



Republic of the Philippines  
**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**Bureau of Local Employment**  
Intramuros, Manila



## TERMS OF REFERENCE

**PROJECT :** **PROCUREMENT FOR THE DEVELOPMENT OF THE CAREER INFORMATION PAMPHLETS (CIPs) ON EMERGING OCCUPATIONS**

**PROPONENT :** **DEPARTMENT OF LABOR AND EMPLOYMENT – BUREAU OF LOCAL EMPLOYMENT (DOLE-BLE)**

**APPROVED BUDGET FOR THE CONTRACT (ABC) :** **Php 500,000.00**

### I. BACKGROUND/RATIONALE

The Department of Labor and Employment (DOLE), particularly the Bureau of Local Employment (BLE), plays a major role in ensuring that there is a public Labor Market Information (LMI) system that provides reliable and relevant information, and is disseminated in user-friendly ways. In addition to assembling relevant data, DOLE – and its intermediaries such as its information analysts, career advocates, and the Public Employment Service Offices (PESOs) – have key roles in transforming facts about economic activity into useful LMI, or data about the labor market.

The Department's program on the provision of LMI to clientele aims to provide timely, reliable, and accurate signals on the current labor market (e.g. in-demand jobs and skills shortages) by developing and disseminating client-specific LMI media, and other relevant information, education, and communication (IEC) materials.

Among others, the most used and disseminated BLE publication is the Career Information Pamphlets (CIPs). At present, the Bureau has developed a total of 123 CIPs which provide basic information on the nature of various jobs, basic educational requirements, skills and competencies, attributes, employment opportunities, and the cost of training. These LMI publication, in printed and portable document formats, mainly caters to high school students and jobseekers in their career decision making process, as well as to guidance counselors and career advocates in their practice of their profession and vocations.

As an initiative in strengthening the country's LMI systems, the development of the CIPs on emerging occupations is deemed necessary in light of the changing economic and social landscape in the world of work. Such updating would provide a more informed picture of the nature of identified careers to relevant stakeholders. In this regard, the Bureau proposes to hire and engage an eligible service provider who, in coordination with BLE, shall provide the necessary services.

### II. OBJECTIVES

Said Service Provider shall develop a set of CIPs on emerging occupations that would provide relevant and useful information in exploring career options and prospects in

various industries considering the current landscape in the world of work (i.e. nature of various jobs, basic educational requirements, skills and competencies, relevant attributes, employment opportunities, and the cost of training). Specifically, it aims to:

1. facilitate the collection of information which include relevant data and actual industry photos, and the preparation/laying out of said CIPs in Word and PDF; and
2. develop CIPs for emerging occupations that would guide the jobseekers, researchers, and policymakers within the approved time frame.

### III. SCOPE OF WORK

The Service Provider who will be shortlisted and subjected to a Technical Evaluation shall develop the CIPs on emerging occupations and work closely with the DOLE-BLE to facilitate the finalization of the new pamphlets through the following:

1. collection of relevant information and statistics on nature of various jobs, basic educational requirements, skills and competencies, relevant attributes, employment opportunities, and the cost of training through an agreed data collection scheme;
2. collection of actual photos of industries/careers which could help visualize the current industry situation; and
3. development of an updated layout and/or presentation plan for the pamphlets (in editable file and PDF) which could help in advocating further use of CIPs.

Specifically, the Service Provider is expected to take part in the following project activities:

1. **Inception Meeting with the DOLE-BLE.** The Service Provider is expected to start the assignment by having a meeting with the DOLE-BLE to discuss the project's TOR and expected deliverables. Based on this initial meeting, the Service Provider will make recommendations as to his timetable to undertake the activities efficiently as well as their proposed research methodology (in example: sampling technique, data collection/gathering, statistical method, etc.). The DOLE-BLE shall provide the Service Provider with the necessary materials for their review such as the list of identified emerging occupations and copies of the existing CIPs (in Word and PDF).
2. **Data Collection and Initial Processing.** After the inception meeting, the Service Provider will start the data collection (i.e. figures, statistics, actual photos). The use of primary and secondary data is advised. Technical assistance shall be given by the DOLE-BLE (i.e. referrals to DOLE Regional Offices and industry associations/partners) if deemed necessary.
3. **Submission and Presentation of the Initial Draft CIPs on Emerging Occupations.** The Service Provider shall submit the initial draft CIPs on emerging occupations within the prescribed timeline.
4. **Initial Review and Editing/Proofreading of the CIPs on Emerging Occupations.** The initial draft pamphlets will be presented by the Service Provider to the DOLE-BLE for additional inputs. The DOLE-BLE may request time to edit the initial pamphlets before returning it to the service provider for final editing.

5. **Submission and Presentation of the Final CIPs on Emerging Occupations.** Draft pamphlets shall be endorsed and presented by the Service Provider to the DOLE-BLE during a consultation meeting which shall also discuss the integration of DOLE-BLE edits/feedback to the pamphlets. Once the pamphlets are completed, the final version will be submitted to the DOLE-BLE in soft copies (in editable file and PDF).

#### **IV. CONSULTING SERVICES AND RESPONSIBILITIES OF THE SERVICE PROVIDER**

1. The Service Provider shall render services equivalent to at least five persons for five months beginning from the conceptualization, data gathering, and the finalization and presentation of final CIPs.
2. The Service Provider shall directly report to the BLE-Labor Market Information, Research, and Career Guidance Advocacy Division Chief and the LMI-Research and Publications Unit Program Head on the plan of action and schedule of deliverables. In case the Service Provider is working from home, they should be available for a virtual meeting with stable internet connectivity.
3. The Service Provider shall be physically available for consultations at the BLE as deemed necessary within the duration of the research study. In case the Service Provider is working from home, they should be available for a virtual consultation with stable internet connectivity.
4. The Service Provider shall be responsible for the development and completion of the deliverables, including the (i) inception report; (ii) midterm report including the initial CIPs on emerging occupations, (iii) final report and the final version of CIPs on emerging occupations, (iv) soft copies (in Word and PDF) of the CIPs, and (v) submission to BLE of appropriate billing statements with corresponding official receipts/certificate.
5. The Service Provider is expected to complete all outputs/deliverables according to the agreed schedule and standards set by the DOLE-BLE.
6. The Service Provider shall follow all safety measures and protocols (i.e. need for negative swab/antigen results) as necessary and shall be responsible for resource mobilization (i.e. transportation, logistics, swab/antigen testing) and other incidentals.

#### **V. RESPONSIBILITIES OF DOLE-BLE**

The DOLE-BLE, through the Labor Market Information, Research, and Career Guidance Advocacy Division, shall facilitate the project's process by:

1. providing the necessary technical assistance to the service provider during the whole duration of the project such as coordination with appropriate stakeholder/industry groups and other possible sources of data;
2. conferring with the service provider on a regular basis according to schedule;
3. determine the acceptability of the deliverables and shall be the approving authority for all operations-related activities, including payment for the service provider's fee under the contract; and
4. approve the pamphlets developed by the service provider within the prescribed timeframe.