



GSIS Government Service Insurance System
Financial Center, Pasay City, Metro Manila 1308

OFFICE OF THE CORPORATE SECRETARY

GSIS Board of Trustees

TECHNICAL SPECIFICATIONS

I. Project Title

Facilitator Services for the 2020 Board Strategic Planning Conference

II. Total approved budget

The *Approved Budget for the Contract* (ABC) for this activity is lodged under the respective fund center of the OCS (see attached Requisition and Issue Voucher) amounting to three hundred thousand pesos (Php300,000.00).

Service Providers capable of working within the ABC (inclusive of taxes) are encouraged to participate in the procurement process.

III. Brief discussion why the services to be procured is necessary

To carry out the purposes of R.A. No. 8291, the members of the GSIS Board of Trustees (Board) are appointed by the President of the Philippines from various sectors to contribute his/her unique perspective and years' worth of expertise to the GSIS. In order to carry out its powers and functions vis-à-vis the mandate of the present administration, the periodic review and evaluation of the existing GSIS Vision, Mission and Core Values (VMV) is of fundamental importance.

In reviewing and evaluating the existing GSIS VMV, the members of the Board will need the guidance of an experienced Facilitator to assist them in this exercise. The goal is for the Board to evaluate whether the current VMV has been an effective strategic tool towards the fulfillment of its goals and to also identify possible points for improvement. The Facilitator will also assist the Board in crafting an improved Strategy Map for next year and to identify the breakthrough goals that can serve as tangible results of their transformative efforts.

Thereafter, the Facilitator will also guide the Management in crafting measures, targets and initiatives that are aligned with the improved Strategy Map set by the Board. The goal is for the Management to come up with a sustainable strategy execution system to be able to deliver the expected results continuously and consistently.

The Strategic Planning, thus, will have the following objectives:

1. Review the existing strategy and revisit the competitive environment where the organization operates;
2. Revitalize (or craft) the Vision, Mission, and Core Values and ensure their focus, simplicity, and clarity;
3. Review the strategy map and scorecard while focusing on a set of strategic priorities with prioritized initiatives for implementation; and
4. Formulate an improved Strategy Map to be used in the coming year.

IV. Scope of the Project

The scope and focus of the assignment is to provide technical, strategic, and facilitation support to enable the Board to review their 5-year strategic plan. After an initial document review, the Facilitator will develop an analysis framework and work plan to guide the assessment.

Specifically the Facilitator shall:

A. Pre-Planning

1. Conduct a thorough but focused assessment of GSIS' strengths and weaknesses, as well as external opportunities and challenges, with a view of identifying appropriate strategic options/priorities for the five-year operational period.

The assessment will include a review of relevant documents, such as the GSIS' vision and mission statements, strategic plan for the previous period, GSIS Performance Scorecard and other key project documents.

2. Conduct meetings/interviews with key informants.

3. Coordinate data and work product generated by the different Functional Groups.
4. Design and recommend a timeline for deliverables as well as the system to monitor said deliverables.

B. Planning Proper

1. Organize and facilitate a Strategic Planning activity for the Board tentatively scheduled on 29-30 July 2020.
2. Analyze the data gathered using a rigorous and transparent analysis framework, summarized and presented back to the Board to aid in the prioritization of strategic directions.
3. Facilitate in-depth focus group discussions among the Board members and provide for their active and meaningful engagement.

C. Post-Planning

1. Consolidate into a Strategic Plan Document all data and results of the workshop, including analyses and metrics presented using a balanced scorecard approach or such other method as the Board may deem appropriate upon the recommendation of the Facilitator.
2. Be primarily responsible for the production of completed deliverables.
3. Conduct the Board year-end Conference, as may be deemed necessary, based on the strategic direction set forth in this activity.

V. Detailed Specifications of the services to be procured

Expectations

The chosen Facilitator should:

1. Have extensive and working knowledge of the aspects by which GSIS operates (i.e. corporate governance, legal, audit, risk management, operations, finance/investments, human resources, etc.) leading to a better understanding of the distinctive nature of the GSIS and the unique challenges it faces in team productivity;

2. Have a thorough understanding on strategy formulation, strategy execution and sustainability;
3. Assist the Board in designing a simple, clear and meaningful strategic plan for the Management to implement;
4. Assist Management in building a sustainable strategy execution for consistent and sustained performance, and in creating a scorecard infrastructure, cascading the strategy down to the lower units since the GSIS operates across various geographical locations, each with members from different demographic landscape with varying needs;
5. Have experience in strategic planning for other GOCCs (preferred);
6. Treat information obtained from this activity and related exercises with utmost confidentiality.

Deliverables

The Facilitator will provide the following deliverables:

1. An Analysis Framework based on these Technical Specifications
2. A Strategic Plan Workshop Agenda and Facilitation Plan
3. A Strategic Plan Document including:
 - a. Executive Summary
 - b. Background
 - c. Internal and External Analysis Charter statement: Vision, Mission and Core Values
 - d. Strategy Map (taking into account all aspects by which GSIS operates)
 - e. Balanced Scorecard and other metrics to assess progress made in the attainment of these strategic priorities (using Organizational Balanced Scorecard and/or similar methodology)
 - f. Strategic Initiatives

Information kits, relevant files, participation certificates and other materials necessary for the conduct of the activity.

VI. Manpower requirements

The Service Provider shall be allowed to form a team composed of four (4) members only.

VII. Support service requirements

For relevant concerns particularly on the details of the activity proper, a point person from the Service Provider must be named and assigned to coordinate and work with the OCS.

Meetings are to be conducted with the OCS prior to the conduct of the activity based on the proposed schedule provided under Item XII.

VIII. Warranty and after-sales service requirements

Not applicable for this project.

IX. Clear statement of the required standard of performance of services to be procured

The Service Provider must ensure that matters divulged in the course of the activity and related exercises must be treated with utmost confidentiality.

X. Brand and specifications of the existing items, materials, equipment/hardware/software and accessories, if the former are related to the services to be procured

Not applicable for this project.

XI. Drawings/Plans and other necessary information

Plans for this activity shall be coordinated with point person duly designated to coordinate with the OCS based on the schedule provided under Item XII.

XII. Schedule and place of delivery

The schedule and place of delivery for the service to be rendered in this project shall be as follows:

Activity	Schedule	Mode of Conduct
<p>Pre-Planning Meeting/s with the following agenda items:</p> <ul style="list-style-type: none"> ▪ Basic event details (i.e. profile and number of attendees, final dates, etc.) ▪ Pre-Planning matters enumerated under Item IV(A) including but not limited to standard Board protocols in the conduct of Board Planning, program flow, submission schedule of pre-planning reports / materials, etc. 	<p>To be scheduled upon execution of the contract</p>	<p>Preferably through videoconference</p>
<p>Activity Proper</p>	<p>Date to be Confirmed during the Pre-Planning Meeting/s</p>	<p>Preferably through videoconference</p>
<p>Post-Planning Meeting/s with the following agenda items:</p> <ul style="list-style-type: none"> ▪ Post-Planning matters enumerated under Item IV(C) including but not limited to evaluation of activity proper, 	<p>To be scheduled by the parties</p>	<p>Preferably through videoconference</p>
<p>submission schedule for postplanning reports/materials, date of Board Year-end Conference etc.</p>		

<p>Preparatory Meeting for the Board Year-end Conference with the following agenda items:</p> <ul style="list-style-type: none"> ▪ Basic event details (i.e. profile and number of attendees, final dates and venue for the activity) ▪ Matters as may be deemed necessary by the OCS including but not limited to review of actions taken on the directives/agreements issued during the Strategic Planning/Conference, review of standard Board protocols in the conduct of Board Year-end Conference, program flow, submission schedule of Board Year-end Conference reports / materials, etc. 	<p>To be scheduled by the parties</p>	<p>To be agreed upon by the parties</p>
<p>Board Year-end Conference</p>	<p>Tentatively scheduled in December 2020</p>	<p>To be agreed upon by the parties</p>
<p>Post Year-End Conference Meeting/s with the following agenda items:</p> <ul style="list-style-type: none"> ▪ Post Year-End Conference matters as may be deemed necessary by the OCS including but not limited to submission of assessment reviews and recommendation reports/materials. 	<p>To be scheduled by the parties</p>	<p>To be agreed upon by the parties</p>

XIII. Terms of Payment

Payment shall be processed after the successful conduct of the activity (through send bill arrangement) in compliance with existing rules and

XIV. Responsibilities of the End-user Unit during project implementation

As regards the implementation of this project, the OCS, being the Office spearheading the activity, shall ensure that event details, preplanning matters, activity proper and post-planning matters are fully coordinated with the Service Provider.

For proper monitoring and as regards information and concerns relating to Management, the OCS shall also be the primary channel by which the Service Provider can reach out to the former and vice versa.

Submitted by:

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Corporate Secretary