

| TERMS OF REFERENCE Conduct of Workshop/Training/Seminar on PWD C.Y. 2025 Approved Budget for Contract (ABC): Php 150,000.00 | | |
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| I. | Background | |
| | The Workshops/Seminars/Training on PWD is designed as a series consisting of two (2) virtual trainings/webinars and <i>one (1) face-to-face session</i> to be cascaded across key DFA Offices 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 rights-based approach. | |
| II. | Objective | |
| | The main objective of PWD Workshops/seminars/training 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, to build knowledge and confidence of personnel with disabilities and their household members on how to make informed decisions in their everyday life adjustment and the special needs of others. | |
| III. | Technical Specifications | |
| | Particulars | Qty |
| | Online Disability Sensitivity and Awareness Training | 50 |
| | Webinar on Caring for the Carer: Coping Strategies and Psychosocial Wellness of Parenting | 50 |
| | Onsite Art Therapy for PWD | 20 |
| IV. | Service Provider Responsibilities: | |
| | 1. The Consultant shall develop and conduct the following wellness programs specifically designed for DFA personnel 2. The provider shall provide sufficient modules needed for the entirety of the workshop/training/seminar. The resource speaker/s should have the necessary credentials as a Psychologist or Psychological Consultant and Art Teacher. 3. The provider shall prepare a Summary Report of the program containing the necessary post-program evaluations, recommendations, and policy recommendations required by DFA. | |
| Service Provider Qualifications: | | |

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| | 1. The provider must have at least three years of joint competencies to run a wellness program for DFA personnel 2. 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). 3. The service provider must be registered with PhilGEPS in compliance with the government's procurement regulations. | |
| V. | Payment | |
| | 1. Payment shall be made through a send bill arrangement through the bank account of the chosen supplier. 2. All payments shall be inclusive of all taxes and other government/lawful charges. | |
| COMPANY NAME/SUPPLIER: | | |
| COMPANY ADDRESS: | | |
| CONTACT PERSON: | | |
| CONTACT DETAILS: | | |