

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

TERMS OF REFERENCE

Speaker for the Philippines Side-Event at UNHRC58 Presentation of the 4th Philippine Human Rights Plan (PHRP4) at Palais de Nations, Geneva, Switzerland
24-28 February 2025

The Office of United Nations and International Organizations (UNIO) intends to procure the services of a Civil Society Organization (CSO) Speaker for the Philippine Side-Event on the sidelines of the 58th Session of the United Nations Human Rights Council to present on the 4th Philippine Human Rights Plan (PHRP4) at the Palais de Nations in Geneva, Switzerland on 24-28 February 2025.

The primary objective of this Side-Event is to formally introduce the PHRP4 to members of the diplomatic community at the UN Human Rights Council (HRC) session in February 2025.

Specifically, the event aims to:

1. Present the PHRP4 as a fulfillment of the pledge made by the Philippines during the 75th anniversary of the Universal Declaration of Human Rights (UDHR);
2. Highlight the key features of the PHRP4;
3. Engage diplomatic representatives and stakeholders in discussions on how they can potentially contribute to the implementation of the programs under the PHRP4;
4. Reaffirm the Philippines' commitment to advancing human rights and its active role in international human rights initiatives; and
5. Further reinforce the Philippines' track record on human rights advocacy in the region.

The Approved Budget for the Contract (ABC) is **Two Hundred and Fifty Thousand Pesos (PhP250,000.00)** inclusive of all taxes and service charges.

MINIMUM REQUIREMENTS:

1. Must have active engagement and involvement in programs that promote and protect the human rights of persons with disabilities;
2. Must be an advocate for equal opportunities, accessibility and social inclusion of persons living with disabilities in all areas of life;
3. Must have experience in engaging with the government and other international organizations;
4. Must have a minimum of 25 years of experience in the promotion of human rights, with a particular focus on advocating for the rights of persons with disabilities;
5. Must have involvement in research, advocacy, or policy development related to persons with diverse abilities;
6. Must be a member of a Civil Society Organization (CSO) of the Republic of the Philippines;
7. Must be actively involved in the drafting of the PHRP4 especially during regional consultations;

8. Must be accredited with the Philippine Government Electronic Procurement Systems (PhilGEPS);
9. Must have a BIR Certificate of Registration (of current employer);
10. Must have Mayor's Permit; and
11. 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 Side-Event will be organized for around 150 participants from the international community. The speaker is expected to:

1. contribute his/her knowledge, expertise, and perspectives on the CSO's active engagement in the drafting of the PHRP4;
2. respond to questions posed by the moderator or audience members;
3. interact and discuss with other speakers 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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