



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-026-2023

Name of Project : **Procurement of Service Provider for the In – Person Conduct of Various Training on Gender and Development Program**

Approved Budget for the Contract : **P260, 000.00**

Deadline for Submission : **August 02, 2023**

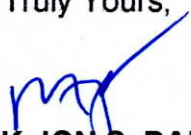
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, Professional License/Curriculum Vitae, and PhilGeps Registration Number.

Quotations shall be submitted in person to the Manager, Administrative Services Department, PPA Corporate Bldg., Bonifacio Drive, South Harbor, Port Area, Manila. Quotations/documents sent to any other department/s or email address will not be considered.

For further information, please refer to:

The BAC Secretariat, Philippine Ports Authority
5th Floor, PPA Bldg., Bonifacio Drive
South Harbor, Port Area, Manila
Telephone/Fax No. 527-4735
954-88-00 loc. 539
PPA Website: www.ppa.com.ph

Very Truly Yours,


MARK JON S. PALOMAR
Vice-Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

**TERMS OF REFERENCE
PROCUREMENT OF SERVICE PROVIDER FOR THE IN-PERSON CONDUCT
OF VARIOUS TRAINING ON GENDER AND DEVELOPMENT PROGRAM
(ASD-026-2024)**

I. INTRODUCTION

Based on the approved CY 2023 PPA Learning and Development Programs and Budget (LDPB), the PPA Training Institute (PPATI) has tentatively scheduled various trainings relative to Gender and Development (GAD) program.

	Title	Pax	Tentative Dates	Venue
1	Gender Analysis Tools	100	August 23-24, 2023	Manila
2	Harmonized Gender and Development Guidelines	100	September 5-7, 2023	
3	Gender Mainstreaming and Evaluation Framework	90	September 20-21, 2023	
4	GAD Agenda	90	October 4-5, 2023	
5	GAD Planning	120	October 24-26, 2023	

The GAD trainings are designed to promote gender equality and respect, and support non-violent norms within the organization. These trainings provide an overview of basic policies and procedures that organizations should have in place to support workplace equality and respect. They discuss organizational standards on strengthening recruitment practices; challenging attitudes that perpetuate sexism; increasing positive representation of women; and creating a welcoming environment, towards gender equality. They include specific and measurable actions to shift attitudes, behaviors, and beliefs in generating equality and respect for all. These trainings will empower each employee regardless of gender to know their rights, have a safe space where they can learn and work with ease, and be a person who can also protect their families from gender-based violence.

Gender Analysis Tools

Gender analysis is a crucial element in gender mainstreaming. This seminar aims to enhance appreciation of gender analysis as the process of asking essential questions to understand the differences of women and men in terms of gender needs and interests, capabilities, roles and responsibilities, access to and control of resources, benefits, and opportunities as well as constraints to participation and decision-making. The conceptual building blocks of gender analysis aim to generate an enhanced awareness of the factors behind gender issues and why they persist.

The seminar discusses gender analysis tools to surface gender issues among women and men, girls and boys in households and communities. It introduces gender analysis tools used to diagnose gender gaps in organizations and influence programs and projects to be gender-responsive.

Harmonized Gender and Development Guidelines

The Harmonized GAD Guidelines (HGDG), a tool co-developed by the Philippine Commission on Women and the National Economic and Development Authority, ensures that programs and projects undertaken by the government in various stages are gender-responsive. This seminar focuses on using the HGDG to integrate GAD elements in the programs and projects of government agencies. It also highlights how the results of HGDG are applied in preparing the GAD Plan and Budget and GAD

Accomplishment Report and in identifying strategies to address the gaps or missing elements. The seminar hopes to make its participants internalize the importance of HGDG in the gender-responsive project development cycle and realize that applying HGDG as a tool significantly influences the rest of the agencies' processes/programs to become gender-responsive.

Gender Mainstreaming and Evaluation Framework

This seminar focuses on gender mainstreaming as a strategy to implement gender equality policies and make it a fundamental value in development choices and institutional practice. Gender Mainstreaming ensures the recognition of gender issues on a sustained basis through the inclusion of a gender perspective in the design and implementation of plans and programs to carry out government mandates. It also reviews GAD-related mandates that are imperative and essential in fully understanding the basis and history of Gender and Development Approach in the country.

GAD Agenda

This seminar discusses the step-by-step guide in formulating the agency's GAD strategic framework and plan to achieve gender equality and women's empowerment. Part of the seminar is to apply gender analysis in identifying issues, goals, and strategies to mainstream gender perspective in the agency's plans, projects, and programs.

GAD Planning

Pursuant to Executive Order No. 273, issued on September 9, 1995, all government agencies, departments, bureaus, offices, and instrumentalities, including government-owned and controlled corporations, at the national level, sub-national and local levels, are directed to take appropriate steps to ensure the full implementation of the policies/strategies and program/projects outlined in the Philippine Plan for Gender Responsive Development as well as to institutionalize Gender and Development (GAD) efforts in government. As such, capacitating GAD Focal Point persons is necessary to enhance their skills in gender sensitivity, gender analysis, gender-responsive planning and budgeting, gender audit, promotion of non-sexist language, and other updates on GAD-related laws, policies, and instruments. Hence, GAD Planning Conference is conducted annually as part of the programming and budgeting activities in gender mainstreaming.

II. PROJECT DESCRIPTION

2.1 Project Duration

To cover a period of one (1) year.

2.2 Project Scope

The services to be rendered shall cover the training programs identified in Section I hereof.

III. OBJECTIVE

The objective of the identified GAD trainings are to:

1. recognize the importance of gender equality governance in promoting gender equality and respect;
2. create awareness about the need to promote equality between women and men to prevent violence;
3. promote gender equality in the organization where everyone has access to the same opportunities;
4. integrate gender equality into organizational strategic plans, policies and practices;

5. promote awareness of the rights of each individual regardless of gender; and
6. identify laws, policies, increase awareness on anti-sexual harassment rules and policies.

IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the minimum requirements stated below for the conduct of the GAD Training Programs:

4.1 Qualifications of Service Provider:

- 4.1.1 Provide subject matter experts (SMEs) who are members of the GAD Resource Pool (GR Pool) of the Philippine Commission on Women (PCW);
- 4.1.2 Directly negotiate with PPA thru the PPA Training Institute the terms of technical assistance/trainings to be rendered;
- 4.1.3 Must have an experience with government procurement bidding process;
- 4.1.4 Must have basic understanding of PPA's mandate and functions;
- 4.1.5 Must have implemented similar training for both public and private organizations;
- 4.1.6 Must have capability to implement both in-person and online training;
- 4.1.7 Must have at least five (5) years experience in-person training delivery and two (2) years online training.

4.2 The Subject Matter Expert/s (SMEs) assigned to deliver the training shall have the following criteria:

- 4.2.1 Must be a member of Gender and Development Resource Pool (GR Pool) and has a signed partnership agreement with the Philippine Commission on Women;
- 4.2.2 Must have served as a GAD Technical Adviser, module writer, researcher, project manager or resource person on any or all of the following topics: Gender Mainstreaming, Gender Sensitivity Training, Gender Analysis, and GAD Planning and Budgeting, among others;
- 4.2.3 Must have served as a Facilitator, Trainer, Resource Person or Speaker during GAD trainings, and
- 4.2.4 Capable of delivering training both in-person and online.

V. SERVICE PROVIDER RESPONSIBILITIES

- 5.1 Provide one (1) or two (2) subject matter experts to deliver each training.
- 5.2 Conduct the training on site/in person.
- 5.3 Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation.
- 5.4 Submit course design at least two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval.
- 5.5 Submit the electronic copies of the course modules, master copy of the participant's workbook, exercise forms and training handouts prior to the conduct of the training in accordance with PPA requirements.
- 5.6 Provide the participants the following:
 - electronic and hard copies of training handouts
 - electronic and hardcopy of certificate of training at most 10 working days after the conduct of the training, and
 - electronic and hard copy of Pre and Post-tests
- 5.7 Submit results of all related tests/evaluations/assessments to PPA through the Training Institute (PPATI) within ten (10) working days after end of each training.
- 5.8 Provide the online platform in the event the training will be conducted online due to uncontrollable situations.

- 5.9 Provide recording of the training sessions to PPA through the Training Institute (PPATI) in the event that it will be conducted online due to uncontrollable situations.
- 5.10 Perform other services necessary for the delivery of the training.

VI. PPA RESPONSIBILITIES

- 6.1 Provide the number of enrollees as stated.
- 6.2 Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem and transportation of participants.
- 6.3 Coordinate the training program; and
- 6.4 Issue a separate Certificate of Training to each participants.

VII. BUDGET

- 7.1 The following are the Approved Budget for the Contract:

	Title	Amount
1	Gender Analysis Tools	40,000.00
2	Harmonized Gender and Development Guidelines	40,000.00
3	Gender Mainstreaming and Evaluation Framework	60,000.00
4	GAD Agenda	60,000.00
5	GAD Planning	60,000.00
	TOTAL	260,000.00

- 7.2 Funding shall be chargeable against CY 2023 Learning and Development Programs and Budget.

Approved by:


MARYGENE F. MONTENEGRO
 Manager
 PPA Training Institute