

Project: RESOURCE PERSONS

**Facilitation and Presentation Skills Seminar
12-15 February 2019**

TERMS OF REFERENCE

I. Objective

To obtain the services of a subject matter expert for the Facilitation and Presentation Skills Seminar:

- Event : Facilitation and Presentation Skills Seminar
- Date : 06-08 May 2019
- Time : 8:00 am – 5:00 pm
- No. of Participants : 30 participants

II. Specifications

1. Has been involved in providing trainings and learning interventions for the past 10 years which includes Facilitation and Presentation Skills training in government and private offices.
2. Has conducted the same training for the past 3 years
3. Must submit proposed course outline for approval of the end user
4. Provision of lecture/course handouts, certificates, post program / terminal reports and supplies and materials for the participants

III. Others

Full payment upon completion of the training and submission of post learning report and copies of the summary and actual pre-test and post-tests.

IV. Approved Budget for the Contract (ABC)

Approved budget for the contract is Php 270,000.00 inclusive of all applicable taxes.

V. Mode of Payment

Thirty (30) working days upon receipt of Billing Statement.