



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue, Manila



TERMS OF REFERENCE

ENGAGEMENT OF A HIGHLY TECHNICAL CONSULTANT ON STRATEGY MANAGEMENT FOR THE INSURANCE COMMISSION (Project Reference No. 2024 – 10-329)

1. BACKGROUND

The Insurance Commission aims to align its strategic objectives with key national priorities, including the Bagong Pilipinas Vision, the Philippine Development Plan, and the objectives of the Department of Finance. This initiative is designed to address the evolving dynamics within the insurance industry and to strengthen the Commission's capacity to establish a comprehensive framework that fosters agility and responsiveness, this is to enhance the Commission's ability to effectively adapt to emerging challenges and capitalize on new opportunities, thereby ensuring the sustained growth and stability of the sector.

2. DURATION OF THE CONTRACT

The contract period for the Strategy Management Consultant is six (6) months, subject to renewal of the contract as approved by the Head of the Procuring Entity (HoPE).

3. REQUIREMENTS

- 3.1. Must be registered with the Philippine Government Electronic Procurement System (PhilGEPS).
- 3.2. The consultant must also submit the following:
 - 3.2.1. Curriculum Vitae;
 - 3.2.2. Mayor's Business Permit;
 - 3.2.3. Latest Income/Business Tax Return; and
 - 3.2.4. Proposed Program Designs (please refer to Section 5.1.).

4. COMPETENCIES

4.1. Education:

- 4.1.1. A master's degree holder in Business Administration, Management or any relevant field (e.g. strategic management, business analytics).

4.2. Experience:

- 4.2.1. Has at least twenty (20) years of experience in strategy consulting, business development, and expertise in the following fields:
 - a) Development of strategic plans
 - b) Formulation and cascading of Key Performance Indicators (KPIs)
 - c) Implementation and monitoring of programs and KPIs

- d) Integration of budgeting in the development of plans and programs to ensure alignment of the commission's plans and programs to the current budget

4.2.2. Has delivered training, lectures, or workshops focused on strategy planning, monitoring, and evaluation.

5. OBLIGATIONS OF THE CONSULTANT

- 5.1. Prepare and submit the following
 - 5.1.1. Comprehensive Consulting Strategy;
 - 5.1.2. Program Design for the Strategic Planning Workshops;
 - 5.1.3. Program Design for Crafting of Key Performance Indicators and Cascading; and
 - 5.1.4. Program Design for Vision, Mission, and Core Values Reformulation.
- 5.2. Present the program designs in the pre-consultation meeting with the Planning and Management Division;
- 5.3. Conduct pre- and post-workshop activities;
- 5.4. Conduct and facilitate the 2025 and 2026 Strategic Planning Workshops;
- 5.5. Conduct writeshops to develop Functional Group and Division Key Performance Indicators (KPIs) aligned with the current duties and responsibilities of each Division, as well as the identified action plans;
- 5.6. Cascade Targets and Objectives to the individual level and craft individual KPIs;
- 5.7. Monitor KPIs;
- 5.8. Reformulate Vision, Mission, and Core Values; and
- 5.9. Other responsibilities as required by the Commissioner.

6. OBLIGATIONS OF THE PROCURING ENTITY

- 6.1. IC shall provide the essential resources required for the consultant to effectively carry out their work, such as internet connectivity, utilities, office access, among others.
- 6.2. IC will be responsible for overseeing the consultant's deliverables to ensure that the outcomes are achieved both on time and to the required quality standards.

7. COMPENSATION

- 7.1. The consultant is to be paid a monthly compensation of **ONE MILLION PESOS (Php 1,000,000.00) FOR SIX (6) MONTHS, INCLUSIVE OF ALL APPLICABLE GOVERNMENT TAXES AND FEES**, pursuant to existing Philippine Tax Laws.

8. TASKS, DELIVERABLES AND TIMELINE

Activities	Action Plans	Outputs
Conduct of 2025 Strategic Planning Workshop	✓ Review of IC's Vision and Mission, and Core Values	• Improved Strategic Objectives

<p>No. of Participants: 100 pax (Insurance Commissioner, Deputy Insurance Commissioner, Directors, and Division Managers)</p>	<ul style="list-style-type: none"> ✓ Agency Performance Assessment ✓ Review Stakeholders and their Needs and Expectations ✓ Define Agency's Strategic Direction (should be aligned with national goals i.e., Bagong Pilipinas Vision, Philippine Development Plan, and directives of the Department of Finance) ✓ Develop and update the Agency's Balanced Scorecards 	<ul style="list-style-type: none"> • Updated Strategy Map • 2025 Balanced Scorecards
<p>Crafting of Key Performance Indicators (KPIs) (October – November 2024)</p> <p>No. of Participants: 100 pax (Insurance Commissioner, Deputy Insurance Commissioner, Directors, and Division Managers)</p>	<ul style="list-style-type: none"> ✓ Formulate specific, relevant, achievable, time-bound, and measurable metrics that align with the overall organizational goals and objectives. 	<ul style="list-style-type: none"> • 2025 Targets and Commitments
<p>Cascading of Targets and Objectives to the Individual Level (January 2025 – April 2025)</p> <p>No. of Participants: 20-30 pax per functional group (Deputy Insurance Commissioners, Directors, Division Managers, Supervisors, and Staff)</p>	<ul style="list-style-type: none"> ✓ Ensuring that organizational level programs are clearly understood and translated into individual performance KPIs. ✓ Monitoring of implementation (May 2025 – December 2025) 	<ul style="list-style-type: none"> • Individual Performance Commitment Forms
<p>Conduct of 2026 Strategic Planning Workshop</p> <p>No. of Participants: 100 pax (Insurance Commissioner, Deputy Insurance Commissioners, Directors, and Division Managers)</p>	<ul style="list-style-type: none"> ✓ Agency Performance Assessment ✓ Develop and update the Agency's Balanced Scorecards 	<ul style="list-style-type: none"> • 2026 Balanced Scorecards • Updated Strategic Plan

Reformulation of Vision, Mission, and Core Values	<ul style="list-style-type: none"> ✓ Conduct consultative meetings with the Insurance Commissioner, Deputy Insurance Commissioners, and Directors ✓ Focus Group Discussions with each Functional Groups 	<ul style="list-style-type: none"> • New Vision, Mission, and Core Values
Monitoring of KPIs	<ul style="list-style-type: none"> ✓ The consultant must closely coordinate with the Planning and Management Division on the monitoring of KPIs. 	

Timeline of Activities												
Activities	2024		2025									
	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT
Conduct of Strategic Planning Workshop (SPW) for FY 2025												
Crafting of Key Performance Indicators (KPIs)												
Finalization of Strategic Plan for FY 2025												
Cascading of Targets and Objectives to the Individual Level					Monitoring of KPIs							
Conduct of Strategic Planning Workshop (SPW) for FY 2026												

9. CONFIDENTIALITY OF DATA

The **CONSULTANT** agrees to keep all information provided strictly confidential. Additionally, the **CONSULTANT** will not reproduce or disclose any confidential information to third parties without prior written consent from the IC.

10. OWNERSHIP

The Insurance Commission will retain ownership rights to all outputs from the Strategic Planning Activities, including, but not limited to, documents and reports submitted by the consultant, as well as the exclusive right to publish the findings.

The **CONSULTANT** will receive appropriate acknowledgment from the Insurance Commission as the experts involved in the undertaking.

Prepared by:



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Planning and Management Division

Noted by:



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Management Support Services Group



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REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all registered suppliers and interested parties to participate and submit their lowest price quotation on the project listed below, subject to the terms and conditions stated in the Terms of Reference (TOR):

NAME OF PROJECT	Engagement of a Highly Technical Consultant on Strategy Management for the Insurance Commission
REFERENCE NO./PR NO.	PR No. 2024-__-__
APPROVED BUDGET FOR THE CONTRACT (ABC)	Php 1,000,000.00 inclusive of all applicable taxes and other charges
MODE OF PROCUREMENT	Section 53.7 Negotiated Procurement: Highly Technical Consultant
DEADLINE OF SUBMISSION OF SEALED QUOTATION/S	<u>08</u> November 2024

The sealed quotation may be submitted personally or through e-mail not later than **08 November 2024, 10:00 AM**, to the Insurance Commission through the contact information provided below:

Contact Person: **Ms. Dianne Tricia M. Iniego**
IC Planning Officer II
dtm.iniego@insurance.gov.ph
PlanningDiv@insurance.gov.ph

Office Address: 2/F Insurance Commission Building
1071 United Nations Avenue, Ermita, Manila

Telephone Nos.: (+632) 8-523-8461, local 144


GREGORY VINCENT O. FERRER
IC Division Manager
Planning and Management Division

REPLY SLIP

Name of Supplier : _____
Address : _____
Contact Information : _____
Business Permit No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

The Insurance Commission invites all registered suppliers and interested parties to participate and submit their price quotation for the **ENGAGEMENT OF A HIGHLY TECHNICAL CONSULTANT ON STRATEGY MANAGEMENT FOR THE INSURANCE COMMISSION**, subject to the terms and conditions stated in the Terms of Reference (TOR):

Item and Description	Quantity and Unit	Total Cost
Engagement of a Highly Technical Consultant on Strategy Management for the Insurance Commission (P.R. No. 2024-10-329) Note: <ul style="list-style-type: none">Total Cost should not exceed ABC of One Million PesosTotal Cost is inclusive of 12% VAT and all other applicable taxes and charges	1 Lot	Php

In compliance with the TOR, certified true copies of the following required valid documents are enclosed:

1. Curriculum Vitae;
2. Mayor's Business Permit;
3. Latest Income / Business Tax Return;
4. Proof of PhilGEPS Registration Number; and
5. Proposed Program Designs.

Signature Over Printed Name of Supplier/
Authorized Representative

Position/Designation

Date