

**TERMS OF REFERENCE**  
**Conduct of a Series of Workshops/Seminars/Trainings**  
**Related to Persons with Disabilities C.Y. 2024**  
**Approved Budget for Contract (ABC): Php 100,000.00**

<b>I.</b>	<b>Background</b> The PWD Workshops/Seminars/Trainings is designed as a series of two (2) virtual trainings/webinars and one (1) face-to-face learning session for the purpose of teaching DFA personnel and their household members on how to effectively communicate and interact with persons with disabilities, provide appropriate support and promote an inclusive environment through a rights-based approach. All DFA offices will be invited to participate in these workshops.	
<b>II.</b>	<b>Objective</b> The main objective of Wellness Workshops is to educate and assist participants how to communicate, interact with people with disabilities and provide appropriate support taking into consideration the various types of disability. Further, it aims to build the capacity of personnel with disabilities and their household members.	
<b>III.</b>	<b>Technical Specifications</b>	<b>STATEMENT OF COMPLIANCE</b>
	<b>Particulars</b>	<b>No. of Pax</b>
	1. Disability Sensitivity and Awareness In the Workplace	<b>100</b>
	2. Basic Sign Language Filipino Sign Language (FSL) Workshop	<b>50</b>
	3. Mental Health Awareness 101 for PWDs	<b>15</b>
	<b>SERVICE PROVIDER RESPONSIBILITIES:</b>	
	<ul style="list-style-type: none"> <li>• The provider shall develop and conduct the following wellness programs specifically designed for DFA personnel.</li> <li>• The provider shall design all the modules/training outline needed to accomplish the objectives of the workshops. The resource speaker/s should be duly licensed as a Psychologist or Psychological Consultant.</li> <li>• The provider shall prepare a Summary Report of the program containing the necessary post-program evaluations, recommendations, and policy recommendations required by DFA.</li> </ul>	
<b>IV.</b>	<b>SERVICE PROVIDER QUALIFICATIONS</b>	
	<ul style="list-style-type: none"> <li>• The provider must have at least five years of relevant competencies to run a wellness program for DFA personnel.</li> <li>• The provider must have the capability, resources and experience in partnering with private/government corporations (The provider must submit a company profile as a basis).</li> </ul>	

	<ul style="list-style-type: none"><li>• The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations.</li></ul>	
<b>V.</b>	<b>Payment</b> <ul style="list-style-type: none"><li>• Payment shall be made through a <b><u>send bill arrangement</u></b> through the bank account of the chosen supplier.</li><li>• All payments shall be inclusive of all taxes and other government/lawful charges.</li></ul>	

**COMPANY NAME/SUPPLIER:**

**COMPANY ADDRESS:**

**CONTACT PERSON:**

**CONTACT DETAILS:**