

**Republic of the Philippines**  
**DEPARTMENT OF FOREIGN AFFAIRS**  
**OFFICE OF UNITED NATIONS AND INTERNATIONAL ORGANIZATIONS**  
2330 Roxas Boulevard, Pasay City

**TERMS OF REFERENCE**

**PANELIST FOR THE EVENT ON TECHNICAL COOPERATION TO BE HELD  
ON 04 OCTOBER 2024 IN GENEVA, SWITZERLAND**

The Office of United Nations and International Organizations (UNIO) intends to procure the service of a panelist for the event on Technical Cooperation to be held on 04 October 2024 in Geneva, Switzerland.

The event aims to shed light on:

- Effective approaches to technical cooperation in the field of human rights, particularly from the perspective of the main stakeholders;
- Ensuring sustainability of human rights reforms after capacity-building; and
- Ways forward to maximizing technical cooperation in human rights promotion and protection, including at the regional level.

The Approved Budget for the Contract (ABC) is **Two Hundred Thousand Pesos (Php 200,000.00)** inclusive of all taxes and service charges.

**MINIMUM REQUIREMENTS:**

1. Must have active engagement and involvement in technical cooperation programs in the field of human rights;
2. Must have experience engaging with the government and other international networks;
3. Must have at least 25 years of experience working in child rights and protection programs;
4. Must have involvement in research, advocacy, or policy development related to child rights and protection;
5. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
6. Must have a BIR Certificate of Registration (of current employer/ organization);
7. Must have Mayor's Permit; and

8. Must be willing to provide services on send-bill arrangement. Payment will be made at least 30 days after receipt of invoice.

## **SCOPE AND WORK DELIVERABLES**

The event on technical cooperation will be organized for around 150 participants from the international community. The panelist is expected to:

1. contribute his/her knowledge, expertise, and perspectives on the impact of a technical cooperation in the field of human rights on concerned States;
2. respond to questions posed by the moderator or audience members;
3. interact and discuss with other panelists to foster a dynamic and informative conversation; and
4. offer his/her unique insights and opinions on the topic at hand.

## **PAYMENT CONDITION/TERMS**

Send bill payments should be made through the List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges.

Proposals/quotations higher than the ABC will be automatically disqualified.

UNIO reserves the right to accept or reject any or all quotations and to impose additional terms and conditions as it may deem proper.

Interested entities are invited to submit their quotation together with their PHILGEPS Registration Certificate, BIR Certificate of Registration (Form 2303), valid and current Mayor's Permit and notarized [Omnibus Sworn Statement](#).

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