

NATIONAL HOME MORTGAGE FINANCE CORPORATION

TERMS OF REFERENCE

NAME OF PROJECT	Engagement of a consultant to facilitate the National Home Mortgage Finance Corporation's Planning Session CY 2018
DURATION	56 hours (7 days)
TARGET DATES	February 12-13, 19-22, 27 2018
TARGET PARTICIPANTS	Group Heads, Department Managers, Division Chiefs and Key Personnel
VENUE OF TRAINING	To be determined

OBJECTIVES

The project aims to hire a consultant to facilitate the conduct of NHMFC's Planning Session for CY 2018.

SCOPE OF WORK

The facilitator shall work hand-in-hand with NHMFC's Corporate Planning Division and will do the following:

- Design a programme for the duration of the planning session;
- Facilitate group-level discussions to link the function of each Group to the Objectives laid out in NHMFC's Five-Year Plan 2018-2022;
- Facilitate workshops to create action plans which will detail the Groups' programs/projects, initiatives and strategies to achieve NHMFC's objectives for 2018-2022;
- Facilitate workshops to formulate the Groups' balanced scorecard which shall include strategic measures and annual targets;
- Facilitate a session to consolidate and finalize the outputs of the previous sessions; and
- Provide a simple documentation which shall provide the highlights of the workshop.

QUALIFICATIONS OF THE FACILITATOR

The facilitator must have experience of no less than five (5) years in conducting and/or facilitating strategic planning sessions for government agencies.

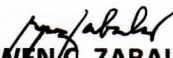
APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is Php 210,000.00 including government taxes and charges to be taken from NHMFC's Corporate Operating Budget for CY2018.

MODE OF PROCUREMENT

The mode shall be Small Value Procurement as provided under Section 53.9 of the Revised Implementing Rules and Regulations (RIRR) of Republic Act No. 9184.

PREPARED BY:


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APPROVED BY:

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