

TERMS OF REFERENCE (TOR)

Conceptualization and Development of Transformational Leadership Module

I. PROGRAM DESCRIPTION

Transformational Leadership Program is an intensive training program for the youth in the areas of Health, Education, Economic Empowerment, Social Inclusion and Equity, Governance, Peace Building and Security, Active Citizenship, Environment, and Global Mobility.

The program module shall develop the youth's creativity, talent, and knowledge in addressing issues within their community. Likewise, the program shall serve as a tool for the youth to develop themselves as leaders, work with leaders and transform the lives of the children and youth in their respective communities.

II. OBJECTIVES

The City intends to request proposals from reputable and established service providers. The primary objectives of the program are as follows;

1. To assist the participants in developing specific skills needed for effective leadership;
2. To provide participants with a process for examining pressing issues facing their communities and knowledge of those issues;
3. To develop a pool of youth leaders per district that are motivated to be actively involved; and
4. To provide opportunities for participants to apply knowledge and skills through engagement with fellow youth leaders.

III. AREA OF COVERAGE

The intended project beneficiaries are ideally youth leaders aged 15 to 24 from across the districts in Quezon City.

IV. PROJECT DURATION

Project duration is until December 31, 2022 upon issuance of Notice to Proceed.

V. QUALIFICATIONS

The following shall be eligible to participate in the bidding process, provided that they meet the following criteria:

1. With expertise and experience in social work, leadership, and youth development work.
2. With at least two (2) years of experience in developing customized courses and modules.
3. Has successfully completed similar projects with government agencies/private organizations within the last three (3) years.

VI. BUDGET

The Approved Budget of Contract (ABC) for the project is FIVE HUNDRED THOUSAND PESOS (Php 500,000.00) inclusive of all applicable taxes, commissions, bank charges, remuneration, professional fee, and all incidental expenses such as printing of reports, deliverables, transportation, fuel, communications, etc. and other fees that may be incurred in the process.

This project is a fixed-price contract. Therefore, any extension of the engagement period shall not involve any additional cost to the city government.

VII. SCOPE OF WORK AND EXPECTED OUTPUT

The service provider shall include the following services:

1. Conceptualize and develop Transformational Leadership Module with learning quality, content appropriateness, and relevant references.
2. Finalize learning outcomes, course content, course delivery, and assessment and evaluation tools.
3. Conduct and facilitate the pilot testing of the Module and enhance its usability to the target beneficiaries.

Expected outputs:

1. The Module shall come in a video format per lesson with captions and a voice-over. The videos shall be produced and should complement the Module. Each video material shall be at a minimum of one (1) hour covering topics approved by the Quezon City Youth Development Office.
2. The Module shall be furnished in sixty (60) pieces of soft-bound printed copies of the approved Module, colored and in letter size of the paper, along with a digital copy (PDF format) saved in a hard drive to be provided by the winning bidder. .
3. The Transformational Leadership Module shall cover the following areas:
 - a) Foundations of Leadership and Youth Governance
 - b) Decision-making and self-awareness
 - c) Motivation, Influence, and Persuasion
 - d) Managing Performance and Stakeholders
 - e) Case Studies/applications through the 9 Centers of Participation (namely: Health, Education, Economic Empowerment, Social Inclusion and Equity, Governance, Peace Building and Security, Active Citizenship, Environment and Global Mobility)
 - f) Course assessment and evaluation tools

The total number of pages shall be proposed by the service provider based on the approved topics under each module area. Topics shall be approved by the Quezon City Youth Development Office.

VIII. PROJECT TIMELINE AND TERMS OF PAYMENT

Deliverables	Description	Period	Payment Schedule
Preparatory Documents / Activities	<ul style="list-style-type: none">● Approved syllabus of the Module with detailed project management details such as the Work Plan, Budget and Gantt Chart.	Two weeks from the issuance of Notice To Proceed	10%
Approved Module	<ul style="list-style-type: none">● Printed Module on soft bound (60 pcs)● Digital copy of the Module (PDF) saved in a flash drive● Video format with	4 weeks from the approval of the Preparatory Documents/Activities.	30%

	captions and voice over		
Pilot Test	<ul style="list-style-type: none">• The Module has been pilot tested via online and/or face-to-face training sessions for at least 50 beneficiaries.	Two weeks after the provision of outputs expected under the second stage: "Approved Module".	30%
Enhanced Modules	<ul style="list-style-type: none">• Revised Module based on pilot test result	Three weeks after the pilot test.	30%
		Total	100%

IX. OTHER TERMS AND CONDITIONS

1. QC LGU has two (2) weeks to comment on the content as well as the final layout of the Module, from the receipt of the preparatory documents/activities.
2. QC LGU shall be allowed up to three (3) major revisions of the Module, without any additional cost.
3. The service provider shall hold Quezon City free and harmless of any liability arising from the intellectual property content not contributed by Quezon City.
4. QC LGU owns the right to the copyright, reproduction, distribution, and other possible uses of the Transformational leadership Modules.

X. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver goods according to the standards and requirements set by the city shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages pursuant to RA 9184 and its revised implementing rules and regulations.

XI. TERMINATION OF THE CONTRACT

The contract may be terminated by the aggrieved party, in case of breach of contract, fault or gross negligence by the other party. Provided that, the other party failed to remedy the breach, fault or gross negligence despite the lapse of 30 days written notice from the aggrieved party.

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