

TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF TRAINING SERVICE PROVIDER

1. Project Title : FUNDAMENTALS OF LEADERSHIP

2. Total Approved Budget (based on the Approved Corporate Operating Budget and/or Indicative Annual Procurement Plan):

Approved Budget for Contract (ABC) of **PhP 308,000.00**

3. Brief discussion why the goods and services to be procured are necessary

As potential leaders emerge from the organization's pool of exemplary workers, steps need to be taken to help them evolve from being excellent contributors to competent and effective leaders. This entails providing them with opportunities to participate in developmental programs where they can gain self-awareness, learn the principles, disciplines, techniques and tools of leadership and management, and ultimately develop their leadership competencies.

Fundamentals of Leadership is the base program for the supervisory development track offered by the Human Resources Office (HRO).

This two (2)-day program covers the essential supervisory principles and styles, as well as the tools and techniques for effective interpersonal communication. It also aims to make them appreciate the role of a supervisor and develop in them the right mindset and discipline to effectively lead and manage people.

4. Scope of the Project

Program Objectives:

1. Discover their own style and personal strengths as a leader, and effectively use them in handling various situations;
2. Define and discuss the roles and responsibilities of a supervisor;
3. Identify key leadership principles and styles;
4. Apply appropriate communication tools and techniques to effectively lead and manage their team; and
5. Recognize areas for improvement in team leadership and management and make a personal commitment/development plan to address them.

5. Detailed specifications of the items, materials, equipment/hardware/ software, accessories and or services to be procured

This program will cover the following modules:

1. Foundation for Leading Teams

This module covers self-management, personality assessment and development; it also provides participants with practical skills and perspectives to understand their supervisory roles and leadership styles that can be used to plan, organize, lead, control and manage their day to day operations and people.

2. Effective Interpersonal Communication

Effective leaders are able to use communication to ensure that individual, team and organizational goals are clearly understood. This module covers the theories and concepts associated with interpersonal communication, communication techniques that employ to engage team members, and develop assertiveness to attain trust and have a good harmonious working relationship with their people and facilitation skills.

Methodology:

This program will use the latest adult learning principles of fun, interactive and highly experiential activities which will include Structured Learning Experiences, lectures, simulation and group activities.

Target Participants:

The target participants are employees with salary grade 19 – 25 (**Team Leaders and technical personnel**) who have not attended any supervisory trainings and **identified employees for the Leadership Development Program.**

Training Provider's Responsibilities:

1. Customize and implement the training program with a training assistant in collaboration with the GSIS Training and Oversight Division (TOD).
2. Provide training manuals and hand-outs to each participant.
3. Provide other training materials, such as but not limited to:
 - a. Resource Speaker's laptop
 - b. Projector
 - c. Participants' IDs or nametags
 - d. Certificates of Completion with Class Picture for each participant
 - e. Pens, pencils, markers, easel sheets, cartolina, etc.
 - f. Prizes (if applicable)

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4. Conduct of pre and post training assessment.
5. Document the program especially workshop outputs (*i.e., pictures, video recording, etc.*)
6. Submit Program Terminal Report (*TOD to provide format*), and Soft and Hard Copies of the Trainer's Manual. It shall be submitted one week after the completion of all the batches of the training program.
7. Provide a Company profile with list of companies where they have conducted the same or similar program.
8. Provide copies of the Resource Speaker/s resume or curriculum vitae which should reflect the following:
 - a. Minimum of three (3) years of experience in conducting similar trainings/seminars
 - b. List of companies or organizations he/she has conducted the same or similar trainings
9. Provide TOD a monitoring tool for the participants and their supervisors which will measure the application of learnings in the workplace and determine effectiveness of the program.
10. In the event of, but not limited to, any acts of God, government acts under its police power, war, terrorist attack, fire, flood, explosion, civil commotion and any other cause or causes beyond reasonable control, no party shall be liable to the other party for any delay or non-performance of its obligation.

6. Manpower requirements

Resource Person/s with at least one (1) training assistant.

7. Support service requirements

Follow-through activity after the conduct of the training.

- a. Provide Training and Oversight Division (TOD) supplementary reading materials on the topic/s discussed that may be given to the participants after the conduct of the training.
- b. Partner with TOD in the monitoring and evaluation of the participants' application of learnings in the workplace and determine the effectiveness of the program.

8. Warranty and after-sales service requirements - Not Applicable

9. Clear statement of the required standards of workmanship, materials and performance of the goods and services to be procured

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Proposals will be evaluated by the GSIS vis-à-vis Program Design and Terms of Reference. GSIS reserves the right to invite bidders to present the overview of the following:

- a. Program Design;
- b. Training Plan;
- c. Monitoring and Evaluation Plan (M & E);
- d. Course Outline; and
- e. Resource Speaker’s Profile with only relevant/similar trainings included.

Only those with completely submitted documents will be invited for presentation.

During the presentation, it is expected that the actual Resource Speaker/s will do the presentation. Training proposals will be evaluated based on the following criteria:

• Financial Bid	30%
- refers to amount of bid	
• Program Design	
- Framework/Program Content	30%
- Methodology and Technology	20%
• Resource Speaker (RS)	20%
- Presentation of Modules and Training Plan	
- Expertise	
- List of companies/agencies where RS has conducted similar programs	
Total	100%

10. Brand and specifications of the existing items, materials, equipment/hardware/software and accessories, if the former are related to the goods and services to be procured - Not Applicable

11. Drawings/Plans and other necessary information - Not Applicable

12. Schedule and place of delivery

The two (2)-day training will be conducted in two (2) batches, with 25-30 participants per batch. It shall be conducted as follows:

Batch	Dates of Conduct (Tentative)
1	March 3-4, 2020
2	March 12-13, 2020

Venue and meals to be provided by GSIS.

13. Terms of Payment

Payments shall be made with the following schedule:

Milestone	Percentage	Description
1 st Payment	50% of the Contract Price	Upon submission of the Customized Program Design, Measurement and Evaluation Plan and conduct of the 1 st Batch
2 nd Payment	50% of the Contract Price	Upon completion of the 2 nd batch and submission of other documentary requirements, terminal report, and reading materials

It is understood that all applicable taxes shall be borne by the **TRAINING PROVIDER**.

14. Responsibilities of the End-User during project implementation

1. Customize and implement the training program in collaboration with the chosen training service provider.
2. Provide list of target participants for the preparation of nametags/ID, necessary documents/forms to be accomplished by the training service provider.
3. Work with the training service provider during pre and post-training activities.

SUBMITTED BY:

NOTED BY:

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