



MARITIME INDUSTRY AUTHORITY

TERMS OF REFERENCE

CONSULTANCY SERVICE FOR THE FORMULATION OF THE 10-YEAR MARITIME INDUSTRY DEVELOPMENT PROGRAM (MIDP)

I. BACKGROUND

The **Maritime Industry Authority (MARINA)**, an attached agency of the Department of Transportation (DOTr) created pursuant to Presidential Decree No. 474 otherwise known as the Maritime Industry Decree of 1974, is mandated to prepare and annually update a **Ten-Year Maritime Industry Development Program (MIDP)**, which shall contain a rational and integrated development of the maritime industry for submission to and approval by the President of the Philippines¹.

The formulation of the MIDP is an essential undertaking to accelerate the integrated development of the maritime industry of the Philippines, specifically through practicable and coordinated governmental efforts on the early replacement of obsolescent and uneconomic vessels; modernization and expansion of the Philippine merchant fleet, enhancement of domestic capability for shipbuilding, repair and maintenance; and the development of reservoir of trained manpower as well as matters relating to port modernization, protection of the marine resources fisheries and other equally important sectors.

Since its establishment 43 years ago, the Agency had only formulated a single MIDP in 1982, and maritime industry plans and programs were crafted based on the priority agenda of a sitting President as spelled out under the Medium Term Philippine Development Plan (MTPD), which were good only for at least six (6) years.

Following the result of the *2017 MARINA Planning Conference* held on 4-7 January and in support of the Duterte Administration's *10-Point-Socioeconomic Agenda*, the MARINA intends to come up with a 10-year road map for the country's maritime industry by bringing together government agencies performing maritime-related functions and industry stakeholders in the formulation of MIDP.

In undertaking the above-mentioned project, the MARINA shall engage the hiring of consultants pursuant to existing procurement laws,² and hereby invites interested persons and/or entities to provide consultancy service based on the requirements specified in this Terms of Reference (TOR).

¹ Section 5, PD 474 (1994)

² Sections 4.1. and 6.1. & 6.5. of ANNEX "B", 2016 IRR of RA 9184 (Government Procurement Reform Act)

II. OBJECTIVES

The project aims to achieve the following objectives:

1. Compliance with statutory requirement under the Maritime Industry Decree of 1974 for MARINA to formulate a 10-Year MIDP;
2. Implementation of applicable provisions of Executive Order No. 5, series of 2016, on the adoption of National Economic Development Authority (NEDA)'s *AmBisyon Natin 2040* and the *Philippine Development Plan (PDP 2017-2022)*; and,
3. Incorporation of the country's maritime-related commitments under various international agreements/conventions/protocols and codes, as may be identified and/ or determined during the series of scoping workshops in the MIDP.

III. SCOPE OF WORK

MARINA will hire the services of a consultant for the formulation of the ten-year MIDP, and shall undertake the following tasks:

1. Development of a conceptual framework and execution plan covering as far as practicable relevant maritime sectors;
2. Define a consultative process and mechanism for the preparation of the MIDP taking into consideration the involvement of key leaders, organizations and entities in the public and private sector both at the national and local levels.
3. Identify issues, sectoral priorities as well as activities that the MARINA and other relevant agencies, including the local government units (LGUs) and private sector should be engaged in and implement to achieve global maritime industry competitiveness and achieve the full potential of an integrated approach to maritime industry development.
4. Collate, analyze, consolidate and prepare reports on consultations, meetings and interviews undertaken and conducted throughout the planning process.
5. Develop the overall vision as well as define strategies, policies and action plan for each area of concern, such as, but not limited to maritime industry planning, product development, marketing and promotions, standards and accreditation, manpower development, investments, infrastructure, transportation, environment, culture, gender, and poverty reduction.
6. Recommend institutional mechanism for the shared responsibilities of national and local governments as well as the private sector in the implementation of the MIDP.
7. Recommend funding sources to implement the MIDP, including multi and bilateral organizations, official development assistance and public-private sector.
8. Prepare and present the draft and final MIDP to the MARINA and relevant agencies as well as various stakeholders at the national and local levels.

9. Prepare a Communications Strategy/Plan to inform, advocate and disseminate information on the MIDP.
10. Assist in the organization of discussion for and seminars at the national, regional and local levels to promote awareness and involvement of all stakeholders in the implementation of the MIDP.
11. Submit regular progress reports to the MARINA on the formulation of the MIDP.
12. Rendition of the necessary technical assistance in building support and creating joint collaboration between relevant government and industry stakeholders in the formulation of a short, medium and long term plan for the country's maritime industry; and,
13. Delivery of a continuing capacity building program for MARINA technical personnel on Strategic Planning or Roadmapping and Project Management workshops during the duration of the consultancy contract.

IV. QUALIFICATIONS FOR SHORT LISTING OF CONSULTANTS

1. Interested persons and/or entities must meet the minimum of each criterion and at least a total rating of 60% of all qualification requirements.

CRITERIA	WEIGHT	DOCUMENTARY REQUIREMENTS
1. EDUCATIONAL REQUIREMENT	10%	<u>A. Individuals</u> 1. Curriculum Vitae 2. TOR, Certificate of Completion or Diploma 3. Certification of Completed Projects
Relevant education/academic degree(s) of person / key personnel or team members.	Bachelor's Degree : 5% Master's Degree : 7% Doctoral Degree : 10%	
2. PROFESSIONAL EXPERIENCE AND TRAINING	10%	
Relevant work experience and training related to any one or more on the following: strategic planning, community organizing, regulatory reforms or roadmapping and similar activities with <i>government institutions</i> .	7 or more NGAs : 10% 5-6 NGAs : 6% 3-4 NGAs : 4% 1-2 NGA : 2%	
3. SPECIALIZATION	80%	
3.1 At least five (5) years of experience relating to maritime strategic planning; project management; organizational development, modernizing regulatory reforms; and designing capacity building programs for industry; research and policy development.	40%	
	10 years and up: 40% More than 6 years to less than 10 years : 35% 5-6 years : 30%	

3.2 Current experience on regional or international maritime industry trends and developments, (i.e. operations of international institutions; international conventions, agreements and codes) for at least two years.	10%	
	5 or more projects: 10% 3 - 4 projects: 7% 1 - 2 projects: 4%	
3.3 Must have rendered consultancy service to any government agency performing any one of the following areas: transportation, logistics, shipping, supply chain, maritime safety and security, marine environment, and other relevant areas of the maritime industry for at least five (5) years	30%	
	10 years up: 30% 6-9 years : 20% 5 years : 10%	

V. DELIVERABLES

The consultant is expected to deliver the following outputs:

1. **Conceptual Framework** (with **Execution plan** as specified in III.1.);
2. **Training Program** for MARINA Personnel on Strategic Planning or Roadmapping workshops and Project Management;
3. **Monthly Progress Reports** on the series of sectoral scoping, national roadmapping workshops and consultation meetings;
4. **Draft MIDP** based on sectoral scoping, national roadmapping workshops and consultation meetings to be conducted;
5. **Monitoring and evaluation scheme/system** for the effective implementation of the MIDP;
6. **Communication Plan** to ensure its widest dissemination to maritime government and private stakeholders; and
7. Draft **Executive Order** Adopting and Implementing the 10-year Maritime Industry Development Plan (MIDP).

VI. TIMELINE

The Consultancy shall be rendered for a maximum period of one (1) year reckoned from date of Notice to Proceed.

VI. INSTITUTIONAL ARRANGEMENTS

The consultant shall report directly to the Project Team Chairperson (MARINA Administrator) through the Director II of MARINA PPS.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

The approved budget for the Contract is **Five Million Pesos (P 5,000,000.00), inclusive of tax.**

VIII. TERMS OF PAYMENT

DELIVERABLES	% OF CONSULTANCY COST
1. Conceptual Framework of the MIDP with Execution Plan	End of the 1 st Month after commencement of the project 10% of the total contract price (inclusive of 12% VAT)
2. Design of the Training Program for MARINA Personnel.	
3. Monthly Progress Report (Month 1 to 5)	End of every month, 5% of the total contract price (inclusive of 12% VAT)
4. Draft Ten-Year Maritime Industry Development Program (MIDP)	End of 6 th month, 10% of the total contract price (inclusive of 12% VAT)
5. Monitoring and evaluation scheme/system;	
6. Communication Plan	
7. Draft Executive Order	
8. Monthly Progress Report (Month 7-9, 11)	5% of the total contract price (inclusive of 12% VAT)
9. Approval and acceptance by MARINA of the Final Draft MIDP	End of the 10 th month, 25% of the total contract price (inclusive of 12% VAT)
10. Submission of Final Report	End of the 12 th month, 10% of the total contract price (inclusive of 12% VAT)