

TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF TRAINING SERVICE PROVIDER

1. Project Title : HR METRICS AND WORKFORCE ANALYTICS

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

Approved Budget for Contract (ABC) of **PhP 510,000.00**

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The Human Resource (HR) professionals are HR business partners who work with the organization's leaders in order to develop an HR strategy that supports the organization's goals.

Organizations use metrics to evaluate and analyze vital information needed in decision making by the management. *HR Metrics and Workforce Analytics* is a useful strategic tool for HR with the use of more quantitative and qualitative methods which involve large amount of data. It is based on facts and figures and not on assumptions or personal opinions.

This two (2)-day program aims to link the HR objectives to strategic business activities. The participants will be equipped with the skills gathering qualitative and quantitative data using different methods to analyze important employee data such as talent acquisition and management, employee wellness, targets and productivity details.

4. Scope of the Project

Program Objectives:

1. Define HR metrics, its components and processes involved;
2. Identify steps to data analysis;
3. Apply data analysis tools; and
4. Interpret data analysis results.

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. Overview of HR Metrics

This module will cover the definition of HR metrics, its importance and how it is utilized to help the organization reach its goals in relation to the business.

2. HR Metrics tools

In this module, the participants will learn the different HR metric tools and its impact on data-driven decisions.

3. Analysis and Communicating Data Results

The participants will learn how to analyze, interpret data and prepare reports that will be used by the management in decision making and business operations.

Methodology:

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

Target Participants:

The target participants are GSIS executives and employees from the Human Resources Office, Corporate Services Group.

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)

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 nature, 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

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 on the proposed dates as follows:

Batch	Proposed Date of Conduct
1	April 23-24, 2020 (Thursday and Friday)
2	May 7-8, 2020 (Thursday and Friday)

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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