

TERMS OF REFERENCE

Data Analytics Workshop

I. Background

As the world continues to progress, advances in technology imposes the need for auditors to respond effectively to the demands of a rapidly changing and complex business environment, while helping organizations continue comply with growing regulatory mandates and conform to other requirements. Advances in data science can be applied to perform more effective audits and provide new forms of audit evidence suited to address these modern world demands.

Data analytics enables auditors to work with 100% of the transactions within a population of data. Using data analytics, auditors can quickly see the patterns and connections in vast amounts of data, present the findings graphically, and pinpoint high-risk areas for further audit testing.

In the universal audit context, data analytics is the science and art of discovering and analyzing patterns, deviations and inconsistencies, and extracting other useful information in the data underlying or related to the subject matter of an audit through analysis, modelling and visualization for the purpose of planning and performing the audit.

As the State's central policy-making and regulatory body mandated to safeguard its ownership rights and ensure that the operations of the Government-Owned or Controlled Corporations (GOCCs) are transparent and responsive to the needs of the public, it is vital that its frontliners as well as strategy units are capacitated on how to make sense of any forms of data at hand.

Given the impact that the foregoing shall bring to GCG's performance, the Directors of the Corporate Governance Office A & B (CGO A&B) requested to the Human Capital Management Division (HCMD) the conduct of a training program/workshop on Data Analytics for the Corporate Governance Officers (CGOs) and the Strategy Management Division (SDM). The said training program/workshop imposes relevance to one of GCG's organizational competencies – Data Collection and Analysis.

As defined in GCG's Competency Framework, Data Collection and Analysis is the ability to collect, organize, and analyze data to assist or facilitate work completion or research.

Hence, these learning initiatives shall provide common ground for the target participants under the aforesaid Offices/Division as they perform their functions in GCG which shall redound to the fulfillment of GCG's objectives.

II. Target Participants

The learning initiative is intended for thirty-five (35) personnel originating from the following Offices/Divisions:

Main Participants

1. Corporate Governance Office A & B;
2. Strategy Management Division;

Auxiliary Participants

3. Office of the Administrative and Finance Director;

4. Administrative Division;
5. Finance Division; and,
6. Human Capital Management Division.

III. Training Provider

Data Analytics is a highly technical subject that requires an external Training Provider or Subject Matter Expert adept in facilitating training-workshops with mastery on the subject matter.

Further, the engagement with a Training Provider or Subject Matter Expert for this learning and development initiative may add value to the learning experience of the target participants given that the Training Provider or Subject Matter Expert could share with them their experience and best practices from their clients both in the private and public sector.

Resource Person/Subject Matter Expert Qualification

1. Must have relevant academic degree or professional certification/s on the subject matter; and,
2. Must have at least 10 years of local and/or international experience on the subject matter.

IV. Scope of Work

The winning Training Provider or Subject Matter Expert is expected to conduct a training-workshop for the CGOs and SMD personnel as recommended by their immediate supervisors.

The training-workshop shall cover the following discussions:

- a. Data Analytics Workshop
 - Use of Data Analytics
 - Forensic Data Analytics
 - Data Visualization
 - Case Studies

V. Training Modality

The program shall be delivered through an online platform as determined and provided by the Program Provider or Subject Matter Expert. The invitation to the training-workshop shall be sent to the participants' official GCG email address at least one (1) week before the pilot session.

VI. Required Documents

In addition to the documents required under the Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act, and its Revised Implementing Rules and Regulations, the bidders shall submit their proposal which shall contain the following:

1. Company/Subject Matter Expert's Profile;

2. Schedule of Billing/Payment Schedule;
3. Proposed Training Outline/Program;
4. Proposed Training Modules;
5. Responsibilities of the Bidder; and,
6. Qualification of the Proposed Individual Consultant that will be assigned to the project.

Given the current public health situation in the country, the training-workshop shall be conducted for three (3) days with a duration of three (3) hours per day via an online platform (i.e. Microsoft Teams, Zoom) that will be agreed upon by GCG and the winning bidder.

The HCMD reserves the right to modify the training outline and modules subject to the concurrence of the winning bidder. Likewise, the winning bidder shall be responsible for all the training materials and the issuance of training certificates.

VII. Deliverables

1. Interactive lectures and workshops;
2. Electronic copy of manuals or hand-outs (an advance copy to be provided with the HCMD at least one [1] week before the pilot session);
3. Certificate of Participation/Completion for the participants; and,
4. Terminal Report (submitted to HCMD within fifteen [15] days after the last session).

VIII. Budget Allocation and Payment Schedule

1. The training has a budget allocation of Two Hundred Thousand Pesos (₱ 200,000.00); and,
2. The Approved Budget of Contract is inclusive of value-added tax.

Provisions contained in RA No. 9184 and its 2016 Revised Implementing Rules and Regulations and all other pertinent laws on the matter are hereby incorporated and made an integral part hereof.

IX. Confidentiality

The Training Provider or Subject Matter Expert shall ensure that all information shared by GCG in this training-workshop shall remain confidential even after the termination of the contract.

Also, the Training Provider or Subject Matter Expert shall be required to follow the rules on confidentiality and code of ethics as applicable to the officials and employees in public service.