



## TERMS OF REFERENCE

PROJECT:	Development of the Career Guidance Advocacy Program (CGAP) Microsite
PROPONENT:	Department of Labor and Employment – Bureau of Local Employment (DOLE-BLE)
NATURE OF THE PROJECT	Procurement of Consulting Services, pursuant to the pertinent provisions of Republic Act 9184, its Implementing Rules and Regulations (IRR), Manual of Procedures for the Procurement of Consulting Services and other related Issuances, Circulars, and Regulations issued by the Government Procurement Policy Board (GPPB)
APPROVED BUDGET: FOR THE CONTRACT (ABC)	Php 500,000.00

### I. BACKGROUND/RATIONALE

Career Guidance is the process of helping individuals acquire information, skills, and training necessary to identify career options and narrow down to make a career decision. Provision of effective career guidance helps the youth and the jobseekers to have confidence and insightful career choices.

The Career Guidance Advocacy Program (CGAP) provides activities that prepare beneficiaries for a dynamic workplace by:

- teaching labor market changes and complexity of the workplace;
- improving decision making skills; and
- improving employment marketability and facilitating opportunities.

As an initiative to strengthen the country's labor market information systems, the DOLE through the Bureau of Local Employment has developed the Careerinfo.ph – a career information system which serves as a database of Career Information Pamphlets (CIPs) and provides basic information on the nature of various jobs, basic educational requirements, skills and competencies, attributes, employment opportunities, and cost of education training.

In line with the CGAP's advocacy mechanism, the Bureau continues to undertake efforts to develop inclusive, user-friendly, and engaging educational modules to target beneficiaries. The prospect CGAP microsite shall be lodged under the Career Information System (CIS) to incorporate career and employment coaching collaterals and advocacy materials through an eLearning platform. The microsite shall also serve as home to other career advocacy agenda of the CGAP-Working Group member agencies.

### II. OBJECTIVES

- To establish a microsite for CGAP which will make it easy for the youth (i.e., students, Out-of-School Youths) and jobseekers to learn about career guidance-related resources

- To improve stakeholders' engagement by making available self-directed learning tools and resources online from the CGAP-WG member agencies

### **III. TARGET OUTPUT**

Interactive eLearning platform for the CGAP microsite.

### **IV. SCOPE OF WORK**

The Consultant shall develop the CGAP eLearning Module in the CIS website and conduct website maintenance, which covers the following:

1. Development of CGAP eLearning module and additional Tab/Menu to the CIS website redirecting to the CGAP Microsite;
2. CGAP eLearning module shall be hosted in parallel with the CIS website;
3. Design the functional workflow as proposed solutions requirement of the project;
4. Development of interactive landing and eLearning platform based on the updated Career Guidance and Employment Coaching (CGEC) modules;
5. Provide user manual/documentation;
6. Provide warranty and support for the eLearning Module for a period of not less than one (1) year to be reckoned from the date of project acceptance which includes but not limited to:
  - files repository
  - learning tools management
  - online forms/registration
  - page warranty and bug fixes
7. Apply SSL Certificate to the website for a period of one (1) year.

### **V. CONSULTING SERVICES AND RESPONSIBILITIES OF THE CONSULTANT**

The Consultant engaged for this project shall:

1. Ensure the timely delivery of project deliverables as enumerated in this Terms of Reference (TOR).
2. Provide for their own use, office space, computers, software, telephone and internet connections, electrical power connection, office equipment, and programmers needed to undertake this project. Expenses needed to defray the cost of the acquisition, use rental and engagement of the abovementioned resources, including the salaries of programmers and technical staff, shall be borne by the Consultant.
3. Conduct or attend meetings and consultations with DOLE-BLE and other stakeholders to fine-tune details of the project.
4. Perform system analysis, design, programming, testing and development of an interactive eLearning platform.
5. Submit to the DOLE-BLE proof of accomplishment of the deliverables, as mentioned in this TOR.
6. Deliver all the software requirements and fully functional CGAP eLearning module based on the specification mentioned in this TOR until end of 2021 upon receipt of the Notice to Proceed.
7. Secure licenses for the software, WordPress Plugins and Themes, operating system and all other necessary software needed to run and operate the CIS and CGAP eLearning module.
8. Warrant and guarantee that the software solution, in part or in full, acquired for use in the project does not infringe intellectual property rights and that the same are legally acquired and approximately licensed for use in the Philippines. Further, the Consultant