

September 24, 2024

REQUEST FOR QUOTATIONS

The Philippine Council for Health Research and Development (PCHRD), through its Bids and Awards Committee (BAC), requests PhilGEPS registered suppliers to submit **quotations for Consulting Services for the Training on Advance Project Management with a total approved budget for the contract (ABC) in the amount of Fifty Thousand Pesos (P 50,000.00).**

Outputs and Deliverables:

- **Please see attached Terms of Reference (TOR)**

Qualified bidders should submit their quotations to the address below **on or before October 1, 2024 (Tuesday), 10:00 AM.** Failure to strictly comply with the deadline and general conditions shall automatically disqualify the bidder/s from the bidding process. Winning bidder will be required to submit additional requirements as stipulated in the IRR of RA 9184.

PCHRD reserves the right to reject any or all quotations, to waive formality therein and to accept offers that may be considered most advantageous to the government.

For further information, please refer to:

Mr. Cirio D. Pangan Jr.

Secretariat, Bids and Awards Committee
Philippine Council for Health Research and Development
PCHRD Saliksik Building, Sikap Street,
DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City
Email: procurement@pchrd.dost.gov.ph
Tel. No.: 8837-2931 loc. 506

(sgd.)
MARIA VIOLETA G. INTIA
Chair, BAC

TERMS OF REFERENCE

Consultancy Services for Training Workshop on Scientific Research and Other S&T Project Management

I. Background/Rationale

The **Philippine Council for Health Research and Development (PCHRD)** is one of the three sectoral councils of the Department of Science and Technology (DOST). Being a forward-looking, partnership-based national body responsible for coordinating and monitoring research activities in the country.

PCHRD is mandated to perform the following functions:

- Formulate agenda, plans, policies, and strategies for health Research;
- Mobilize Resources to support health research;
- Develop and strengthen capacity for health research;
- Program and allocate government and external funds for R&D, and
- Monitor and Evaluate Health research activities.

PCHRD is also the focal point for health research and development (R&D) in the country whose functions, among others, include: providing leadership and direction in health and related R&D activities; developing human and infrastructure resources of health research network; and implementing research utilization program to ensure research products are properly disseminated among and utilized by their intended users.

The Council's mandate in managing health research projects necessitates continual improvement in several project management knowledge areas. This **Training Workshop on Scientific Research and Other S&T Project Management for Project Managers** will provide the council's project managers with all the necessary skills to complement their overwhelming work demands.

II. Objectives

LEARNING OBJECTIVES:

This face-to-face training course aims to provide the PCHRD Employees with:

- Provide the knowledge and ability to proficiently evaluate the quality and nature of health research and development and other S&T project proposals;
- Educate participants with the defined set of standards, guidelines, and methodologies to effectively evaluate and approve health research projects from initiation to completion;
- Capacitate project managers with the technical knowledge to monitor the status of project implementation and assess compliance with agreed objectives, timelines, outputs, and budget; and
- Equip them with knowledge on finalizing evaluations and completing health research projects.

PERFORMANCE OBJECTIVES:

By the end of this training workshop, participants will be able to :

- Assign and oversee the assessment, monitoring, and evaluation of research projects and the progress and completion of the projects in accordance with the Council's policies, procedures, and standards;
- Guide team members in the protocols and processes in the assessment of health research proposals;
- Monitor and track team members as to compliance to process and procedures, and timeline for processing papers;
- Participate in the deliberation of the Technical Review Panel;
- Review and finalize communication reports related to the processing of health research proposals, and other documents submitted by team members;
- Contribute to the formulation of strategies for the effective management of research programs;
- Coach team members on the use of M&E tools and techniques in reviewing project performance and status; and
- Review and finalize evaluation reports and documents relative to the request to facilitate decision-making.

III. Expected Outputs / Deliverables

1. Conduct the Program course in **face-to-face mode** and in accordance with the implementation schedules and modules/sessions agreed upon;
2. Design and conduct the program with the detailed training activity plan for the **Training Workshop on Scientific Research and Other S&T Project Management** based on the following topics (*with engaging lectures, activities, and exercises, subject to further modification, as needed, based on the discussions of the needs of DOST-PCHRD*) :

I. Overview of Project and Project Management

- a. What is a Project?
- b. Concepts and Principles of Project Management
- c. Structures and Processes in R&D System
- d. Relation to Health Research and Development

II. Planning a project

- a. Requirements and Scope
- b. Project Scheduling
- c. Setting Quality Standards

III. Assessment of health research proposals

- a. Functions of funding agencies
- b. Steps on Assessing Projects in Health R&D

IV. Monitoring and evaluation from initiation to completion

- a. Project Planning and Control
- b. Measuring and reporting performance

V. Risks and Challenges in Project Management

- a. Problem Solving and Decision-Making in Project Management

VI. Completion of Health Research Projects

- a. Closing a project
- b. Post-project evaluation and requirements

3. Source, select, and manage the subject matter experts who shall serve as the facilitator for the face-to-face program;
4. Provide technical staff to establish and maintain a learning environment and provide support to the facilitator and participants during the conduct of the program;
5. Provide detailed training design and activity plan before the actual implementation of the program;
6. Provide each registered participant with appropriate learning materials needed for the conduct of the program;
7. Submit a terminal report with documentation of the highlights of the proceedings of the program/course, results of Pre-tests and post-tests, and post-evaluation of its conduct.

IV. Scope of work

Training Provider shall:

1. Design the program with a detailed training activity plan for the conduct of the **Training Workshop on Scientific Research and Other S&T Project Management**;
2. Identify, analyze, and validate the learning and development needs of the **DOST-PCHRD** in relation to the specific program to be conducted under this Agreement;
3. Propose a customized design that will specifically address the **DOST-PCHRD's** learning and development needs in the form of a Program Brief consisting of (1) Performance Objectives, (2) Enabling Objectives, (3) Target Participants, and (4) Course Content. As required, **the provider** shall provide a copy of the detailed Design Matrix. The Design Matrix shall consist of Module Objectives, Module Title, Module Outputs, Module Topics, Learning Methodologies and Resource Requirements;
4. Conduct the training workshop on the following topics with engaging lectures, activities, and exercises.
5. Accommodate up to a **maximum of 30 Participants** from the DOST-PCHRD provided that the list and profile of said participants are submitted three (3) working days before the conduct of the program/course;
6. Conduct pre-test, post-test, and post-training evaluation;
7. Perform and complete the scope, expected output/deliverables, and services contemplated under the terms of reference and contract with the highest standards of professionalism ethical competence, and integrity;
8. Protect confidential information disclosed during the discussions; and
9. Provide all certificates of completion within 10 working days after the completion of the training as a requirement for the release of the payment.

V. Desired Qualifications of Service Provider

Prospective Consultants should possess the following:

1. Has educational background or area of specialization in the training conducted;
2. Expertise in Project Management;
3. Excellent facilitation, program/activity management, and oral communication skills;
4. Not involved in critical incidents that might otherwise tarnish or put to question his/her credibility, character, ethical behavior, or intellectual integrity as a learning service provider.
5. Experienced in consultancy work for training/workshops involving Project Management of Scientific Research and other S&T Project Management.
6. Tactful and respectful to participants; and
7. Has substantial and reputable existing clients (provide proof of a certificate of satisfactory customer/client rating)


VI. Duration of the Training

The Provider must conduct the training in **October - November 2024—a total of 16 training hours.**

VII. Cost of the Training

The total amount of **Fifty Thousand Pesos Only (Php 50,000.00)** will cover the program/course design and delivery including the provision of learning materials, certificate of completion, honoraria of Subject Matter Expert / Co-facilitator, submission of a Terminal Report, and payment of other administrative fees and requirements for the face to face conduct.


Prepared by:


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