

RFA No. 12-2021

REQUEST FOR PROPOSALS

The Embassy of the Philippines in Amman, Hashemite Kingdom of Jordan intends to hire the services of a Service Provider through Negotiated Procurement under Section 53.6 (Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services) of the Implementing Rules and Regulations of Republic Act No. 9184.

The Embassy now invites the services of a Philippine-based Service Provider to facilitate development programs intended to help Amman PE engage and tap the highest potentials of its personnel for an improved public service. The project is a Workplace Health Promotion and Well-being Program. More details on the services are provided in the attached Terms of Reference (TOR).

The proposals should include the following:

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|---------|------|--------------------|
| Section | I. | Background |
| Section | II. | Proposal |
| Section | III. | Course Description |
| Section | IV | Learning Outcomes |

The Proposals must be submitted through email to amman.pe@dfa.gov.ph on or before 17 October 2021 at 12 noon (Jordan time). No late proposal shall be accepted.

The Embassy reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to contract award, without thereby incurring any liability to affected Service Providers/Consulting Firms.


SHEILA MARIE S. ANDALES
BAC, Chairperson and
Vice Consul

07 October 2021

TERMS OF REFERENCE

PROCUREMENT OF SERVICES FOR THE Online Workplace Health Promotion and Well-Being Program

I. GENERAL DESCRIPTION

In line with the Department's efforts to address the findings of the Participatory Gender Audit that DFA personnel feel stressed and burned out because of the different realities and multiple burdens they experience as they perform their duties and responsibilities to their family and at work, the Embassy of the Republic of the Philippines in Amman, Hashemite Kingdom of Jordan (Amman PE), is in need of a consultancy that will develop and deliver an Online Workplace Health Promotion and Well-Being Program for its personnel.

II. SCOPE OF WORK

The service provider is specifically expected to:

1. Implement six (6) to eight (8) sessions of the Online Workplace Health Promotion and Well-being Program.
 - 1.1. Design, develop and deploy the six (6) to eight (8) sessions of the said program.
 - 1.2. Coordinate with Amman PE on the logistical and administrative supports to reach all targeted participants.
 - 1.3. Provide the virtual platform for the delivery of each session; *and*
 - 1.4. Facilitate the sessions
2. Consolidate process documents and other information into comprehensive reports
3. All materials given and created shall adhere to the confidentiality agreement, which will be based on a Memorandum of Agreement, and shall be used for the sole purpose of developing online courses for Amman PE.

Amman PE shall:

1. Provide administrative and logistical support for the training sessions and related activities of the Online Workplace Health Promotion and Well-being program;

2. Monitor and coordinate the needs and requirements for the conduct of the Training; *and*
3. Validate the training course content based on the feedback and overall comments for suggestions and enhancement received

III. FEES AND TERMS OF PAYMENT

The Department shall pay the service provider a total Service Fee of **Seven thousand three hundred US dollars (USD7,300)** only, which amount includes and covers the following expenses:

1. Fees for project development such as meetings, conceptualization, brainstorming sessions, write-up, revision and finalization of the proposal and project design;
2. Professional fees and transportation costs of the service provider and the project management team members; *and*
3. Taxes due and payable by the Organization in connection with this project

Subject to government accounting and auditing rules and regulations, the payment of the abovementioned Service Fee shall be in accordance with the following schedule of tranche releases vis-à-vis the deliverables:

Deliverables	%	Amount
Upon signing of contract	15%	USD1,095
After Week 4 of the session and submission of Certification of Services Rendered and Proof of Attendance of Participants	35%	USD2,555
Upon completion of 8 weeks of session and submission of Terminal Report	50%	USD3,650
Total	100%	USD7,300