

TERMS OF REFERENCE
Service Provider for the Conduct of the
Women’s Month Celebration Online Forum

I. RATIONALE

As part of the commitment of the TPB GAD Focal Point System (GFPS) to increase awareness and appreciation of TPB personnel 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 : **Women’s Month Celebration Online Forum**
- Theme : We Make Change Work for Women
- Time : 1:00 pm – 5:00pm
- No. of Participants : 250 pax
- Date : 19 March 2021
- Platform : Zoom

II. OBJECTIVE

To increase awareness on good practices, gaps, challenges, and commitments in pursuing gender and development (GAD) and to strengthen implementation of the Magna Carta of Women.

III. QUALIFICATIONS:

- A. Has been involved in providing trainings and learning interventions or conducting fora in government and private offices for at least one (1) year.
- B. Can provide subject matter experts on the following topics based on the Beijing Platform for Action one hour per topic:
 - **Women and Health**
Women need to be healthy in order to realize their full potential. This includes proper nutrition, sexual and reproductive rights, and mental health, as well as freedom from violence.
 - **Women and the Environment**
Women are among the most affected by climate change. They are often the ones gathering water, fishing or farming land affected by flooding. Meanwhile, their voices are often ignored in environmental planning and management. They also have less access to land and productive resources.
 - **Education and Training of Women**
Education is essential for women to reach gender equality and become leaders of change. While women and girls today are far more educated than ever

before, gaps remain. Educated women benefit entire societies, contributing to flourishing economies and the improved health, nutrition and education of their families. Education and training are also tools to help change harmful gender stereotypes.

- C. Can provide a moderator/facilitator who has at least 1 year experience as facilitator/moderator in face to face or virtual training.
- D. Has a licensed zoom account capable of hosting the virtual forum. Submit proof of compliance.

IV. DELIVERABLES

1. In-Session:

- a. Zoom moderator / facilitator who will manage the virtual forum using zoom platform.
- b. Provide ice breaker activities during health break/s.
- c. Conduct a pre and post test

2. Post-session

- a. Provision of certificates within 5 calendar days from the conduct of the forum
- b. Submit post-program terminal reports including result of the pre and post test within 15 calendar days from the conduct of the forum
- c. Submit raw file recording and edited video of the whole learning session within 15 calendar days after the forum.

V. REQUIREMENTS

A. TECHNICAL

- 1. Submit a list of atleast one (1) subject matter expert per topic based on the specified topics with their Curriculum Vitae using TPF6 form subject to the approval of the end user:
 - Women and Health
 - Women and the Environment
 - Education and Training of Women
- 2. Submit Article of Incorporation, DTI, CDI, registration certificate, whichever is applicable
- 3. Submit list of ongoing and completed government and private contract for the past year 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.

4. Submit copy of the Notice to Proceed or certificate of project completion for government contract and copy of the contract for private contract completed.
5. Submit proof of license to use zoom.

A. LEGAL DOCUMENTS

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

IV. CRITERIA FOR EVALUATION

Proposal	Weight
Technical Proposal	85%
Financial Proposal	15%

Technical Bid/Proposal Criteria and Rating (80% passing score)

CRITERIA		Score	Rating
I.	Qualification of Subject Matter Expert who will be assigned to the Project	30 points	
	Required qualifications and experience of the key personnel in conducting customized learning content and program. <ul style="list-style-type: none"> ➤ 5 years and above relevant experience (30) ➤ More than 3 years but less than 5 years of relevant experience (20) ➤ 3 years of relevant experience (10) 		
II.	Experience and Capability	35 points	
	1. Has been involved in providing training and learning interventions and conducting fora in government and private offices: <ul style="list-style-type: none"> ➤ More than 3 years (10) ➤ Minimum 1 year (5) 2. Conducted virtual learning sessions or fora using zoom platform: <ul style="list-style-type: none"> ➤ 20 sessions and more (15) ➤ Above 10 but less than 20 sessions (10) ➤ Minimum of 10 sessions (5) 		

III.	Plan of Approach and Methodology	35 points	
	1.Ideas/ activities/ approach on how to effectively conduct the Forum		
	TOTAL	100 points	

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.