



TERMS OF REFERENCE

TRAINING CONSULTANT FOR ISO 31000:2018 RISK MANAGEMENT

(as of 22 October 2021)

INTRODUCTION

The Governance Commission for Government-Owned or -Controlled Corporations (GCG) was constituted under Republic Act (R.A.) No. 10149, otherwise known as the "GOCC Governance Act of 2011." Under R.A. No. 10149, the GCG is created to act as a "central advisory, monitoring, and oversight body with authority to formulate, implement, and coordinate policies" governing the government-owned or -controlled corporations (GOCCs).

Since 2018, the Governance Commission has been implementing the GCG Enterprise Risk Management (GERM) Framework and Policy to effectively manage risks – both positive and negative – related to the achievement the agency's performance targets and conduct of its operations. In 2020, the Office of the Executive Secretary for Internal Audit (ODESIA) of the Office of the President (OP) advised the GCG to align the GERM Framework and Policy to the Philippine National Standard (PNS) ISO 31000:2018. ISO 31000:2018 is the standard for Risk Management used by the national government agencies (NGA) across the bureaucracy.

The GCG seeks to procure the training consultancy services for the adoption of PNS ISO 31000:2018 in the Governance Commission.¹

NEED FOR A TRAINING CONSULTANT CONTRACT

The GCG lacks the in-house expertise to facilitate the adoption of ISO 31000:2018; thus, the services of an external Training Consultant is required.

The estimated contract amount for the said project/engagement is **FOUR HUNDRED FIFTY THOUSAND PESOS ONLY (₱450,000.00)** inclusive of Value-Added Tax (VAT).

The proposals will be subjected to the evaluation of the GCG as to the technical proposal, financial proposal, experience in the field, additional offers, and other requirements/technical specifications.

¹ Following the Commission's approval of the Memorandum for the Commission Proper (MFCP) regarding the Request for the Approval of Procurement of a Training Consultant for the Adoption of PNS ISO 31000:2018 in GCG dated 30 September 2021

QUALIFICATION OF THE TRAINING CONSULTANT

The Governance Commission expects the Training Consultant to meet the qualifications set forth herein:

1. The Training Consultant possesses relevant valid business licenses to provide such services to the Parties.
2. The Training Consultant has at least three (3) years of experience in conducting trainings regarding ISO 31000:2018 Risk Management.
3. The Training Consultant has at least one (1) year of experience in conducting supervised internal audits per ISO 31000:2018 Risk Management.
4. The Training Consultant has adequate (a team of two (2) personnel) and experienced resources to conduct such engagement as well as to prepare for and attend meetings as required by the Governance Commission.
5. The Third Party must meet the minimum eligibility requirements for consulting services under R.A. No. 9184, otherwise known as the "Government Procurement Reform Act."
6. The Third Party shall sign a Non-Disclosure Agreement to prevent divulging confidential information.

Should the qualifications of the Training Consultant not meet the stipulations above, the prospective bidder shall be rendered automatically disqualified.

SCOPE OF WORK AND DELIVERABLES

The Training Consultant shall:

1. Hold a preliminary alignment meeting with GCG counterparts to finalize details and plans of the engagement;
2. Submit Program Designs and Materials for the engagement;
3. Conduct the following activities and submit the corresponding reports according to the following specifications:

| Activity | Duration (work hours) | Participants | Reports |
|--|----------------------------------|--------------------------------|-----------------------------------|
| Online Risk Management Training per ISO 31000:2018 | 8 hours | 25 GCG officials and personnel | Post-Training Report |
| Gap Assessment on the GERM Framework and Policy | 16 hours | 13 GCG officials and personnel | Gap Assessment Report |
| Risk Management Establishment, Monitoring, and Improvement | 40 hours | | Revised GERM Framework and Policy |

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| Supervised Internal Audit per ISO 31000:2018 | 16 hours | ISO 31000:2018 Internal Audit Report |
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4. If synchronous, facilitate activities for a maximum number of four (4) hours, in the morning or in the afternoon, per day to encourage high participation and avoid significant work disruptions;
5. Determine and provide an online platform (e.g., Microsoft Teams, Zoom) wherein activities will be hosted;
6. Issue Certificates of Participation or Completion for participants; and
7. Receive feedback through a client satisfaction survey conducted by GCG with the project's end-users and participants.

PROPOSED PROFESSIONAL STAFF

The required number and experience of the proposed professional staff is as follows:

| Key Personnel | Education and Experience |
|---------------------------|--|
| Subject Matter Expert (1) | <ul style="list-style-type: none"> • Master's and/or Bachelor's Degree • At least three (3) years' experience in developing and conducting trainings or interventions related to ISO standards • At least three (3) years' experience in developing and conducting trainings or interventions related to ISO 31000:2018 Risk Management standards |
| Training Assistant (1) | <ul style="list-style-type: none"> • Bachelor's Degree • At least one (1) years' experience in developing and conducting trainings or interventions |

Should the proposed staffing for the project be less than or more than the required number of key personnel, the prospective bidder shall be rendered automatically disqualified.

EVALUATION CRITERIA

The Training Consultant shall be rated based on a Criteria of Evaluation. The Criteria of Evaluation has been developed by the end-user and submitted to the Governance Commission's Bids and Awards Committee (BAC). The Technical and Financial proposal of the Training Consultant shall be considered in this evaluation.

CONFIDENTIALITY

1. The Training Consultant will ensure that all information shared by GCG under this project will remain confidential even after the termination of the contract.
2. The Training Consultant will be required to follow the rules on confidentiality and code of ethics as applicable to officials of the public service.

TIME FRAME AND PAYMENT SCHEDULE

1. The project shall last (including the delivery of final outputs) for a maximum of one hundred (100) calendar days after the issuance of the Notice to Proceed (NTP).
2. The time frame may be modified as mutually agreed and formalized by both Parties.
3. ABC is inclusive of local taxes applicable for contractor of services such as 15% Expanded Withholding Tax (EWT) and 5% Withholding Tax on Government Money Payments (GMP).
4. Processing of payment will begin upon submission of all required outputs or documents, acceptance of the project terminal report, and receipt of the invoice and complete supporting documents in accordance with applicable government rules and regulations.

REQUIRED DOCUMENTS TO BE SUBMITTED

In addition to the required eligibility documents, as required in Annex "H" for Small Value Procurement (SVP) of the Revised Implementing Rules and Regulations (IRR) of the R.A. No. 9184, to be submitted, the Training Consultant shall also submit supporting documents that confirm its qualifications based on **all the provisions** of the TOR. These supporting documents include but are not limited to the following:

1. Certificates of Completion or Acceptance, copy of contracts, or similar documents from projects similar or related to trainings regarding ISO 31000:2018 Risk Management conducted from October 2018 to present.
2. Certificates of Completion or Acceptance, copy of contracts, or similar documents from projects similar or related to supervised internal audits per ISO 31000:2018 Risk Management conducted from October 2020 to present.
3. List of completed government and private contracts similar or related to the trainings regarding ISO 31000:2018 Risk Management conducted from October 2018 to present. The list shall include the following details:
 - a. Project Name;
 - b. Client's Name, Address, Contact Information;
 - c. Project Start Date;
 - d. Project End Date;
 - e. Amount of Contract; and
 - f. Description of Training Consultant's Role or Description of Services Provided.

4. List of completed government and private contracts similar or related to the supervised internal audits per ISO 31000:2018 Risk Management conducted from October 2020 to present. The list shall include the following details:
 - a. Project Name;
 - b. Client's Name, Address, Contact Information;
 - c. Project Start Date;
 - d. Project End Date;
 - e. Amount of Contract; and
 - f. Description of Training Consultant's Role or Description of Services Provided.
5. Curriculum Vitae of Proposed Professional Staff
6. Proposed Program Design and Time Frame or Technical Proposal
7. Proposed Training Cost or Financial Proposal