**TERMS OF REFERENCE (TOR)**
**The hiring of learning service provider to conduct the E-learning program on**
**Building Capabilities: Coaching and Mentoring Program for Leaders**

## I. Background

This course aims to develop coaches and mentors from leaders and aspiring leaders in the Department. It is designed to help them understand the benefits of coaching and mentoring culture to the achievement of organizational goals.

The participants will explore the differences between coaching and mentoring as a leadership competency, and as a means to spot potentials in key positions and plan for progressive capability building. They will be able to assess capabilities and deficiencies of each individual using formal (periodic appraisal) and informal (management-by-walking-around) processes, and implement necessary interventions.

The role of both coaches and mentors is not to try solving the problems for the coachee or mentee rather but rather ask powerful questions, listen attentively, foster more informed decision-making, to come up with possible solutions leading to individual and organizational development.

## II. Course Overview

Course Objective:

To equip learners with the knowledge and skills of coaching and mentoring people to ensure individual and organizational development.

Learning Outcomes:

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

1. Differentiate coaching from mentoring and leadership interventions.
2. Learn the competencies required to be a successful coach and/or mentor.
3. Recognize how to structure and carry out an effective coaching or mentoring session.
4. Use various coaching and mentoring models and strategies to guide others achieve tasks, goals, processes, and performance standards.
5. Advocate a coaching and mentoring culture in the organization.

## III. Scope of Work and Key Tasks

The scope of work covers the following:

A. Pre-course Implementation
   • Preparatory meeting/s with the DTI Academy management team
   • Assessment of the learners' needs

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- Development of synchronous and asynchronous 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 an eight-hour session per batch for a total of 80 participants on the following schedule:

| Batch | Date | No. of Pax |
|---|---|---|
| Batch 1 | 9-10 November 2022, 8:30 AM - 12:00 NN | 40 |
| Batch 2 | 16-17 November 2022, 8:30 AM - 12:00 NN | 40 |

- Provide a substitute in case the resource speaker is not available, in accordance with RA 9184 Section 33. Bid Evaluation of Short-Listed Bidders for Consulting Services.
- Incorporate a Learning Action Plan to specifically determine how participants were able to apply learnings from the program.

C. Post-course Implementation
- Conduct 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 program.

## IV. Methodology

The course is to be comprised of both synchronous sessions, via 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 opportunity 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;
- Has undertaken at least three (3) similar training or learning and development projects for leaders/executives in the past
- With a trainer to be deployed with at least a bachelor's degree in a related field, preferably with Master's degree, and a minimum of ten (10) years of experience in conducting training programs;
- The service provider must provide an administrative or technical support to assist the resource speaker full time or for the entire duration of the course.

- With 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 FORTY THOUSAND PESOS (Php 240,000.00)**, 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.
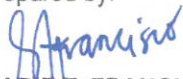
## VIII. Submission of Bids

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 have been completed for the last three (3) years or more, using the prescribed template (Annex B);
3. Curriculum vitae of trainer to be deployed, using the prescribed template (Annex C), and;
4. Total cost of the course, inclusive of value-added tax (VAT).

## IX. Selection Criteria

1. All bidders will be evaluated based on the following criteria: 1) 70% for technical proposal, and 2) 30% for the financial proposal.
2. The resource person agrees to record the learning sessions and approves the uploading of the recorded sessions in the DTI Academy LMS for the use of its participants.
3. Incomplete submission of the above requirements is subject to disqualification.
4. Winning bidders will be requested to meet the end-user to discuss the proposal.
5. Further adjustments to the program design may be requested by the end-user from the winning bidder.

Prepared by:

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Approved by:

**JOEL R. CRUZ**
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## SUMMARY OF TECHNICAL PROPOSAL EVALUATION

| 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! |

# CRITERIA FOR EVALUATION OF TECHNICAL PROPOSALS

Company:

**TECHNICAL PROPOSAL (70%)**

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

| a. Education | Points | | Score |
|---|---|---|---|
| Bachelor's Degree in any related course | 10 points | | |
| Master's Degree in any related course | 15 points | | |

*Remarks:*

| b. Work Experience | Points | | Score |
|---|---|---|---|
| 5 years related work experience | 10 points | | |
| more than 10 years related work experience | 15 points | | |

*Remarks:*

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

| a. Years of experience (as HR/OD firm) | Points | | Score |
|---|---|---|---|
| 5 years in existence as HR/OD firm | 7.5 points | | |
| 6 - above | 10 points | | |

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 | | Score |
|---|---|---|---|
| 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 | | |

*Remarks:*

| 3. Course Design and Content **(50 points)** | Points | | Score |
|---|---|---|---|
| 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 | | |

*Remarks :*

| Total Score for Technical Proposal |
|---|
| #REF! |

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

Title of Program:

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! |
|---|---|

**COURSE TITLE:**

**Course Description:**

**Course Objective:**

**No. of hours:**

| Learning Outcomes | Topics | Activities (Indicate activities that will facilitate learners' learning experiences) | Methodology (Indicate method/s of instructions to be employed in the conduct of learning sessions) | Assessment Criteria and Assessment Method (Indicate assessment method/s that will demonstrate learning achievement of the learners) |
|---|---|---|---|---|
| At the end of this course, learners will be able to: | | | | |
| | | | | |
| | | | | |

**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.**

| pl. | 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: | | | |