

TERMS OF REFERENCE

Virtual Harmonized Gender and Development Guidelines Workshop Service Provider for the Conduct of the Virtual Harmonized Gender and Development Guidelines Workshop

I. RATIONALE

As part of the commitment of the TPB GAD Focal Point System (GFPS) to increase the knowledge and capabilities of the Technical Working Group on Gender and Development and to still observe physical/social distancing and to avoid mass gathering during this new normal, PHRDD would like to obtain services for the conduct of the activity below:

- Event : Virtual Harmonized Gender and Development Guidelines Workshop
- Time : 8:00am – 5:00pm
- No. of Participants : 25 pax
- Date : 05 March 2021
- Platform : Zoom

II. OBJECTIVE

- To assist TPB in complying with Section 36 of the Magna Carta of Women (MCW) mandates that the GAD budget shall be at least five percent (5%) of the agency's total budget appropriations.
- To capacitate the members of Technical Working Group in writing gender responsive project proposal for the agency.

III. QUALIFICATION OF BIDDER

A. Qualification of the Firm

1. Has been in the industry involved in providing training and learning interventions in government and private offices for at least three (3) years.
 - a. Submit Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable
 - b. Submit list of ongoing and completed government and private contract for the last (3) years whether similar or not similar in nature to the project. The format shall include the name of the agency, title of the project (identify if face-to-face or virtual), amount of the contract.
 - c. Submit copy of the Notice to Proceed or certificate of project completion for government contract and copy of the contract for private contract completed
2. Has the capacity to host virtual training using the Zoom platform. Submit proof of compliance.

B. Qualification of the Speaker

Must be a PCW certified trainer for the last 2 years

- Submit Certificate/Contract Agreement as PCW Trainer
- Submit CV using the TPF6 form

C. Qualification of the moderator/facilitator

Must have at least 1 year of experience as facilitator/moderator for the face to face or virtual training. Submit CV using the TPF6 form

IV. DELIVERABLES

1. Submit a detailed topic outline that is align with the workshop objectives, considering the following In-Session activities for the conduct of the workshop:

In-Session

1. Administer pre-test and post-tests.
2. Provide ice breaker activities during breakout sessions

2. Post-Session :

- a. Provision of certificates, post-program/terminal report, and raw file recordings of the whole learning session.
- b. Edited video of the whole learning session

3. Provision for Speaker

4. Provision for Mederator/facilitator - Zoom moderator will take care of the online training using zoom technology.

V. LEGAL DOCUMENTS

1. PhilGEPS Registration Certificate
2. Valid Mayor's permit / Business Permit
3. BIR Registration Certificate
4. Omnibus Sworn Statement
5. Company Profile

VI. Approved Budget for the Contract (ABC)

The Approved Budget for the Contract is **EIGHTY THOUSAND PESOS (PhP 80,000.00)** inclusive of all applicable fees and taxes. The winning bid shall be determined based on lowest calculated responsive bid. Provided that the amount of bid does not exceed the above mentioned approved budget. The deadline for submission of bids should be at a time and place specified in the request for quotation (RFQ).

VI. Terms of Payment

- Payment within 30 days upon full completion of the services and submission of invoice.