

TERMS OF REFERENCE

- I. **TITLE OF ACTIVITY** : **VIRTUAL/ONLINE TRAINING ON SMALL BUSINESS COUNSELING COURSE (SBCC)**
- II. **PROJECT COST** : **Php 300,000.00**
- III. **DATE OF IMPLEMENTATION** : **24-28 May 2021**

IV. **OBJECTIVE:**

The course aims to enhance the competence and effectiveness of DTI-CARP Enterprise Counselors to provide managerial and technical assistance to our small enterprise clients in the Agrarian Reform Communities (ARCs) as well as develop into well-equipped, confident, effective, and adept business counselors. The activity will be participated by 34 new staff, 3 DTI-ROG staff and 3 PARC Sec. staff who assists the DTI-CARP Program implementation.

V. **SCOPE OF WORK**

The consultant should be immersed in the development/ enhancement of people and organizations in any of the following related fields: small business training, academe, human resource development, social enterprise development, business strategy formulation, and use of technology. The consultant should be able to run interactive workshops that counselors need to be equipped with in order to train and counsel farmers.

VI. **DELIVERABLES**

The consultant is expected to prepare and deliver to provide the following:

- a. Provides program management team to conduct and manage the virtual training program covers the modules as follows:
 - Diagnosing an Enterprise
 - Business Environment
 - Strategic Marketing
 - Operations Management
 - Financial Management
- b. Provides training slides of presentation (soft copy) of resource speakers for the use of participants;
- c. At the end of the training program, the DTI-CARP participants should be able to:
 - Discuss the role and scope of work of a counselor
 - Explain the business counseling cycle
 - Discuss the laws and policies affecting SMEs
 - Understand the current status of SMEs in the country
 - Identify source of information and assistance.
 - Discuss business idea generation
 - Discuss business plan and business registration
 - Diagnose the problems of the client's small enterprise and
 - Apply the different tools and techniques in solving problems in marketing, production/operation, organization/personnel and finance.
- d. Provides and pay the resource persons and facilitators;
- e. Provides certificates to the participants upon completion of the program
- f. Submit completion report one (1) month after the conduct of the program.

VII. QUALIFICATION OF BIDDERS/CONSULTANTS

The consultant must Have sufficient and competent trainers who have undergone formal training in their fields of expertise and have the following capabilities:

- a. Expert in the field of Micro, Small and Medium Enterprises (MSME) Development;
- b. Experiential learning, coaching and counseling farmers turned manufacturers;
- c. Have the established experience and expertise as resource speakers to their assigned modules / topics, request to submit curriculum vitae;
- d. Have at least 10 years experience in designing and conducting training programs; request to submit company background relative to Small Business Counseling Course (SBCC);
- e. Have conducted interactive webinars training;
- f. Provide the highest level of quality in the delivery of training programs at reasonable costs;
- g. Have a pool of past and existing reputable clients' base, request to submit list of SBCC projects conducted; and
- h. Must be registered online with the Philippine Government Electronic Procurement System (PHILGEPS) as a legitimate service provider for government requirements.

VIII. WORKING ARRANGEMENTS

- a. The consultant will render its services on 24-28, May 2021.
- b. Conduct of virtual/online interactive facilitation.
- c. Training materials, soft copy of presentation of the resource speakers and facilitators.

IX. APPROVED BUDGET FOR THE CONTRACT

The budget allocated for this project is **Three Hundred Thousand Pesos (Php 300,000.00)** shall be paid in full upon the submission of the completion report inclusive of all applicable taxes.

X. EVALUATION CRETERIA

The consultant shall prepare and submit the following as part of their proposal:

- a. List of similar and completed contracts
- b. Curriculum Vitae of Project Team
- c. Proposed methodology and design

EVALUATION CRETERIA
1. Technical Proposal (70%)
a. Track Record
b. Qualification of Key Personnel
c. Methodology and Design
2. Financial Proposal (30%)
PASSING RATE 70 POINTS

XI. IMPLEMENTATION ARRANGEMENT

The consultant shall be responsible for carrying out specific tasks relevant to the training Modules of the project and shall ensure the timely submission of all required deliverables of this project.

The implementation of this project shall be subject to government accounting and auditing rules and regulation.