

TERMS OF REFERENCE
Resource Speaker Management
2022 Women’s Month Celebration

I. BACKGROUND

In line with the annual celebration of the National Women’s Month pursuant to Presidential Proclamation Nos. 224 and 227 and Republic Act No. 6949, the Philippine Commission on Women (PCW) is spearheading various activities with the recurring theme “We Make Change Work for Women”, which aims to give due recognition to the contributions of Filipino women in our society.

The TPB GAD Focal Point System (GFPS) and PHRDD would like to obtain services for the conduct of the activity below:

- | | | |
|-----------------------|---|---|
| ▪ Event | : | 2022 Women’s Month Celebration Online Forum entitled: “Kumusta ka na, Juana” |
| ▪ Theme | : | We Make Change Work for Women |
| ▪ Time | : | 1:15 pm – 3:30 pm |
| ▪ No. of Participants | : | 200 pax |
| ▪ Date | : | 21 March 2022 |
| ▪ Platform | : | Zoom |

II. OBJECTIVES

1. To promote awareness that there is a celebration spearheaded by the government to commemorate and recognize the contribution of Women in the society.
2. To provide strategies and practices in improving environmental management.
3. To know the current status of women when it comes to mental health and sustainable economic empowerment.
4. To know basic ideas on what we can do to help those women suffering from mental health
5. To highlight the women who have champion in Mental Health Awareness, and Supporting Women’s Economic Empowerment through improving competitiveness and sustainability of women’s micro enterprises.
6. To discuss good practices, gaps, challenges, and commitments in pursuing gender and development (GAD).
7. To highlights women’s participation in battling the pandemic as well as discusses gender issues exacerbated by the pandemic.
8. To know the current status of women when it comes to mental health and sustainable economic empowerment.

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. Can provide two (2) subject matter experts **one for each** following topic:

WOMEN AND MENTAL HEALTH

Mental health is a prerequisite for physical health, and is strongly interlinked with other development factors such as poverty, work and economic growth or peace and justice. Mental health plays a key role in efforts to achieve social inclusion and equity, universal health coverage, access to justice and human rights, and sustainable economic development.

GREEN AND SUSTAINABLE PRACTICES FOR WOMEN ECONOMIC EMPOWERMENT

(Strategies to Improved Environmental Management)

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.

Supporting Women's Economic Empowerment seeks to advance the economic empowerment of women micro entrepreneurs (WMEs) and their workers through (1) improving competitiveness and sustainability of women's micro enterprises and (2) improving the enabling environment for women's economic empowerment.

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. Zoom and program moderator and program management committee
 - Post-session:
 1. Provision of certificates, post-program/terminal reports, copy of presentations, photos, and raw and edited file recordings of the whole learning session

IV. ELIGIBILITY REQUIREMENTS

- A. Qualifications of Firm
 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:
 - Must have at least two (2) years of experience in handling engagements similar to the given topics. Submit Curriculum Vitae of the Subject Matter Experts.
 - Each speaker must be knowledgeable in either of the given 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 expert with respective work assignments during preparation and actual learning session and submit their curriculum vitae using 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 |
|-----------|---|------------------|--------|
| I. | Firm Experience and Capability | 30 points | |
| | 1 Has been involved in providing training and learning interventions in government and private offices: | | |

| | | | |
|-------------|---|-------------------|--|
| | <ul style="list-style-type: none"> ➤ More than 3 years (15) ➤ At least 3 years (10) <p>2 Conducted virtual learning sessions using zoom platform:</p> <ul style="list-style-type: none"> ➤ 20 sessions and above (15) ➤ Above 10 sessions but less than 20 (10) ➤ 10 sessions and below (5) | | |
| II. | Qualification of Subject Matter Expert who will be assigned to the Project | 30 points | |
| | <p>1 Experience in Conducting Learning Session or Fora</p> <ul style="list-style-type: none"> ➤ 5 years and above conducting learning sessions (15) ➤ More than 3 years but less than 5 years of conducting learning sessions (10) ➤ At least 2 years conducting learning sessions (5) <p>Conduct of Learning Session/Engagement similar to the given topic.</p> <ul style="list-style-type: none"> ➤ Conducted more than 10 sessions-(15) ➤ Conducted 9 sessions and below (10) | | |
| III. | Plan of Approach and Methodology | 40 points | |
| | <ol style="list-style-type: none"> 1. Bidder's proposal of the course outline; new strategies/ideas/activities during the actual learning session (20) 2. Relevance of the customized topics to the organization's needs and objectives (15) 3. Proof of licensed zoom account that will host the entire online training (5) | | |
| | TOTAL | 100 points | |

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

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

| Proposal | Weight |
|--------------------|---------------|
| 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 **ONE THOUSAND PESOS (Php 100, 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.