

**TERMS OF REFERENCE
PROCUREMENT OF SERVICE PROVIDER FOR THE
CONDUCT OF THE**

**VIRTUAL ORIENTATION ON ACCESSIBILITY LAW (BATAS PAMBANSA BILANG 344)
(BAC-PGCS-040-2021)**

I. INTRODUCTION

Based on the approved CY 2021 PPA Learning and Development Programs, the Training Institute (PPATI) has tentatively scheduled to conduct the Virtual Orientation on Accessibility Law (Batas Pambansa Bilang 344).

The said activity is designed to increase awareness and understanding of the different disability issues and promote barrier-free services responsive to the needs of the Persons With Disabilities (PWDs). It discusses disability perspectives and laws, categories of disability, and proper techniques in assisting persons with disabilities.

In compliance to provision No. 11.6 of PPA Memorandum Circular No. 22-2020 which states that, '*Trainings, meetings with external clients, activities, gatherings and all events may be conducted using various virtual platforms*', PPATI will be implementing these training programs through online delivery.

Program	Tentative Date	No. of Participants	No. of Hours
Virtual Orientation on Accessibility Law (Batas Pambansa Bilang 344)	October 2021	40-50 pax	16 hours

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 initially cover the training programs identified in Section I hereof.

III. OBJECTIVE

The objectives of the Virtual Orientation on Accessibility Law are as follows:

1. to gain knowledge on the statistics involving persons with disabilities;
2. identify laws and policies concerning disabilities;
3. increase understanding of disabilities and persons with disabilities;
4. increase awareness on the rights and privileges of persons with disabilities;
5. respond accordingly to the needs of persons with disabilities; and
6. identify human rights violations against people with disabilities.

IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the requirements stated below for the conduct of the above-mentioned program:

4.1 Qualifications of Service Provider:

1. Could provide an accredited resource person and subject matter expert who can deliver technical assistance services to requesting National Government Agencies, Local Government Units and other entities;
2. Could directly negotiate with requesting entity the terms of technical assistance to be rendered; and
3. Ensure that technical assistance conducted for the requesting entity is properly evaluated and assessed.

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

1. Must be a member or an accredited resource person or has signed partnership with any government unit or institution handling accessibility and disability affairs of Persons With Disabilities (PWDs);
2. Must have served as an accessibility and disability Technical Adviser, module writer, researcher, project manager or resource person on any or all of the topics on Accessibility Law (**Batas Pambansa Bilang 344**) and its Amended Implementing Rules and Regulations;
3. Must have served as a Facilitator, Trainer, Resource Person or Speaker during above-mentioned program and/or similar programs; and,
4. Capable to deliver training thru online/virtual/web-based platforms.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Conduct the training thru a virtual/online/web-based lectures, presentation and discussions, workshops and exercises
2. Provide the applicable virtual/online/web-based platform for training delivery.
3. The virtual/online/web-based platform should be readily available and user-friendly.
4. Provide technical assistance during the virtual/online/web based training.
5. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation.
6. Ensure that the Course Design developed by the PPA Training Institute be followed subject to the agreement during the pre-training meeting.
7. 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.

8. Provide the participants the following:
 - electronic copy of training handouts
 - electronic and hardcopy of certificate of training, and
 - electronic Pre and Post-tests
9. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI).
10. Provide recording of the training sessions to PPA thru the Training Institute (PPATI).
11. Perform other services necessary for the delivery of the virtual/online/web-based training.
12. Accept the agreed package payment regardless of the number of participants.

VI. PPA RESPONSIBILITIES

1. Provide the number of enrollees as stated.
2. Ensure that each participant has laptop with webcam and stable internet connection.
3. Pay the service provider as per contract and/or agreement.

Approved by:


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