

TECHNICAL SPECIFICATIONS FOR THE PROCUREMENT OF SERVICE PROVIDER

- I. **Project Title : CONDUCT OF VIRTUAL INSTRUCTOR-LED TRAINING ON *AGILE LEADERSHIP***
- II. **Total Appoved Budget (based on the Approved Corporate Operating Budget and/or Indicative Annual Procurement Plan): Php1,000,000.00**
- III. **Brief discussion why the goods and services to be procured are necessary**

We live in very uncertain times nowadays, especially with the COVID-19 pandemic which has drastically disrupted businesses and people's lives in general. Organizations and leaders need to become more agile and more responsive to the changing times.

Becoming an agile organization is a profound transformation that requires leaders to change the way they organize and manage their work, lead their teams, as well as measure results in the end. The Training and Oversight Division-Human Resources Office (TOD-HRO) proposes to conduct a training program on *Agile Leadership* for senior executives to equip them as they navigate their leadership role especially during unprecedented times such as this.

IV. **Scope of the Project**

This two (2) – day program observing core hours (10am-12nn and 1:00pm-3:00 pm) shall be done **online or virtual as in Virtual Instructor-Led Training (VILT)** (*using a secure platform accessible to all participants*).

There must be a technical run of the conduct of the program prior to its actual conduct at least one (1) week before the schedule to enable the Provider to make the necessary adjustments in the preparations, technical setup and logistics (setup of technical requirements (*if applicable*), sending of guidelines and procedures to the participants, etc.).

Program Objectives:

The *Agile Leadership Training* is conceptualized to enable target participants to:

1. Identify the skills of agile leaders and organizations and align other leadership principles under the *Agile Leadership Model*;

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2. Examine the skills and competencies for leadership agility and steering teams effectively amidst volatility, uncertainty, complexity and ambiguity (VUCA);
3. Learn and apply tools to increase team productivity, efficiency and effectiveness of business processes, and overall organizational dynamics to produce desired results amidst tougher business demands;
4. Identify and act on bottlenecks that prevent teams from responding in an agile manner;
5. Evaluate at least two (2) organizational metrics for their alignment with agile thinking and how they impact behavior and results; and
6. Employ coaching strategies to help their teams and the organization become more agile and be able to practice the key elements of the coaching process, from contracting to initial meeting to completion

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

The program will include the following topics:

1. Agile Leadership Overview

The module will look into factors which have led to the rise of agile approaches and introduce some of the commonly used agile frameworks. It will describe the benefits of an agile approach for organizations and the necessary mindset shifts to effectively lead in an agile context. The module will also look into how other leadership principles align with Agile Leadership Model and present the skills and competencies for leadership agility. The leaders will also be asked to take an Agile Leadership Assessment to help them discover their levels in terms of agile leadership competencies, what they need to do, and what the next steps are in their maturity.

2. The Agile Organization

The module will discuss the ingredients present in an agile organization. It will look at ways to structure an organization to enhance agility which include team management, business processes, and organizational dynamics, as well as organizational culture and governance policies. A possible case study of an organization that uses an agile approach may be presented. This will enable the participants to assess how agile the organization is and how to match this with their assessment results so they can prepare in becoming more agile leaders.

3. Agile Approaches to Change

With change always being present, dynamic leadership is required to catalyze that change for positive growth. This module will look at an organization's change management approach and evaluate its alignment to organizational agility. It will also discuss agile approaches to reduce bottlenecks and impediments in an organization in the implementation of an

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agile transformation. Finally, it will look into the alignment of organizational metrics with agile thinking and how it will impact behaviors and results.

4. Agile Leadership Coaching

To sustain the gains of the program, participants will have two (2) one-on-one online executive coaching sessions with certified executive coach/es. The sessions will be based on the agreed schedule between the coach and the executive coachee. This will enable the participants to go on a self-discovery journey in terms of their leadership experiences, their successes, and growth areas. For participants who have already undergone Executive Coaching last year, they will be doing a peer-to-peer coaching with some guidance from the certified executive coach/es. This will be done so they may practice the coaching skills they have learned and apply the learning on *Agile Leadership*. The sessions will also be based on the agreed schedule between the peer coaches.

VI. Methodology:

This program will use the latest adult learning principles of fun, interactive, and highly experiential activities which will include Structured Learning Exercises, lectures, and simulation activities during the learning session and online one-on-one coaching sessions. It shall be conducted **online or virtual as in Virtual Instructor-Led Training (VILT)** (*using a secure platform accessible to all participants*).

VII. Target Participants:

The Executive Vice Presidents, Senior Vice Presidents, and Vice Presidents are the target participants of this program. There will be around **45 to 50** participants who will be part of the program.

VIII. Training Provider's Responsibilities:

1. Customize and submit a program proposal which includes the following:
 - a. Program Design;
 - b. Training Plan for online/virtual conduct of the program;
 - c. List of Technical Requirements to be set up or to be prepared by the participants for the online/virtual conduct of the program;
 - d. Monitoring and Evaluation Plan (M & E) for online/virtual conduct of the program;
 - e. Course Outline;
 - f. Resource Speaker/Facilitator's Profile with only relevant/similar trainings included.

Note: **Only those with completely submitted documents will be invited to present the same to a panel of evaluators.**

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2. Conduct the training program (in collaboration with the GSIS Training and Oversight Division (TOD) with at least one (1) training assistant.
3. Prepare Announcement/Welcome Letter, Guidelines for Online/Virtual conduct of the program to the participants and their supervisors.
4. Provide training manuals and handouts to each participant (in hard and/or soft copies, whichever is applicable).
5. Provide other training materials (whichever is applicable), such as but not limited to:
 - a. Resource Speaker/Facilitator's laptop
 - b. Projector
 - c. Participants' IDs or nametags
 - d. Certificates of Completion with Class Picture for each participant (size 5"x7")
 - e. Pens, pencils, markers, easel sheets, cartolina, etc.
 - f. Items for prizes (*if applicable*)
 - g. Digital badges (*if applicable*)
6. Conduct pre and post assessment of training participants.
7. Document the program especially workshop outputs (*i.e., photo/video recording and written documentation*).
8. Submit Program Terminal Report (*TOD to provide format*), with 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. Delay in the delivery of the required document shall be subject to a penalty, in accordance with the provision of RA 9184.
9. Provide a Company profile with list of companies where the same or similar program was conducted.
10. Provide copies of the Resource Speaker/Facilitator's resume or curriculum vitae which should reflect the following:
 - a. Minimum of three (3) years of experience in conducting similar trainings/seminars and one-on-one executive coaching sessions; and
 - b. List of companies or organizations he/she has conducted the same or similar trainings/activity.
11. 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.

IX. Manpower requirements

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

X. 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 learning in the workplace and determine the effectiveness of the program.

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

XII. 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/Technical Specifications.

GSIS reserves the right to invite bidders to present the overview of the following:

- a. Program Design;
- b. Training Plan for online/virtual conduct of the program;
- c. List of Technical Requirements to be set up or to be prepared by the participants for the online/virtual conduct of the program;
- d. Monitoring and Evaluation Plan (M & E) for online/virtual conduct of the program;
- e. Course Outline;
- f. Resource Speaker/Facilitator's Profile with only relevant/similar trainings included.

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**
refers to appropriateness of:
 - Framework/Program Content 30%
 - Methodology and Technology 20%
 - **Resource Speaker/Facilitator** 20%
 - Presentation of Modules and Training Plan
 - Expertise
 - List of companies/agencies where RS has conducted similar programs
- Total 100%**

XIII. 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

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

XV. Schedule and place of delivery

The workshop will be conducted in **two (2) batches**, with **20-25 participants per batch**. It shall be conducted as follows:

Batch	Tentative Dates of Conduct
1	October 13-14, 2020
2	October 20-21, 2020

Two (2) executive coaching sessions for each participant will then be scheduled accordingly until the end of November 2020. Peer-to-peer coaching shall be similarly scheduled.

XVI. Terms of Payment

Schedule of payments shall be as follows:

Milestone	Amount	Deliverables
1 st	40% of the Contract Price	Upon submission of the Customized Program Design and Monitoring & Evaluation (M & E) Plan, conduct of the 1 st Batch and submission of other documentary requirements

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2nd	40% of the Contract Price	Upon completion of the 2 nd batch and submission of Terminal Report and other documentary requirements
3rd	20% of the Contract Price	Upon conduct of the Post-training activity and submission of Integration Report and other documentary requirements

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

XVII. Responsibilities of the End-User during project implementation

1. Customize and implement the online training program in collaboration with the chosen training service provider.
2. Provide list of target participants for the preparation of 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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