



REQUEST FOR QUOTATION
(Small Value Procurement)
ASD-024-2024

Name of Project: **Procurement of Service Provider for the In-Person Conduct of Harmonized Gender and Development Guidelines and GAD Agenda**

Approved Budget for the Contract : **₱ 600,000.00**

Deadline for Submission : **April 26, 2024**

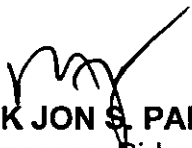
Please quote your best quotation in line with the attached specifications. Suppliers are required to submit their valid and current Mayor's/Business Permit, PhilGeps Registration Number, Professional License/Curriculum Vitae, Income/Business Tax Return, Omnibus Sworn Statement and Secretary's Certificate/Special Power of Attorney.

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
Chairperson, Bids and Awards Committee
Procurement of Goods and Consultancy Services

TERMS OF REFERENCE
PROCUREMENT OF SERVICE PROVIDER FOR THE IN-PERSON CONDUCT
OF HARMONIZED GENDER AND DEVELOPMENT GUIDELINES AND GAD AGENDA
(ASD-024-2024)

I. INTRODUCTION

Based on the approved CY 2024 PPA Learning and Development Programs and Budget (LDPB), the PPA Training Institute (PPATI) has tentatively scheduled the conduct of the training on Harmonized Gender and Development Guidelines and GAD Agenda on the following schedules:

Title	Tentative Dates	Venue	Target Participants
Harmonized Gender and Development Guidelines	July 30-31, 2024 (Batch 1)	Manila	HO/Manila-based personnel 100 Participants
	August 13-14, 2024 (Batch 2)		HO/Manila-based personnel 100 Participants
GAD Agenda	August 19-20, 2024 (Batch 1)	Manila	HO/Manila-based personnel 100 Participants
	September 17-18, 2024 (Batch 2)		HO/Manila-based personnel 100 Participants

Harmonized Gender and Development Guidelines

Republic Act No. 7192, also known as the Women in Development and Nation-Building Act, directs all government agencies to institute measures that would eliminate gender bias in government policies, programs, and projects, ensuring that women are given the means to participate fully in development and nation-building. An additional mandate from the Philippines Plan for Gender Responsive Development (PPGD) envisions a society that promotes gender equality, women’s empowerment, and human rights promotion, among other development goals.

Complying with RA 7192, the National Economic and Development Authority (NEDA) and the National Commission on the Role of Filipino Women (NCRFW), in conjunction with various Philippine government agencies, produced the Guidelines for Developing and Implementing Gender Responsive Programs and Projects to assist implementing agencies in integrating gender and development perspective in development in planning processes and various stages of the project cycle. However, Philippine government agencies had been contending with overlapping GAD checklists for project development, implementation, and monitoring and evaluation, thus the NEDA and Official Development Assistance - Gender and Development Network (ODA-GAD) agreed to harmonize GAD requirements. The Harmonized Gender and Development Guidelines (HGDG) was then developed to provide a common set of guidelines for Philippine government agencies, ensuring that programs and projects undertaken by the government in the various stages of the project cycle are gender responsive. Hence, the PPA capacitates its GAD focal point persons on the use of the HGDG.

This 16-hour course is designed to provide participants with understanding of incorporating GAD perspectives in the development planning processes and various stages of a project

cycle. It discusses gender analysis and identification of gender issues at the program and project level and GAD integration at the project proposal development, project implementation, and management levels. It focuses on the use of HGDG checklists to integrate GAD elements into programs and projects.

GAD Agenda

In keeping with the Joint Memorandum Circular No. 2012-01 issued by the Philippine Commission on Women (PCW), NEDA, and Department of Budget and Management (DBM), on localization of the Magna Carta of Women (MCW) and the revised guidelines for the preparation of annual GAD Plan and Budget (GBPs) and GAD Accomplishment Reports (ARs), the PCW calls the agencies to facilitate the use of the procedures to ensure that agencies' collective efforts result in more meaningful and strategic outcomes that will significantly contribute to the desired positive changes in the status and condition of Filipino women, particularly the poor and marginalized. This course is developed to promote the formulation of the GAD strategic framework and plan to achieve organizational goals on gender equality and women's empowerment.

This 16-hour course covers the formulation of the components of the GAD strategic framework and plan, such as the GAD vision, mission and goals, prioritizing gender issues per GAD goal, outlining GAD outcomes, indicators, baseline data and targets per GAD goal, and translating GAD outcomes into GAD plans, projects, and activities (PAPs).

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

Harmonized Gender and Development Guidelines

The participants shall be able to develop programs and projects considering the harmonized GAD guidelines.

GAD Agenda

The participants shall be able to analyze the outcomes of the GAD programs and projects implemented in the past years and measure their impact, outcome, and output using the Gender Equality and Women Empowerment (GEWE) or Compendium indicators.

IV. SCOPE OF SERVICES AND REQUIREMENTS

The Service Provider contracted shall follow the minimum requirements stated below for the conduct of the Harmonized Gender and Development Guidelines and GAD Agenda:

4.1 Qualifications of Service Provider:

1. Provide subject matter experts (SMEs) who are member of the GAD Resource Pool (GR Pool) of the Philippine Commission on Women (PCW);

2. Directly negotiate with PPA thru the PPA Training Institute the terms of technical assistance/trainings to be rendered;
3. Must have an experience with government procurement bidding process;
4. Must have basic understanding of PPA's mandate and functions;
5. Must have implemented similar training for both public and private organizations;
6. Must have capability to implement both in-person and online training;
7. Must have at least five (5) years experience of in-person training delivery and two (2) years for online training.
8. Must have no existing service contract with or within PPA.

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

1. Must be a member of GR Pool and has a signed partnership agreement with PCW;
2. Must have served as a GAD Technical Adviser, module writer, researcher, project manager or resource person of any or all of the following topics: GAD Agenda, Harmonized Gender and Development Guidelines, Gender Mainstreaming, Gender Sensitivity Training, Gender Analysis, and GAD Planning and Budgeting, among others;
3. Must have served as a Facilitator, Trainer, Resource Person or Speaker during GAD trainings; and
4. Capable to deliver both in-person and online training.

V. SERVICE PROVIDER RESPONSIBILITIES

1. Provide one (1) subject matter expert to deliver the training;
2. Conduct the training on site/in-person;
3. Communicate the training engagement protocols to PPA thru the Training Institute (PPATI) prior to training implementation;
4. Submit course design two (2) weeks prior to the conduct of training in accordance with PPA requirements for approval;
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 training in accordance with PPA requirements;
6. Provide the following to the participants:
 - electronic copy of training handouts
 - electronic and hardcopy of certificate of training at most 10 working days after the conduct of the training, and
 - electronic and hardcopy of Pre and Post-test;
7. Submit results of all related tests/evaluations/assessments to PPA thru the Training Institute (PPATI);
8. Provide the online platform in the event the training will be conducted online due to uncontrollable situation and provide the recording of the training sessions to PPA through the Training Institute (PPATI); and
9. Perform other services necessary for the delivery of the training.

VI. PPA RESPONSIBILITIES

1. Coordinate the training program;
2. Provide the number of enrollees as stated;
3. Provide the meals, training venue, relevant supplies and equipment, and accommodation, per diem and transportation of participants;

4. Shoulder the accommodation and transportation of one (1) SME for trainings to be conducted outside Metro Manila. Meals (outside training hours) and other incidental expenses shall be shouldered by the SME;
5. Record the session for documentation purposes;
6. Issue a separate Certificate of Training to each participants; and
7. Pay the service provider as per contract.

VII. BUDGET

7.1 The following are the Approved Budget for the Contract:

Title	Batch	Amount
Harmonized Gender and Development Guidelines	1	150,000.00
	2	150,000.00
GAD Agenda	1	150,000.00
	2	150,000.00
TOTAL:		600,000.00

7.2 Funding shall be chargeable against CY 2024 Learning and Development Programs and Budget.

Approved by:


MARYGENE F. MONTENEGRO
 Manager
 PPA Training Institute

TPMD/PMTS
 DFMF /ANC /jbl/GAD