

TERMS OF REFERENCE:

Provision of Learning Service Provider for the Conduct of the Coaching and Mentoring Workshop

I. Background

Leaders play a multi-faceted role because gone are the days when their role was primarily to supervise, get things done, increase productivity and remain unbiased and ethical. While all these traits remain critical, with changing times and increasingly demanding market changes, there are other skills that have become equally pivotal. One such skill is that of Coaching and Mentoring.

Further, most managers are aware that regardless of their levels of experience, the people-performance issues are the greatest challenges of their roles. The secret to success is to be able to multiply their effectiveness through others.

As such, to support its leaders in their people management functions, as well as to ensure that a learning culture is committed to continuous improvement and talent development/management, the Authority is to engage in a coaching and mentoring program that shall increase the proficiency level of its leaders in the leadership competency of Developing People and Managing Performance.

II. Objectives

Coaching and Mentoring Training enables managers to build better relationships with their team members through continuous and guided learning. It is aimed for corporate employees who wish to develop their coaching or mentoring skills at any level of business. The primary aim is to give a clear insight and understanding of the dynamic that take place between people when they work on a one-to-one basis.

At the end of the two-day training program to be administered to twenty-five (25) pre-identified participants, they shall be able to:

1. Identify ways to become a better coach and mentor in a working environment.
2. Proactively anticipate questions to guide their team members and subordinates rather than merely giving them instructions.
3. Provide constructive feedback that inspires positive change to their team members and subordinates.
4. Guide team members and subordinates to build plans to achieve their goals.

The course design shall include, but not limited to the following modules:

1. Strategies and Techniques for Coaching and Mentoring
2. 5 Essentials to become an effective Coach and Mentor
3. Deep and thought-provoking questions for Coaches and Self-reflection
4. Define Constructive Feedback
5. Examples of Constructive Feedback
6. Ways on how to give Constructive Feedback
7. Enumerate tips on how your feedback can create a positive impact
8. How to Write an Action Plan to Achieve One's Goals

III. Minimum Qualifications of the Learning Service Provider

1. Must be accredited by the Civil Service Commission as a Learning and Development Institution (CSC ALDI), as evidenced by submitting the certificate or resolution issued by the Commission.
2. The Coaching and Mentoring Workshop must be accredited as a Learning and Development Program (CSC ALDP) by the Civil Service Commission, with proof provided by submitting the certificate/official document issued by the Commission.
3. Must have a strong track record in coaching and mentoring or leadership programs, as demonstrated by certificates of satisfactory project completion for similar or related programs from at least five (5) clients.
4. Demonstrated proven track record with a reputable client base, supported by documented proof of contract completion from at least five (5) different clients within the past five (5) years, including one (1) government agency.

IV. Deliverables

1. Prepare a course design setting out the course learning outcomes, delivery strategy and course schedule. The course design should include lecture and hands-on exercises;
2. Prepare equipment and provide participants with training kits and softcopy of the presentation materials. Advance copy of presentation materials should be provided to ADSD-Learning and Development Team;
3. Conduct pre- and post-program competency assessment of participants against the learning objectives of the program;
4. Conduct and facilitate the program at a TIEZA designated function room on a designated schedule;
5. Administer post-program evaluation survey to participants;
6. Issue training certificates to the participants upon completion of the program; and
7. Submit a terminal report on the course delivery and administration, individual pre and post-test competency assessments, course feedback from participants, analyses of issues, and recommendations.

V. Training Duration and Venue

The program shall be held at the Multi-Purpose Hall B on **September 25-26, 2024** for **twenty-five (25) pax** with job grades of 11-14.

VI. Budget and Payment

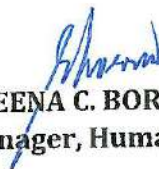
The approved budget for the contract is **ONE HUNDRED EIGHTY THOUSAND PESOS (180,000.00)**, inclusive of all applicable government taxes and service charges.

This shall cover payment for program design, diagnostics, program execution for facilitators, participants' manuals/ training materials, evaluation reports, and other deliverables mentioned above.


VII. Force Majeure, Liquidated Damages and Termination.

The incidents on force majeure and/or liquidated damages and/or contract termination shall likewise be governed by the provisions under R.A. No. 9184 and other relevant rules and issuances.

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