

**TERMS OF REFERENCE  
VAWC WEBINAR SERIES  
03, 06 and 09 December 2021**

**I. BACKGROUND**

As part of its Learning and Development Program, the Tourism Promotions Board (TPB) desires to conduct a virtual seminar as follows:

- Learning Program : **VAWC Webinar Series**
  - 1st-** Orientation on **RA 9262**-“Anti-Violence Against Women and Their Children Act of 2004”
  - 2nd -** Orientation on **RA 11313**-"Safe Spaces Act"
  - 3rd-** Orientation on **RA 10364**- “Expanded Anti-Trafficking in Persons Act of 2012”
  
- Schedule :
  - 1st – 03 December 2021 @ 1:30pm-3:00pm
  - 2nd – 06 December 2021 @ 1:30pm-3:00pm
  - 3rd – 09 December 2021 @ 1:30pm-3:00pm

With at least 1.5 hours of virtual learning sessions per day
  
- No. of Participants :
  - 50 pax on 03 December 2021
  - 50 pax on 06 December 2021
  - 50 pax on 09 December 2021

150 pax Total
  
- Platform : Zoom

**II. OBJECTIVES**

- A. To provide information on laws protecting women and girls and to feature VAW related services that people can access.
- B. To assess the current level of awareness and understanding of the TPB Personnel, GAD Focal Point System and Technical Working Group regarding RA 9262, RA 11313 and RA 10364.
- C. To increase the level of knowledge of the members of the GAD Focal Point System and Technical Working Group when it comes to RA 9262, RA 11313 and RA 10364.
- D. To present VAWC issues that occurred during the pandemic / quarantine period and to share their thoughts on how to prevent or either help the victims of VAW.
- E. To develop a directory brochure for the steps, procedures and contact details to be followed if have experienced violence that falls under the discussed laws to be disseminated to all personnel

### III. SCOPE OF WORK/DELIVERABLES

1. Design a customized proposal tailor-fit to the organization's needs and objectives not generic, one-size-fits-all materials including:
    - a. Course outline (should contain topics related to TPB's mandate and/or tourism).
  2. Design an evaluation instrument to be used to measure the knowledge or awareness of the participants based on the abovementioned objectives.
  3. Submit a statement of acceptability of the schedule of the abovementioned Scope of Deliverables.
- Pre-Session:
    1. Must submit a proposed course outline for approval of the end-user
  - In-Session:
    1. Administer pre-test and post-tests within the learning sessions;
    2. Zoom moderator and program management committee
  - Post-session:
    1. Provision of certificates, post-program/terminal reports, copy of presentations, third-level training effectiveness instrument, and raw and edited file recordings of the whole learning session

### IV. ELIGIBILITY REQUIREMENTS

#### A. Qualifications

1. Bidder must have at least three (3) years of experience in providing training and learning interventions in government and private offices.
  - a. Submit SEC registration and Article of Incorporation, DTI or CDA registration, whichever is applicable.
  - b. Submit a list of ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid within the past 3 years. The list shall include the name of the contract and brief description of the consulting services, the client, date of award of contract, amount of contract, contract duration. The contract awarded must be supported with a copy of the contract/PO, Notice of Award, Notice to Proceed, or Certificate of project completion, whichever is applicable.
2. Bidder must have conducted at least 10 virtual learning sessions using zoom platform.
3. Bidder must be able to provide the following key personnel that will take care of the online training using zoom technology:
  - a. Subject matter expert:

- list of subject matter expert,with their respective Curriculum Vitae.  
should have at least 3 years of experience in conducting learning sessions and have conducted at least 10 sessions about the topic.
  - conducted at least 10 virtual learning sessions using zoom platform.
  - Must be knowledgeable in the 3 topics  
-Submit certificates/any documentation that the SME is conducting the said topic/s
- b. List of key persons involved:
- project management team – minimum of 1 person as moderator, 1 subject matter expertwith respective work assignments during preparation and actual learning session and submit their curriculum vitaeusing the TPF6 Form.
  - must have at least 1 year of experience as facilitator/moderator for the face to face or virtual training.
4. Bidder must have Zoom account. Submit proof of licensed zoom account for use in this project that will host the entire online training.
5. Submit a proposed course outline.

## V. TECHNICAL CRITERIA

Bidders are required to make a 10-minute presentation of their proposal. The proposal shall be rated based on the following criteria:

### RATING SHEET

CRITERIA		Score	Rating
<b>I.</b>	<b>Firm Experience and Capability</b>	<b>30 points</b>	
	1 Has been involved in providing training and learning interventions in government and private offices: <ul style="list-style-type: none"> <li>➤ More than 3 years (15)</li> <li>➤ At least 3 years(10)</li> </ul> 2 Conducted virtual learning sessions using zoom platform: <ul style="list-style-type: none"> <li>➤ 20 sessions and above (15)</li> <li>➤ Above 10 sessions but less than 20 (10)</li> <li>➤ 10 sessions and below (5)</li> </ul>		
<b>II.</b>	<b>Qualification of Subject Matter Expert who will be assigned to the Project</b>	<b>30 points</b>	
	1 Experience in Conducting Learning Session <ul style="list-style-type: none"> <li>➤ 5 years and aboveconducting learning sessions (15)</li> <li>➤ More than 3 years but less than 5 years of conducting learning sessions (10)</li> </ul>		

	<ul style="list-style-type: none"> <li>➤ At least 3 years conducting learning sessions (5)</li> </ul>		
	<p>2 Conduct of Learning Session about the topic</p> <ul style="list-style-type: none"> <li>➤ Conducted more than 10 sessions (15)</li> <li>➤ Conducted 10 sessions and below (10)</li> </ul>		
<b>III.</b>	<b>Plan of Approach and Methodology</b>	<b>40 points</b>	
	<ol style="list-style-type: none"> <li>1. Bidder's proposal of the course outline; new strategies/ideas/activities during the actual learning session (20)</li> <li>2. Relevance of the customized topics to the organization's needs and objectives (15)</li> <li>3. Proof of licensed zoom account that will host the entire online training (5)</li> </ol>		
	<b>TOTAL</b>	<b>100 points</b>	

The contract shall be awarded to the bidder with the Highest/Single Rated Responsive Bid (HRRB/SRRB) to be determined using the Quality Cost Based Evaluation.

The Technical and Financial Proposal is given the following percent weight:

<b>T</b>	<b>Proposal</b>	<b>Weight</b>
	Technical Proposal	85%
	Financial Proposal	15%

#### **Technical Bid/Proposal Rating (80% passing score)**

#### **VI. Approved Budget for the Contract (ABC)**

The Approved Budget for the Contract is **NINETY THOUSAND PESOS (Php 90, 000 .00)** inclusive of all applicable fees and taxes.

#### **VII. Terms of Payment**

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

**\*\*\* Nothing Follows \*\*\***