

RFQ NO.: 2015-11-001
 RFQ TYPE: Consultancy

DATE: November 6, 2015

REQUEST FOR EXPRESSION OF INTEREST

- The John Hay Management Corporation (JHMC), through its Bids and Awards Committee (BAC) and approved Annual Procurement Plan (APP) for 2015 invites qualified service providers (trainors) to submit eligibility documents with the total Approved Budget for the Contract (ABC) at Php 270,000.00 for the Procurement of Consultancy Services for Various JHMC Gender and Development (GAD), as described below:

DESCRIPTION	QTY	Unit	ABC
Procurement of Consultancy Service for the following trainings			
a. Violence Against Women and Children (VAWC)	1	Lot	Php 80,000.00
b. Gender Sensitivity Training (GST) from November 23-24, 2015 (Tentative)	1	Lot	Php 80,000.00
c. Gender Responsive Planning (GRP) from November 23-25 and December 7-8, 2015	1	Lot	Php 110,000.00

Bidders may bid in one or all. Bids received in excess of the ABC shall be automatically rejected.

- JHMC now invites interested service providers(trainors) for the submission of eligibility, technical and financial proposal for the above-mentioned activities. The Terms of Reference (TOR) can be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of JHMC or may be secured from the Head of the BAC Secretariat
- This procurement shall be conducted in accordance with the Revised Implementing Rules and Regulations of Republic Act No. 9184.
- The price proposal shall be in Philippine Pesos, inclusive of all taxes.
- Interested proponents must submit their eligibility, technical and financial proposal on or before November 16, 2015, 10:00 AM to the address below:

Head, BAC Secretariat
 John Hay Management Corporation
 Cottage 627, Camp John Hay, Baguio City

- The proposal shall contain the following:
 - Eligibility:
 - Mayors Permit;
 - PhilGEPS Certificate;
 - Registration Certificate;
 - Technical:
 - Consultant's / Company Profile, which ever is applicable, highlighting design and execution of training programs at different levels;

- Curriculum vitae
- Financial Proposal

7. The evaluation shall be based on the quality-cost based evaluation (QCBE). The technical proposal will be rated as follows:

Evaluation Criteria	Percent Distribution	Minimum Score
Applicable experience of the Consultant/Consulting Firm	45%	30%
Qualification of personnel who may be assigned to the job	40%	28%
Current Workload relative to job capacity	15%	10%

8. The delivery period shall be based on the scheduled dates of training stated in the Terms of Reference (TOR) upon receipt of the approved Job Order and the delivery site shall be at the aforementioned address.
9. JHMC reserves the right to accept or reject any quotation; to annul the bidding process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders; to waive any minor defects or infirmities therein; and to accept such quotation as may be considered advantageous to the government.

Approved for Posting:



Atty. Michelle T. Regala-Niebres
BAC Chairperson

TERMS OF REFERENCE (TOR)

PROCUREMENT OF CONSULTANCY SERVICES FOR VARIOUS GENDER AND DEVELOPMENT (GAD) INFORMATION DISSEMINATION AND CAPABILITY BUILDING ACTIVITIES

I. BACKGROUND

Art. II, Sec. 14, 1987 of the Philippine Constitution provides that "The State recognizes the role of women in nation-building, and shall ensure the fundamental equality before the law of women and men." Art. XIII, Sec. 14, 1987 of the same states that "The State shall protect working women by providing safe and healthful working conditions, taking into account their maternal functions, and such facilities and opportunities that will enhance their welfare and enable them to realize their full potential in the service of the nation."

Efforts to make governance gender responsive are promoted through various legislation which mandates non-discriminatory and pro-gender equality and equity measures to enable women's participation in the formulation, implementation, and evaluation of policies, plans, and programs for national, regional, and local development.

The Philippine Framework Plan for Women (FPW) indicated actions planned for gender responsive governance to be undertaken by government agencies, LGUs and civil society as follows:

On mainstreaming Gender and Development (GAD) in the bureaucracy –

1. Enforce compliance to GAD mainstreaming policies
2. Enhance existing structural mechanisms to accelerate mainstreaming of GAD
3. Localize GAD mainstreaming efforts
4. Enhance capability of local and regional GAD practitioners/ trainers to deliver GAD programs
5. Strengthen linkages and partnerships among various partners

On enhancing women's leadership roles and participation in decision-making–

1. Ensure equal representation of women in decision-making process at the local, national and international levels
2. Promote gender-responsive management and transformative leadership

On strengthening women's role in promoting gender-responsive governance –

1. Enhance role of women's organizations in anti-corruption programs
2. Enhance women's role in peace building and conflict resolution

In its attempt to strengthen the capacity of the state in its gender development initiative in 2013, John Hay Management Corporation strives to contribute in promoting the significant role of women in advancing national development. Conversely, the essential role of doing research prior to adopting and designing gender-responsive initiatives is also recognized

by the agency. As such, this paper presents the results of the field interviews conducted to community members of the eleven (11) barangays within the Camp John Hay Reservation Area. Field interviews were conducted to identify and assess gender-related needs of the communities and to determine the likelihood of establishing partnerships with existing political (barangay council) and social (civil society organizations) institutions within the barangays towards a guaranteed sustainable GAD endeavor.

The allowed projects that have been implemented under the GAD budget include providing health services, **advocating and disseminating information on gender issues, building capacity and providing technical assistance on GAD and other gender issues**, establishing or improving service facilities for women, issuing policies on gender, establishing databases and mechanisms for reporting on gender issues, improving awareness of gender issues when undertaking development planning at the national and local levels, and revising textbooks to remove social and gender stereotypes.

II. OBJECTIVES

Through individual and group activities, the participants will be able to identify and develop the technical skills needed in integrating gender concerns into the development planning process, as part of mainstreaming in the Gender and Development (GAD) Program.

Specifically the activity aims to develop the capacity of the JHMC as an organization on the following:

1. Define gender, development and gender mainstreaming.
2. Define and appreciate the framework for gender responsiveness planning.
3. Identify gender needs.
4. Identify the stages and entry points to gender mainstreaming.
5. Assess the following and give recommendations on the following:
 - a. JHMC's GAD Plan
 - b. JHMC's gender responsiveness
6. Identify where to integrate and incorporate gender mainstreaming in the JHMC and in its programs, projects and activities (PAPs).
7. Prepare an action plan for gender mainstreaming.

III. DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

- a. Conduct of customized Training Course on Gender Sensitivity (GST) and Gender Responsive Planning (GRP) for JHMC and other stakeholders.
- b. Provision of technical guidance on establishing the GAD issues and gender gaps. Specifically, the said technical guidance covers the following:
 - i. conduct of writeshops/ workshops;

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- ii. review of the outputs of the said writeshops/ workshops; provision of inputs for improvements; and
 - iii. checking of JHMC-GAD plans.
- c. Provision of final assessment report one (1) week after the activity.

IV. CONSULTANCY COMPONENTS AND METHODOLOGY

The following will be utilized to enhance learning through but not limited to the following modes:

- Lecture/discussion through PowerPoint presentation
- Group dynamic activities– activities that would keep the participants on their toes and would facilitate the internalization of lessons and insights gained from the discussions.
- Workshops
- Group sharing/discussion
- Video clips

V. PROPOSED BUDGET FOR THE CONTRACT (ABC)

The total budget for the consultancy service for the various activities amounts to Two Hundred Seventy Thousand Pesos (PhP 270,000.00) inclusive of tax.

Particulars	Participants	Consultancy Cost
Professional Fee (Trainer)		
Training on Violence Against Women and their Children	JHMC Employees, Locators and other stakeholders	80,000.00
Professional Fee (Trainer) for Two (2) days		
Gender Sensivity Training- November 23-24, 2015 (tentative)	JHMC Employees, Locators and other stakeholders	80,000.00
Professional Fee (Trainer) for four (4) days- Gender Responsive Planning		
Gender Responsive Planning 1st Batch- November 23-24, 2015 (tentative)	JHMC Employees- General	55,000.00
Gender Responsive Planning 2nd Batch- December 7-8, 2015 (tentative)	JHMC Employees- Management	55,000.00
Total Budgetary Requirement		270,000.00

VI. PROJECT TERMS AND CONDITIONS

A. The Consultant shall:

- a. Organize a team who will conduct the project within the agreed timeframe;
- b. Prepare the program and course designs for all the training and workshop activities;
- c. Provide one (1) set of training materials for reproduction by the JHMC, for each course to be conducted;
- d. Provide resource persons and facilitator/documenter;
- e. Provide certificates to qualified participants of workshop conducted; and
- f. Provide technical advice and guidance to counterpart team in the formulation of GAD plans.

B. The JHMC shall:

- a. Designate a counterpart support team who will work closely with the project team regarding technical and administrative requirements of the project, including the monitoring of the progress of the various project activities;
- b. Provide logistical requirements of the project such as training and meeting venues, accommodation (when necessary), equipment (LCD projector with desktop or laptop), supplies, reproduction of training materials for participants, and meals and snacks of participants and resource persons;
- c. Provide or reimburse transportation expenses (local transportation, airfare) of the resource persons from office address to training/ meeting venue and vice-versa, if applicable;
- d. Ensure implementation of relevant project activities and provide policy support;
- e. Ensure availability and participation of concerned staff/participants during the conduct of training courses and other activities necessary in the course of the project;
- f. Pay the professional fee, inclusive of 12% VAT, after each workshop in accordance with the following schedule:

Particulars	Consultancy Cost
Professional Fee (Trainer)	
Training on Violence Against Women and their Children	80,000.00
Professional Fee (Trainer) for Two (2) days	
Gender Sensivity Training- November 23-24, 2015 (tentative)	80,000.00
Professional Fee (Trainer) for four (4) days- Gender Responsive Planning	
Gender Responsive Planning- General Employees 1st Batch- November 23-24, 2015 (tentative)	55,000.00

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Particulars	Consultancy Cost
Gender Responsive Planning 2nd Batch- December 7-8, 2015 (tentative)	55,000.00
Total Budgetary Requirement	270,000.00

VII. CONTRACT TERM

The Contract shall remain in force and in effect until the full delivery of the requirements and acceptance by the JHMC, subject to extension should the need be determined.

VIII. INCIDENTAL EXPENSES

Allowable expenses necessary for the implementation of the project shall be shouldered by JHMC.