



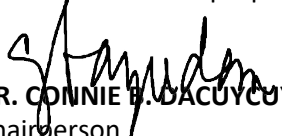
## REQUEST FOR PROPOSAL

1. The Philippine Institute for Development Studies (PIDS) invites all eligible individual consultants to submit proposals for the **Consultant for Development of National Tourism Policy Framework for Tourism Micro, Small, and Medium Enterprises**.
2. The Approved Budget for the Contract (ABC) is **PhP500,000.00**.
3. Interested consultants must submit the following documents using PIDS the prescribed forms:
  - a) Curriculum Vitae of the proposed Consultant(s)<sup>1</sup>
  - b) Technical Proposal Form<sup>1</sup>
  - c) Financial Proposal Form<sup>1</sup>
  - d) Filled out Data Privacy Notice and Personal Data Protection Form<sup>1</sup>
  - e) Statement of Completed contracts<sup>2</sup>
  - f) Statement of All Ongoing and Awarded But Not Yet Started Contracts<sup>2</sup>
  - g) Notarized Omnibus Sworn Statement (for ABC above PhP50,000.00)<sup>1</sup>
  - h) Income/Business Tax Returns (for ABC above PhP500,000.00)<sup>1</sup>
  - i) PhilGEPS Registration Number (certificate or screenshot)<sup>1</sup>
  - j) Valid Mayor's/Business Permit (Firm) or BIR Certificate of Registration<sup>3</sup> (Individual).
  - k) Image of Official Receipt or Service Invoice (*required for individual consultants during payment*)
4. Interested consultants may obtain further information from the Procurement Management Division at telephone via email at [procurement@pids.gov.ph](mailto:procurement@pids.gov.ph).
5. The Institute shall adopt the Quality-Based Evaluation procedure in selecting consultants based on the attached Terms of Reference.
6. The deadline for submission of proposals is on **11 February 2026 (5:00 PM)** addressed to:

The BAC Chairperson for Consultancy  
Services c/o The BAC Secretariat  
Procurement Management Division  
18/F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Ave., Quezon City

Proposals may also be submitted through email at [procurement@pids.gov.ph](mailto:procurement@pids.gov.ph).

7. PIDS reserves the right to reject any or all of the proposals, declare a failure of bidding, or not award the contract if there is evidence of collusion, including any act that restricts, suppresses, or nullifies competition, or if there is a failure to follow the prescribed bidding procedures. PIDS also reserves the right to waive any required formality in the proposals received and select the proposal it determines most advantageous to PIDS.

  
DR. CONNIE B. DACUYCUY  
Chairperson  
PIDS-BAC for Consultancy Services

Reference No.:2026-030

<sup>1</sup>Applicable for individual consultants and firms

<sup>2</sup>Applicable for firms only

**Philippine Institute for Development Studies**  
**TERMS OF REFERENCE**

**Consultant**  
**for**  
**Development of National Tourism Policy Framework for Tourism Micro, Small,**  
**and Medium Enterprises**<sup>1</sup>

**1. Background and Rationale**

The Philippine tourism industry is primarily composed of Micro, Small, and Medium Enterprises (MSMEs) hence, it is imperative to understand current circumstances of Tourism MSMEs and identify policies and other support mechanisms needed to strengthen the resilience, competitiveness, and digital adoption of tourism MSMEs, enabling them to thrive in a dynamic and sustainable tourism ecosystem.

The development of the Tourism MSMEs Policy Framework shall include a comparative review of policies affecting MSMEs with other Association of Southeast Asian Nations. The crafting of the action plan shall entail the conduct of public consultation and a series of meetings with key public and private stakeholders.

**2. Objectives of the Study**

1. Develop and enhance comprehensive, industry-focused policies for tourism MSMEs that address the identified MSME needs, deficiencies, and shortages and determine the appropriate studies and tools to fill up the gaps and provide support to MSMEs through the assistance of the desired business tool for development .

2. Ensure that all initiatives and projects align with the goals of the National Tourism Development Plan (NTDP), focusing on developing a globally competitive, environmentally sustainable, and socially responsible tourism industry. This objective emphasizes promoting inclusive growth through job creation and equitable income distribution, thereby contributing to the broader socio-economic development of the Philippines.

**3. Objectives of the Consultancy**

The consultant will provide expert-level inputs for the duration of the study to ensure achievement of the study's goals and objectives as part of the efforts to

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<sup>1</sup> This engagement will be charged against the project titled, *"Tourism Product MSME Digitalization Framework and Action Plan and Rollout and Philippine MICE Roadmap 2030."*

develop the Tourism MSMEs Policy Framework. This shall provide the Department of Tourism an understanding of the current circumstances of Tourism MSMEs and identification of policies and other support mechanisms needed to strengthen the resilience, competitiveness, and digital adoption of tourism MSMEs, enabling them to thrive in a dynamic and sustainable tourism ecosystem.

The consultant will be guided by this research question: *What policies and support mechanisms are needed to strengthen the resilience, competitiveness, and digital adoption of tourism MSMEs, enabling them to thrive in a dynamic and sustainable tourism ecosystem?*

#### **4. Scope of Work, Deliverables, and Schedule of Payment Releases**

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the Consultant is expected to work with the Project Team and undertake the following tasks/activities<sup>2</sup>:

1. Prepare and submit the deliverables in accordance to the table and schedule of deliverables below;
2. Lead the conduct of the review of related literature on the tourism industry MSME companies;
3. Lead the preparation of the guide questions for key informant interviews (KIIs) and/or focus group discussions (FGDs) and conduct the same as necessary;
4. Supervise the data cleaning and processing of the datasets and coordinate on the collection and compilation of datasets, including its data quality assurance;
5. Lead the analyzing of datasets and produce descriptive and inferential analyses on the processed datasets;
6. Process and analyze the qualitative information collected from the KII sessions and FGDs as necessary;
7. Contribute to the reports and other deliverables for the project;

Other tasks:

8. The Consultant shall sign a Non-Disclosure Undertaking with PIDS. Any information gathered and generated in the implementation of the project shall be processed subject to the applicable provisions of the Republic Act No. 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules

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<sup>2</sup> If the Consultant needs to undertake physical/face-to-face interviews and data collection and related activities, the Consultant worker has to ensure compliance with existing and future policies, rules, and resolutions as may be issued by concerned government agencies pertaining to health and safety.

- and Regulations and relevant issuances of the National Privacy Commission (NPC); and
9. Perform such other professional, highly technical, and confidential duties and responsibilities as the Project Director may assign from time to time.

The Consultant will prepare the following outputs based on the schedule below:

<b>Activities and Deliverables</b>	<b>Estimated Due Dates</b>	<b>Payment Tranches</b>
<b>Inception Report</b> following PIDS template;	One month from the signing of contract	15%
<b>Progress Report</b> including and assessment of the Instrument Development, overall progress, and updates on other related tasks that may be assigned by the Project Director	March 15, 2026	10%
<b>Draft Report</b> <sup>3</sup> following PIDS template; <b>Research workshop Presentation</b>	October 30, 2026	45%
<b>Final Report</b> addressing comments to the Draft Report and comments from the Research Workshop <sup>4</sup> <b>Terminal Report</b> Turnover of data and materials used together with Certification indicating the turnover of as well as the deletion of such data and that it will allow PIDS to verify if the data is complete.	November 30, 2026	30%

<sup>3</sup> For applicable outputs, the draft and final reports submitted by the consultants should be aligned with the following guidelines: PIDS' Guide in the Preparation of Manuscript for Publication and General Guidelines in Preparing and Formatting a PIDS Discussion Paper, Guidelines in the preparation of Policy Notes.

<sup>4</sup> For research outputs that will be released as a PIDS Discussion Paper (DP), the consultant shall prioritize the publication outlets of PIDS, particularly the peer-reviewed Philippine Journal of Development (PJD) and Research Paper Series (RPS). If the DP is not selected by PIDS Management for publication either as a PJD article or an RPS issue, the consultant may identify other dissemination outlets outside of PIDS. Guidelines for Authorship in PIDS Research Projects shall apply.

### 3. Qualifications of the Consultant

#### Required qualifications:

<b>Education</b>	Master's in tourism management, public administration, economics, or related fields
<b>Experience</b>	<b>2 years</b> of relevant policy research and writing experience in the tourism sector

#### Desirable Qualifications:

<b>Education</b>	PhD in tourism management, publication, economics, or related fields
<b>Experience</b>	<b>More than 5 years</b> of relevant policy research and writing experience in the tourism sector  Proven track record of publication in tourism evidenced by discussion papers, books, journals, policy note, industry notes, development plans

### 4. Project Duration

The engagement is from the signing of the Contract until **December 30, 2026**, on a part-time basis. The Consultant's work must be completed by within this period, and no man days will be chargeable after this date.

### 5. Approved Budget for the Contract

The approved budget for this consulting service is up to Five Hundred Thousand Pesos (**Php 500,000.00**), depending on the qualifications. This amount covers the professional fees of the Consultant. The amount does not include the costs of data collection, which will be defrayed by PIDS. PIDS shall not cover hospitalization and other COVID-related health expenses of the consultant as no employer-employee relationship shall exist between the PIDS and the Consultant.

### 6. Evaluation Criteria


#### a. Evaluation Criteria:

Consultants will be evaluated based on the following criteria:


<b>Education</b> <ul style="list-style-type: none"><li>At least Master's degree in tourism management, public administration, economics, or related fields</li></ul>	30%
<b>Experience</b> <ul style="list-style-type: none"><li>At least <b>2 years</b> of relevant policy research and writing experience in the tourism sector</li></ul>	30%
<b>Competencies</b> <ul style="list-style-type: none"><li>Intermediate level core competencies: deliverability/ results-oriented, professionalism, adaptability, and communication skills</li><li>Intermediate level functional competencies: data gathering, problem solving and analysis; dissemination; and technical writing</li></ul>	40%
<b>Total</b>	<b>100%</b>

b. Detailed rating sheet (see attached file)

Prepared by:

  
**John Paolo R. Rivera, PhD**  
*Project Director and Research Fellow*

Reviewed and Approved by:

  
**Christine Ruth P. Salazar**  
*Officer-in-Charge*  
*Research Services Department*