

TERMS OF REFERENCE (TOR)

Project Title: Training Provider to Conduct Pandemic Stress Debriefing & Management

I. Rationale

The pandemic has not only affected the physical health of workers but also their mental health. Work and life disruptions have brought about many uncertainties resulting in anxiety, compulsion, and depression. Regardless of status, age, gender, rank, or occupation, the crisis has exacerbated the vulnerability of the health system, the need for financial support, and access to vaccines. In most cases, workers linger to cope with insecurities, often taking significant personal risk to go on working in a skeletal workforce, work from home or virtual hybrid work arrangement. As employees adjust to emerging job demands, changing quarantine restrictions, and health protocols, they deal with stressful situations with physical, cognitive, emotional, or behavioral responses. Inevitably, they face psychological stress/distress that affect their overall mental health, productivity, and resilience.

II. Objectives

At the end of the training program, participants should be able to:

1. Assess mental states and stress responses to the traumatic/post-traumatic experience;
2. Review stress management practice and techniques used for stress relief;
3. Discuss more helpful methods and techniques on how to cope with their situations;
4. Plan to improve their stress management toolbox.

III. Outputs

1. Pre- and post-assessments reports
2. 300 Participant Manuals
3. Accomplished Learning Action Plans (LAPs)

IV. Scope

Preparatory Activity

The Learning Service Provider must conduct an online pre-assessment to assess the mental states and stress responses to the traumatic / post-traumatic experience. This must be used as input in finalising the module.

Actual Program

- Develop and deliver participant manuals containing learning materials to assist participants in day-to-day activities
- Conduct two-half days (each batch) for 10 batches
- Make recommendations for future HRDD interventions
- Incorporate a Learning Action Plan (LAP) to specifically determine how participants will be able to apply learnings from the program

Post Activities

- Prepare and submit final report and outputs, including process documentation, analysis of the conduct of the pre- and post-assessments, recommendations for future programs, and documentation of the activities conducted.

V. Methodology

The seminar should be a combined 50% lecture and 50% exercises. The use of online applications for the conduct of the virtual training shall be adopted.

VI. Learning Service Provider's Minimum Qualifications and Eligibility

- Training provider engaged in organization and business development; human resource training on various capacity building including conducting mental health seminars.
- Has undertaken at least a minimum of 2 similar projects.
- The facilitator must have a Bachelor's degree and experience in conducting mental health seminars and orientation.
- With existing reputable clients' base, with at least 1 government agency in the pool.

VII. Approved Budget

The approved budget for a two-day seminar is Php200,000 for 10 batches, inclusive of VAT.

This will cover payment for program design, diagnostics, program execution for facilitators, participants' manuals and certificates, training materials, and evaluation reports.

VIII. Schedule of Payment

Payment of service shall be made on the basis of the engagement rendered and submission of reports and other deliverables.

IX. Training Duration

The session must be conducted in August 2021.

X. Submission of Documents

The winning bidder should be able to present the required eligibility documents, including the following:

1. Applicable Business Registration Certificates (SEC, DTI, CDA) with Articles of Incorporation or Partnership (in case of corporation or partnership)
2. Mayor's Permit for the Current Year
3. Taxpayer's Identification Number (TIN)
4. Company Profile
5. Philippine Government Electronic Procurement System (PhilGEPS) Certification

Interested bidders are also requested to submit the following:

1. List of completed projects, with description and contract rate
2. List of past and existing clients
3. Resume indicating qualifications of individual consultants / resource persons to be deployed, including educational background, years of experience, projects undertaken, client base and certifications/accreditations, if any and client testimonials.
4. Program design

PREPARED BY:



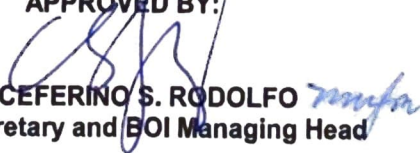
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