

TERMS OF REFERENCE (TOR)

The hiring of learning service provider to conduct the E-learning program on Ethical Accountability

I. Background

Ethics and accountability are essential concepts underpinning an effective public service. They refer to the culture, processes, structures, and rules that ensure those in public office act in the wider public interest, rather than their own, an essential feature of good governance.

It provides an opportunity for every employee to be responsible for their actions and to help create a healthy and ethical culture. Thus, it is important to communicate the organization's ethical policy clearly to the employees, to ensure such conduct is carried out each day, and at the same time know the consequences to disregard the rules.

Ethical accountability enables public officials and employees to formulate better decisions beneficial to the public. Establishing a culture of accountability is essential in safeguarding transparency and integrity in any organization. Shared responsibility between the leaders and every employee would boost morale, guarantee high performance, and hence, warrants productivity.

II. Course Overview

Course Objective: This program aims to promote ethical leadership and decision-making, and to align and embed ethical practices in the department's systems, processes, and culture.

Learning Outcomes:

At the end of this course, participants will be able to:

1. Exemplify high standards of professional and ethical conduct.
2. Demonstrate courage and conviction to stand by decisions protecting the best interest of the organization and the general public.
3. Establish mechanisms and incentives to encourage cost, energy, time-saving practices, and optimization of resources.
4. Adhere to applying rules and regulations consistently and in a fair manner
5. Breed trust among individuals and teams. To allow people to count on each other, in meeting deadlines, fulfilling duties, or being comfortable enough to reach out to a co-employee or manager for support.

III. Scope of Work and Key Tasks

The scope of work covers the following:

A. Pre-course Implementation

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- Preparatory meeting/s with the DTI Academy management team
- Assessment of the learners' needs
- Development of synchronous and asynchronous (if and when applicable) learning materials based on an analysis of the learners' needs and a review of the proposed course design, to be uploaded by the DTI Academy management team on the DTI Academy learning management system (LMS)

B. Course Implementation Proper

- Conduct a total of eight-hour sessions per batch, for a total of **one hundred (100) participants** on the following schedule:

Batch 1: August 30 & 31, 2022

Batch 2: September 6 & 7, 2022

Batch 3: September 8 & 9, 2022

- Incorporate a Learning Action Plan to specifically determine how participants were able to apply learnings from the program.

C. Pre and post-course Assessment

- Conduct pre and post-diagnostic assessments to determine proficiency level at the end of training.
- Prepare and submit final report and outputs, including process documentation, analysis of the conduct of the pre-and post-assessments, learning action plans, recommendations, and how documentation of the activities conducted, within 15 days after the completion of the program.

IV. Methodology

The course comprises both synchronous sessions, via an online platform, and asynchronous activities, via the DTI Academy LMS.

The asynchronous activities are designed to be taken by the learners at their own pace but within a set deadline. It is encouraged that the learners' understanding is confirmed as part of the asynchronous activities – possibly through a knowledge check.

The synchronous sessions have two (2) aims – to discuss the learnings and associated insights within a group setting and to encourage the sharing of prior experiences and knowledge of learners amongst themselves. It is important to make sure that all learners have equal opportunities to speak and communicate.

V. Learning Service Provider's Eligibility

- A training or learning and development firm, preferably with a minimum of five (5) years in existence;

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- Has undertaken at least three (3) similar training or learning and development projects in the past
- With a trainer to be deployed with at least a bachelor's degree in a related field, preferably with a Master's degree, and a minimum of five (5) years of experience in conducting training programs;
- With an existing reputable clients base, with at least 3 government agencies in the pool
- Capable of delivering the required scope of work and can provide the course design that meets the objectives;
- Has a web-based video conferencing platform;
- Proposed program cost is within the approved budget;
- Preferably Civil Service Institute-accredited firm

VI. Budget:

The budget for this course is **Two Hundred Thousand (Php 200,000.00)**, inclusive of applicable taxes. This will cover payment for program design, diagnostics, program execution for facilitators, learners' manuals, training materials, and evaluation reports.

VII. Schedule of Payment

Payment shall be made within thirty (30) business days upon submission of the post-course implementation report. Payment is preferably transmitted through a Land Bank account; for non-Land Bank accounts, assistance is to be given by the DTI Academy management team.

VIII. Submission of Bids

Interested bidders are requested to submit their technical proposal with the following details:


1. Proposed course design, using the prescribed template (Annex A);
2. List of training or learning and development projects related to the course that has been completed for the last three (3) years or more, using the prescribed template (Annex B);
3. Curriculum vitae of the trainer to be deployed, using the prescribed template (Annex C), and;
4. Total cost of the course, inclusive of value-added tax (VAT).

The winning bidder shall be requested to meet the DTI Academy management team virtually to discuss the proposal. Further adjustments to the course design may be requested by the DTI Academy management team from the winning bidder.


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HUMAN RESOURCE AND ADMINISTRATIVE SERVICE

COURSE TITLE:

**Annex A: Course Design
Template**

Course Description:

Course Objective:

No. of hours:

Learning Outcomes	Topics	Activities	Methodology	Assessment Criteria and Assessment Method
At the end of this course, learners will be able to:				

LIST OF RELATED PROGRAMS CONDUCTED FOR THE LAST 3 YEARS **Annex B**

Company Name: _____ **Date Established:** _____

Title of Training Program	Program Description	Name of Company/Clients	Amount of Contract	Number of Participants	Number of times Program was conducted	Duration of Training Completion
1.						
2.						
3.						
4.						
5						

Note: Please provide copy of Certification of Satisfactory Performance for each related program conducted for the last 3 years.

**PROFILE OF FACILATOR/TRAINER TO BE DEPLOYED TO
CONDUCT THE PROGRAM**

Annex C

I.	NAME (LAST NAME, FIRST NAME, MIDDLE NAME)	Nickname:		
II.	EDUCATION			
	Level	Degree/Course	Year Graduated	Name of University
	Bachelor's Degree:			
	Master's Degree:			
	Doctorate Degree:			
III.	YEARS OF EXPERIENCE, AREA/S OF SPECIALTY AND EXPERIENCE/S <u>RELATED</u> TO THE COURSE/PROGRAM TO BE CONDUCTED:			
V.	ANY <u>RELATED</u> ACCREDITATION OR CERTIFICATION BY ORGANIZATION OR CERTIFYING BODY:			
VI.	ACHIEVEMENTS/AWARDS RELATED TO PROGRAM TO BE CONDUCTED:			

**TECHNICAL WORKING GROUP
EVALUATION ON COURSE DESIGN AND CONTENT**

Title of Program: **ETHICAL ACCOUNTABILITY**
Learning Service Provider: **LSP**

Course Design and Content (50 points)	Assigned Points
Poor (The learning objectives were not identified. The proposed design/content is ambiguous. The proposed methodology is not responsive to the proposed design and there are no tools to supplement the learning experience.)	19 and below
Fair (The learning objectives are vague and are not measurable. The proposed design/content lacks the required elements to support the learning objectives. The proposed methodology may not be that responsive to the proposed design. The proposed tools are not sufficient to provide an effective learning experience.)	20-35
Good (The proposal meets all the required learning objectives. The proposed design/content is thorough, and meets the minimum requirements of the course reflected in the TOR. The proposal is responsive to the required methodology and utilizes tools appropriate to the training format.)	36-45
Excellent (The proposal meets all the required learning objectives. The proposed design/content is thorough, and presented in an outstanding manner, shows creative, modern, and innovative elements. The methodologies are responsive to the overall proposal/training design and introduces new tools appropriate to the training format.)	46-50

	Score	Remarks	Signature
Evaluator 1			
Evaluator 2			
Evaluator 3			
Evaluator 4			

Total Score for Course Design and Content:	#DIV/0!
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SUMMARY OF TECHNICAL PROPOSAL EVALUATION
ETHICAL ACCOUNTABILITY

CRITERIA	Points	Minimum Points	#REF!	#REF!	#REF!	#REF!
TECHNICAL PROPOSAL (70%)						
1. Expertise and Professional Experience of Trainer to be Deployed (30)						
a. Education	15	10	#REF!	#REF!	#REF!	#REF!
b. Work Experience	15	10	#REF!	#REF!	#REF!	#REF!
2. Experience and Capability of Firm (20)						
a. Years of Experience (as HR/OD firm)	10	7.5	#REF!	#REF!	#REF!	#REF!
b. No. related projects undertaken with national and private institutions	10	7.5	#REF!	#REF!	#REF!	#REF!
3. Course Design (50)	50	40	#REF!	#REF!	#REF!	#REF!
Technical Proposal Score			#REF!	#REF!	#REF!	#REF!

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CRITERIA FOR EVALUATION OF TECHNICAL PROPOSALS

ETHICAL ACCOUNTABILITY

Company: LSP

TECHNICAL PROPOSAL (70%)

1. Expertise and Professional Experience of Trainer to be deployed (30 points)

a. Education

	Points
Bachelor's Degree in any related course	10 points
Master's Degree in any related course	15 points

Score

Remarks:

b. Work Experience

	Points
5 years related work experience	10 points
more than 10 years related work experience	15 points

Score

Remarks:

2. Experience and capability of the firm (20 points)

a. Years of experience (as HR/OD firm)

	Points
5 years in existence as HR/OD firm	7.5 points
6 - above	10 points

Score

Note: Type of firm must be in accordance with the requirement in the TOR.

Remarks:

b. No. of related and completed projects undertaken with national government agencies and private institutions

	Points
Undertaken related or similar projects with 3 national government agencies & private institutions	7.5 points
Undertaken related or similar projects with 5 national government agencies & private institutions	9 points
Undertaken related or similar projects with 7 or more national government agencies & private institutions	10 points

Score

Remarks:

3. Course Design and Content (50 points)

	Points
Poor (The learning objectives were not identified. The proposed design/content is ambiguous. The proposed methodology is not responsive to the proposed design and there are no tools to supplement the learning experience.)	19 points and below
Fair (The learning objectives are vague and are not measurable. The proposed design/content lacks the required elements to support the learning objectives. The proposed methodology may not be that responsive to the proposed design. The proposed tools are not sufficient to provide an effective learning experience.)	20-35 points
Good (The proposal meets all the required learning objectives. The proposed design/content is thorough, and meets the minimum requirements of the course reflected in the TOR. The proposal is responsive to the required methodology and utilizes tools appropriate to the training format.)	36-45 points
Excellent (The proposal meets all the required learning objectives. The proposed design/content is thorough, and presented in an outstanding manner, shows creative, modern, and innovative elements. The methodologies are responsive to the overall proposal/training design and introduces new tools appropriate to the training format.)	46-50 points

Score

Remarks :

Total Score for Technical Proposal
#REF!

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