



BIDS AND AWARDS COMMITTEE

SUPPLEMENTAL BID BULLETIN NO. 01

18 February 2025

***PROPOSAL FOR THE TRAINER/FACILITATOR IN THE CONDUCT OF
2024 PRE-DEPLOYMENT TRAINING PROGRAM FOR OWWA OFFICERS***

This Supplemental Bid Bulletin No. 01 is issued to clarify issues in the Request for Price Quotation. This shall form an integral part of the Request for Price Quotation:

Please see attached Terms of Reference (TOR).

For guidance and information of all concerned.

Atty. EDELYN A. DUNGAN-CLAUSTRO
Director IV, AFMO/BAC, Chairperson

Terms of Reference (TOR)
**2024 CAPABILITY-BUILDING OF PERSONNEL
IN THE DELIVERY OF OWWA's PROGRAMS AND SERVICES AT POST**

I. Rationale

Republic Act 10801 or the Overseas Workers Welfare Administration (OWWA) Act stipulates that the OWWA shall be one of the principal agencies of the State to serve and promote the rights, interest and welfare of the OFWs and their families.

Section 26(b) of the law mandated OWWA to manage programs and implement the delivery of welfare services to its members, both local and overseas, supported by advocacy and information campaign programs.

Since, 1987 OWWA has been present in various Posts to ensure the delivery of its programs and services to OFWs especially to its members and their families. To date, OWWA is present in 34 Posts in 24 countries with high concentration or presence of OFWs. There are 98 OWWA personnel composed of welfare officers and administrative staff that implements OWWA programs and services. The tour-of-duty of welfare officers is 5 years while the administrative staff serve for 3 years.

With the enactment of Republic Act 11641 or the Department of Migrant Workers Act (DMW), OWWA is now an attached agency of the DMW and the Philippine Overseas Labor Office (POLO) is renamed as the Migrant Workers Office (MWO). The OWO is under the operational structure of the MWO. The DMW is still in the process of updating their internal and external systems, processes and procedures relative to their operations in country and at Post.

Section 15 of the DMW Act stated that the MWO shall absorb all the powers, existing functions and of the POLO, Office of the Social Welfare Attaché, and the powers and functions of existing ATN units of Foreign Service Posts with regard to OFWs in the embassies and consulates.

In our effort to provide unhampered, responsive and timely services to the OFWs, OWWA conducts annual trainings for its personnel for deployment. This is to equip the OWWA personnel with concrete knowledge, information and skills in the delivery of services at Post. Those who were previously deployed have to undergo refresher training to keep abreast of the new developments, programs, policies and information relative to overseas operations and case management.

II. Objectives

By the end of the training, the following objectives should be met:

1. Enable the trainees to learn and understand the frameworks on migration and development, bilateral and multi-lateral agreements with other countries, international conventions, instruments and commitments of the Philippines;

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2. Enhance their understanding of the Philippine Foreign Service Post, the joint circular on One-Country Team Approach (OCTA) and the Philippine labor diaspora;
3. Distinguish the delineation of the roles and functions of the Embassies, Consulates, MWOs and OWWA at the Foreign Service Posts;
4. Enable the designated Welfare Officers and Administrative Staff to carry-out their roles and functions as provided in Section 15 of RA 10022, otherwise known as An Act Amending RA8042-Migrant Workers and Overseas Filipinos Act of 1995 and RA 10801, series of 2016;
5. Manage their work performance, health and wellness, attitude and overall mindset for them to be able to work expeditiously and harmoniously in a stressful and highly-fluid environment and enable them to complete their period of overseas assignments;
6. Equip with the knowledge and skills in the management of cases and various requests for assistance;
7. Articulate the programs and services of OWWA;
8. Expose the trainees on public speaking and observe good conduct, behavior and decorum of government officials and employees;
9. Actualize the learning during the training through immersion with various offices in OWWA and DMW; and
10. Through the series of lectures, activities, simulations, demonstrations, and group processing sessions, the trainees will undertake hands-on counseling approaches and skills. This will provide a space for self-processing activities and experiential learning. Trainees will enable to have in-depth insight of the values, characteristics and skills of a counsellor; gain competence in identifying a person in crisis and in applying counselling technique; will widen perspective and hone skills in dealing with issues related with familial relationships of migrants; and to incorporate learning on small group processing and facilitation skills to actual work scenarios.

III. Target Participants

Batch 1: November 2024- Immersion Program/ Pre-Deployment Training Session February 2025- Classroom Training, Protocol and Social Graces

30 OWWA organic personnel will be trained:

- Designated Welfare Officers
- Designated Administrative Staff
- OWWA personnel who will be in the pool of potential Welfare Officers/ Admin Staff

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IV. Training Components

This activity shall be conducted in two (2) batches. It should have some components specific to “first timers” and “previously-deployed” personnel who have been issued Assignment Orders by the DMW Secretary and potential employees to be part of the pool of Welfare Officers and Administrative Staff.

The training shall be composed of the following:

- **Classroom Training** - A compulsory capacity-building activity for “first-timers” intended for OWWA personnel who will be assigned to Philippine Foreign Service Posts (FSPs). It is conducted inside a classroom setting and facilitated by in-house resource persons and invited speakers and lecturers from partner agencies.
- **FSI Pre-Deployment Orientation Seminar (PDOS)** - A 10-day training module for “first-timers” required by the Department of Foreign Affairs (DFA) as a prerequisite to the request for accreditation/acceptance of their overseas assignment. This is conducted by the Foreign Service Institute (FSI) at the DFA, scheduled on 1st Quarter of 2025.
- **On-The-Job/Hands-On Training and Mentoring Sessions** — Individual/actual supervised work performance in the following OWWA key result areas: Program Implementation, Repatriation and Related Assistance, Para-Legal Counselling and SEnA Process (Single Entry Approach) which is one effective method of facilitating settlement of case disputes, Administrative and Finance Matters, and Membership Processing, to ascertain the basic and core competency levels of the Welfare Officer and Administrative Staff-Designates and identify and address their skills gaps. This also serves as an immersion program.
- **Retooling/Re-Orientation** — To refresh “previously-deployed” personnel sharpen their skills and knowledge on new laws, policies and standards relating to migration and development, both within the international and Philippine framework. All previously-deployed foreign service personnel are required to attend the first eight (8) days of the Classroom Training.
- **Stress Management Training** - A required 4-day live-in training for “first timers” that will equip the participants with principles, tools and techniques in stress management for positive relations with co-workers and clients, and individual health and wellness.

Participants who were previously-deployed and slated for new assignments are not required to attend sessions, but may participate to acquire new skills and techniques for application in their new assignments.

- **Other activities such as Language Training**, visits to the relevant Department of Migrant Workers units and other immersion arrangements will be accommodated as the schedule permits.


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V. Output Derivatives

A training director/ consultant is hereby proposed to:

1. Lay-out a comprehensive training design for the 2024 Capability Building for Personnel in the Delivery of OWWA's Programs and Services at Post;
2. Facilitate and oversee the actual conduct of the training; and
3. Provide comments and recommendations for the realization of the objectives of the training program.

Prepared by:


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