



DELIVERY: effective immediately upon receipt of NTP/Contract

TERMS OF PAYMENT: within thirty (30) days upon submission of post-activity report

PRICE VALIDITY: 60 days from date of quotation/proposal

\_\_\_\_\_  
*Company Name*

\_\_\_\_\_  
*Print Name and Signature of Authorized Representative*

\_\_\_\_\_  
*Designation*

\_\_\_\_\_  
*Company Tel./Fax/Mobile No.*

\_\_\_\_\_  
*Date*

## TERMS OF REFERENCE FOR FACILITATOR/RESOURCE PERSON

The Training Facilitator/Resource Person is expected to perform the following tasks:

- design and develop the sessions on day 1 as described in the program, including preparation of all instructional materials (4 hours)
- facilitate the sessions of day 1 and train the participants on Adult Learning as well as proper presentation and facilitation skills for 3 batches (8 hours per day);
- prepare and propose a post-intervention evaluation (1 hour)
- prepare a report based on the evaluation, including recommendations on possible next steps (3 hours)
- attend coordination and preparatory meetings with OWWA (4 hours)

To train the new PDOS Providers and Trainers on Adult Learning Perspective, Presentation Skills and Methodology and Facilitating Learning.

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The training shall be held at the OWWA Multi-Purpose Hall, 10<sup>th</sup> Floor, OWWA Building, Pasay City. Expected number of participants is 115.

| Schedule |                        |                   | Participants         |                              |
|----------|------------------------|-------------------|----------------------|------------------------------|
| Week     | Tentative Target Dates | Time              | Type of Participants | Expected No. of Participants |
| 1        | 10 October 2023        | 8:30 AM – 5:30 PM | Seabased             | 40                           |
| 2        | 17 October 2023        | 8:30 AM – 5:30 PM | Seabased             | 40                           |
| 3        | 24 October 2023        | 8:30 AM – 5:30 PM | Landbased            | 35                           |

The following Timetable, activity and output deadlines shall be observed by the training facilitator/resource person:

| PERIOD/DEADLINE   | ACTIVITY/DELIVERABLE   |
|---|--|
| Upon receipt of Notice of Award and completion of documentary requirements      | Signing of contract and commencement of preparatory activities   |
| 10 October 2023;<br>17 October 2023<br>24 October 2023                          | Implementation of PDOS Training of Trainers<br><i>Note: The Training facilitator/ Resource person shall facilitate only the 1st day of the 3 batches of PDOS ToT</i> |
| 27 October 2023   | Submission of post-activity report to OWWA   |
| Payment shall be within 30 days upon submission of post-activity report to OWWA |  |

- With expertise of at least 25 years relevant experience, in learning and development, specifically in the design and facilitation of training, to include training of trainers/facilitators;
- Practitioner of adult learning principles and conditions and, proficient in the use of the adult learning approach and methodology;
- Involvement in the design of the PDOS and PDOS materials, as well as in the conduct of training of trainers for PDOS service providers for more than ten (10) years



GEMMA G. DIGO

Head, PDOS Development and Monitoring Unit (PDMU)