE
Improved TPB Project Proposal and Project Brief forms and guide.	<p>Conduct focus group discussion with GFPS and TWG and develop a guide for mainstreaming gender in TPB projects and program.</p> <p>Conduct orientation to primary Project Officers on how to accomplish/ use the improved forms.</p>	

**IV. TRAINING**

The Consulting Firm shall provide capacity-building trainings to be facilitated by the subject matter experts for concerned TPB personnel as follows:

Training	Target Participants
<p>1. Gender Sensitivity Training with SOGIESC (GST with SOGIESC)</p> <p>At least one (1) session during the contract duration for approximately 30 pax</p>	<ul style="list-style-type: none"> <li>- TPB GFPS, Technical Working Group (TWG) and Secretariat</li> <li>- Newly hired TPB personnel</li> </ul>

The Subject Matter Experts may also serve as Resource Speakers on identified GAD trainings/ seminars that are organization and client focused such as the major/ flagship PAPs of the TPB. Cost 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 the TPB.

**V. SCOPE AND LIMITATIONS**

1. All reports, designs, specifications, and other documents prepared by the Consultant Firm for the Procuring Entity under this Project, shall become, and remain the property of the Procuring Entity.
2. The Consulting Firm shall require the Procuring Entity’s prior approval for the following:

- a. Schedule of activities and deliverables
  - b. Accomplished forms, reports and templates
3. Consulting Firm shall provide supplies and materials for the required services and deliverables. Conducive venue for meetings and learning sessions shall be provided by the TPB.
  4. Consulting Firm shall provide copies of the required output, including links of online files, in hard and soft editable format for the TPB's use.

## VI. BIDDER'S ELIGIBILITY REQUIREMENTS AND KEY PERSONNEL

### A. Qualifications of the Consulting Firm

1. Must be Filipino owned, operated and legally registered company under Philippine laws and must be in operation for the last five (5) years.
2. Must have undertaken at least three (3) successful consultancy services with private or government organizations.

### B. Qualifications of Key Personnel

The Consulting Firm shall provide the following key personnel for this project:

Position	No. of Personnel
Lead Subject Matter Expert (Project Manager)	1
Senior Subject Matter Expert	1
Coordinator	1

#### Lead Subject Matter (Project Manager)

1. Must have experience in preparing and facilitating accomplishment of PCW prescribed reports and forms such as GAD Agenda, GPB, GAD AR, GMEF, HGDG and PIMME.
2. Must have conducted at least five (5) sessions related to Gender and Development in the last three (3) years.

#### Senior Subject Matter Expert

1. Must have experience in preparing and facilitating accomplishment of PCW prescribed reports and forms such as GAD Agenda, GPB, GAD AR, GMEF, HGDG and PIMME

2. Must be proficient in Microsoft Office applications.

### Coordinator

1. Must have experience in providing technical assistance.
2. Must be proficient in Microsoft Office applications.

Submit Curriculum Vitae (CV), proof of expertise on GAD such as certification signed by authorized person (for Lead and Senior SME), and Resume using the TPF6 Form.

## VII. ELIGIBILITY AND TECHNICAL RATING CRITERIA

Length of Technical Presentation:

Criteria	Percent Weight	Rating
I. Applicable experience of the consulting firm	30%	
A. Must be Filipino owned, operated and legally registered company under Philippine Laws and must be in operation for the last five (5) years. <ul style="list-style-type: none"> <li>➤ More than five (5) year in operation = 15%</li> <li>➤ At least last five (5) year in operation = 10%</li> </ul>	15%	
B. Must have undertaken at least three (3) successful consultancy services with private and government organizations. <ul style="list-style-type: none"> <li>➤ With more than three (3) successful consultancy services = 15%</li> <li>➤ With at least three (3) successful consultancy services = 10%</li> </ul>	15%	
II. Qualifications of SMEs of the consulting firm who may be assigned to the job	50%	
A. Must have experience in preparing and facilitating accomplishment of PCW prescribed reports and forms such as GAD Agenda, GPB, GAD AR, GMEF, HGDG and PIMME (Lead Consultant) <ul style="list-style-type: none"> <li>➤ With more than three (3) years of experience = 15%</li> <li>➤ With at least three (3) years of experience = 10%</li> </ul>	15%	

Criteria	Percent Weight	Rating
B. Must have conducted at least five (5) sessions related to Gender and Development in the last three (3) years. (Lead SME) <ul style="list-style-type: none"> <li>➤ Conducted more than five (5) session = 10%</li> <li>➤ Conducted at least five (5) sessions = 5%</li> </ul>	10%	
C. Must have experience in preparing and facilitating accomplishment of PCW prescribed reports and forms such as GAD Agenda, GPB, GAD AR, GMEF, HGDG and PIMME (Senior SME) <ul style="list-style-type: none"> <li>➤ With more than three (3) years of experience = 15%</li> <li>➤ With at least three (3) years of experience = 10%</li> </ul>	15%	
D. Must have experience in providing technical assistance to consultants. (Coordinator) <ul style="list-style-type: none"> <li>➤ With more than three (3) years of experience = 15%</li> <li>➤ With at least three (3) years of experience = 10%</li> </ul>	10%	
<b>III. Plan of approach and methodology</b>	<b>20%</b>	
A. Consistency of the proposed workplans with the Scope of Work.	10%	
B. Project plan approach to achieve the deliverables/expected outputs within the specified timeframe.	10%	

Passing score: 80%

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

Proposal	Weight (%)
Technical	85%
Financial	15%
TOTAL	100%

Bidders are required to present (maximum of 30 minutes) their plan approach for the project.

**VIII. DURATION OF THE PROJECT**

The services of the Consulting Firm shall be engaged within six (6) months from the receipt of the Notice to Proceed and shall report and coordinate directly to the Personnel and Human Resources Division and shall work closely with relevant stakeholders and the TWG.

**IX. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The Approved Budget for the Contract (ABC) is **NINE HUNDRED FIFTY THOUSAND PESOS ONLY (PHP950,000.00)**, inclusive of all applicable fees and taxes.

The ABC shall be charged to PHRDD FY 2023 Continuing Funds subject to existing accounting, auditing, and budgeting rules and regulations.

**X. TERMS OF PAYMENT**

Payment to corresponding milestone may be processed based on the actual services/ deliverables completed and may not be in chronological order.

<b>Payment Terms</b>	<b>Deliverables/Milestones</b>	<b>Percentage of Payment</b>
1 <sup>st</sup>	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>	10%
2 <sup>nd</sup>	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> <li>- Program and Project Implementation, Management and</li> </ul>	40%

	Monitoring and Evaluation (PIMME) Workshop (Year End Assessment) <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>	
3 <sup>rd</sup>	a. Development of Training Modules for TPB personnel: <ol style="list-style-type: none"> <li>1. Gender and Tourism</li> <li>2. Gender Sensitive Customer Service</li> </ol> b. Conduct of the following: <ol style="list-style-type: none"> <li>1. Gender Sensitivity Training with SOGIESC (GST with SOGIESC)</li> <li>2. Gender and Tourism developed module</li> <li>3. Gender Sensitive Customer Service developed module</li> </ol>	30%
4 <sup>th</sup>	Development of a guide for mainstreaming gender in TPB projects and program: <ol style="list-style-type: none"> <li>1. Improved TPB Project Proposal and Project Brief forms and guide;</li> <li>2. Orientation on using the form</li> </ol>	20%
<b>TOTAL:</b>		<b>100%</b>

#### XI. CONTACT INFORMATION OF PROJECT OFFICERS

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