

**DEPARTMENT OF TOURISM – MIMAROPA
TOURISM REGULATION DIVISION**

TERMS OF REFERENCE
(Services of Online Training Provider)

I. PROJECT TITLE

Crisis Management in the New Normal

Host Agency : Department of Tourism MIMAROPA

Dates of Implementation : November to December 2020

II. PROJECT BACKGROUND

The Department of Tourism (DOT) – MIMAROPA is introducing new online learning sessions that provide lectures and coaching to the tourism stakeholders and local tourism officers in the Region to provide value added service in ways to mitigate the COVID-19 pandemic impact. The Online Learning Program was developed as an alternative to the regular trainings conducted by this Regional office to provide the said parties the opportunity to gain knowledge and insights during this period of Community Quarantine and post COVID-19 situation.

Consistent with the *Bayanihan to Heal as One Act*, the program is one of the activities identified by the DOT to assist and encourage them as they cope transition and adapt to the new normal.

III. DOCUMENTARY REQUIREMENTS FOR ONLINE PROVIDERS

- Current Mayor's / Business Permit / *BIR Certification (for Individual)*
- PHILGEPs' Registration Number or Certificate of Platinum Membership
- Latest Annual Income Tax Return (*For ABC's above PhP 500,000.00*)
- Registration Certificate from SEC or DTI
- Original or certified true copy of duly notarized Omnibus Sworn Statement
- Submission of Titles, Topics, Objectives of the Webinars; and Profiles and Accomplishments of the Resource Persons within 7 days after closing of PHILGEPs posting for interested bidders

IV. OBJECTIVES

- To provide stakeholders of DOT Accredited Tourism Enterprises with knowledge on crisis and risk management.
- To enable attendees to cope with the effects of the COVID-19 pandemic.
- To safely re-open their business in the new normal situation.

V. TECHNICAL DESCRIPTION / SPECIFICATIONS

Duly Licensed Online Training Provider should be able to provide the following:

- One module to be implemented in 5 runs for the provinces of Mindoro Occidental, Mindoro Oriental, Marinduque, Romblon and Palawan on Crisis Management online forum/webinar production with maximum of 3 days per module;
- Program Development – curriculum relevant to tourism industry needs and standards;
- Topics must be relevant to New Normal;
- Must have had Trainer experience with the government and tourism industry;
- Must have conducted disaster, risk, counter terrorism or crisis management trainings in the MIMAROPA Region;
- Must be an expert in the field of security;

- Platform set-up to ensure that training will run smoothly/Must have Zoom and Streamyard capability;
- Must organize a Coordination meeting with the End-user and Technical rehearsal prior to the conduct of the actual webinar;
- Develop and administer pre-registration and feedback/post-evaluation in consultation with the End-user ;
- Provide Host and Moderator during the Webinar;
- Issuance of E-certificates/Certificates of Participation;
- Provide training/session materials without further charges or fees;
- Provide Photo Documentation and Post-activity Report; and
- Must be able to provide the requirements on **send bill arrangement**.

VI. APPROVED BUDGET FOR THE CONTRACT

Two Hundred Forty Five Thousand Pesos (PhP 245,000.00) inclusive of applicable taxes

VII. PROJECT OFFICER/CONTACT PERSON

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APPROVED :

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