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Bid Notice Abstract

Request for Proposal (RFP)

Reference Number 8252109
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF CONSULTANCY SERVICES FOR THE ASSESSMENT AND VALIDATION OF MARINA GENDER MAINSTREAMING THROUGH THE USE OF GENDER MAINSTREAMING AND EVALUATION FRAMEWORK (GMEF) TOOL
Area of Delivery Metro Manila

Solicitation Number:	2021-10-424	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Selection based on Consultants Qualification	Associated Components	1
Classification:	Consulting Services		
Category:	Consulting Services	Bid Supplements	0
Approved Budget for the Contract:	PHP 150,000.00		
Delivery Period:	2 Month/s	Document Request List	0
Client Agency:			
Contact Person:	VADM Rene V. Medina AFP (Ret) The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 2021marinabac@gmail.com	Date Published	02/12/2021
		Last Updated / Time	01/12/2021 13:11 PM
		Closing Date / Time	09/12/2021 13:00 PM
Description PROCUREMENT OF CONSULTANCY SERVICES FOR THE ASSESSMENT AND VALIDATION OF MARINA GENDER MAINSTREAMING THROUGH THE USE OF GENDER MAINSTREAMING AND EVALUATION FRAMEWORK (GMEF) TOOL Please see attached file. You may visit our website at marina.gov.ph (under transparency tab)			

Created by VADM Rene V. Medina AFP (Ret)
Date Created 01/12/2021

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TERMS OF REFERENCE

PROCUREMENT OF CONSULTANCY SERVICES FOR THE ASSESSMENT AND VALIDATION OF MARINA GENDER MAINSTREAMING THROUGH THE USE OF GENDER MAINSTREAMING AND EVALUATION FRAMEWORK (GMEF) TOOL

I. RATIONALE

Republic Act No. 9710 or the Magna Carta of Women (MCW) of 2009 mandates "All government departments, including their attached agencies, offices, bureaus, SUCs, GOCCs, local government units, and other government instrumentalities to adopt gender mainstreaming as a strategy to promote women's human rights and eliminate gender discrimination in their systems, structures, policies, programs, processes, and procedures.

The Gender Mainstreaming and Evaluation Framework (GMEF) is developed to guide users in understanding the processes and context of gender mainstreaming as it is implemented within an organization. This tool will help assess the level of gender mainstreaming efforts of the organization in the areas of policy, people, enabling mechanisms and programs, projects and activities. The results of the GMEF will reveal the weak and strong points in the organizational level.

II. OBJECTIVE

The Terms of Reference (TOR) covers the need to engage a consultant that shall facilitate the validation of MARINA GMEF Results and development of Gender Audit Report. The goal is to assess the level of gender mainstreaming efforts of MARINA for the past two (2) years by measuring the gains and successes and identifying the key areas for improvement in the way the Agency mainstream the gender and development (GAD).

III. PROJECT DESCRIPTION

The Gender Mainstreaming and Evaluation Framework (GMEF) Tool, which can be used by agencies to assess their gender mainstreaming efforts, is composed of five (5) stages of mainstreaming: (1) Foundation formation, (2) Installation of Strategic Mechanisms, (3) GAD Application, and (4) Commitment Enhancement and Institutionalization, and (5) Replication and Innovation.

An organization will be assessed based on the four (4) entry points of gender mainstreaming namely (1) Policy, (2) People, (3) Enabling Mechanisms, and (4) Programs, Activities and Projects (PAPs).

Policy refers to official statements and pronouncements of support for gender mainstreaming issued by the agency, which can be used to track the progress of an organization's efforts in integrating GAD in its plans and policy issuances. On the other hand, People's entry point tracks the progress of an organization's efforts in ensuring that its people, whether top management, GFPS members or employees are gender-responsive and supportive of the GAD efforts. Further, the Enabling Mechanisms assess the progress of an organization's efforts in ensuring that mechanisms to mainstream the GAD perspective are established and fully functional. Lastly, Programs, Activities, and Projects (PAPs) assess the progress of an organization in integrating GAD in all of its programs, activities, and projects.

As a background, in 2019, the DOTr Maritime Sector Technical Working Group invited a GAD expert to administer the GMEF of the maritime sector. MARINA's overall GMEF Score is 58.43 which is within the bracket of level 2 or the Installation of Strategic Mechanisms. This stage marks the organizational transition of the agency toward gender mainstreaming.

IV. RESPONSIBILITIES OF THE CONTRACTING PARTIES

1. Responsibilities of the Consultant/s:

- a. Convene the GAD Focal Point System (GFPS) for the initial administration of GMEF;
- b. Conduct a strategic assessment of the systems, processes and resources of the agency including human and IT resource;
- c. Provide guidelines for the preparatory work and program design for the interventions;
- d. Draft an action plan and framework that will define the process and guide the preparation of the GFPS.
- e. Facilitate the conduct of GMEF validation process with the GAD Focal Point System through consultation workshops and meetings;

- f. Identify gaps and suggest strategies to improve gender mainstreaming in MARINA to promote gender equality in the organization based on the result of the validation process;
- g. Strategically introduce best practices that could be applied in MARINA to intensify the efficiency and effectiveness of the GMEF;
- h. Recommend medium and long-term capacity building methods and initiatives particularly targeting MARINA officials, directors, and staff and systemic improvements.
- i. The Consultant is not authorized to enter into or assume any obligation, financial or otherwise, on behalf of and/or the name of the MARINA nor take any warranty or representation on its behalf. The Consultant/s shall not be entitled to conclude any contract or agreement on behalf of or on the name of MARINA.
- j. The Consultant/s shall be deemed at all times to be an independent contractor and nothing herein contained shall be deemed to create the relationship of employer and employee, partnership, or joint venture between them.

2. Responsibilities of MARINA:

The MARINA through the Policy Development and Review Division / GAD Unit shall:

- a. Comply with the documentary requirements and other deliverables in a timely manner;
- b. Comply with the logistical requirements for online and onsite working sessions with the Consultant/s including but not limited to meals, supplies, and other needed requirements; and,
- c. Fulfill other additional requirements related to enabling the Agency to successful mainstream gender and development.

V. QUALIFICATION REQUIREMENT FOR HIRING OF CONSULTANT

The Consultant should meet the following qualifications:

Has the experience and expertise in assisting government agencies in the administration and validation of GMEF Tool.

Interested consultants must meet the minimum of each criterion and must have at least a total rating of 70% of all qualification requirements.

CRITERIA	WEIGHT	DOCUMENTARY REQUIREMENTS
Consultant		
1. EDUCATIONAL REQUIREMENT	20%	<u>Individuals</u> 1. Curriculum Vitae 2. TOR, Certificate of Completion or Diploma 3. Certification of Completed Projects
Education/Academic degree(s)	Doctoral Degree :20% Master's Degree :15% Bachelor's Degree: 10%	
2. PROFESSIONAL EXPERIENCE	50%	
2.1 Work experience in the conduct of Gender and Development training and facilitation of GAD technical tools and other relevant systems preferably in the government sector	7 years or more :50% 4-6 years :40% 3 years or less :30%	
2.2 Work experience in the validation and assessment of GMEF Results of National Government Agencies (NGAs) and development of action plan and gender audit report		
3. TRAINING	30%	
3.1 Has attended and completed relevant training on Gender and Development and certified by the Philippine Commission on Women (PCW) as GAD Resource Pool Member / Independent Consultant	<u>30%</u> 5 or more training :30% 3-4 training :20% Below 3 training :10%	

VI. DELIVERABLES/INTERVENTIONS

The major deliverables of the consultants are as follows:

Interventions	Outputs	Timeline
Validation of initial GMEF assessment with the GAD Focal Point System	Validated MARINA GMEF Results	2 weeks
Audit/Assessment of the GMEF Result/Score	Gender Audit/Assessment Report	1 month
Development of an action plan to improve GAD implementation	Action Plan	2 weeks

VII. APPROVED BUDGET OF THE CONSULTANCY CONTRACT

The amount of One Hundred Fifty Thousand Pesos (Php150,000.00) inclusive of VAT and other charges which shall be charged to the GAD budget of MARINA has been approved to cover costs associated for the production of the above mentioned project.

VIII. TERMS OF PAYMENT

1. Payment shall be made upon the submission and acceptance/approval by the MARINA, the outputs/deliverables are as follows:

Payment Tranche	Amount (in Philippine Peso)	Payment Requirements (Deliverables)
1 st Payment	50% of the agreed contract price	Validation/Assessment Report
2 nd Payment	50% of the agreed contract price	Action Plan
TOTAL	100% of agreed contract price	

2. Payment shall be made in Philippine peso.

IX. COORDINATION AND REPORTING

The Consultant/s shall closely coordinate with and/or report to the PPS-MARINA in the preparatory, actual and post-activities to be undertaken.

X. TERMS AND CONDITIONS

1. All materials produced or acquired under the terms of this consultancy shall remain the property of the MARINA.
2. The MARINA, furthermore, retains the exclusive right to publish and disseminate the reports and studies arising from such materials even after the termination of this consultancy.
3. For the avoidance of doubt, the intellectual property rights in any work or material used in this project belonging to the Consultant/s or their party created independently of this project shall remain with the Consultant/s or third party and may not be used without prior written consent of the Consultant/s or third party or for any purpose other than the implementation hereof.
4. All information and data, including the analysis thereof and conclusions drawn therefrom, gathered in connection and in the course of rendering the service to the Procuring Entity shall remain confidential and shall not be disclosed to third parties during or after the duration of the consultancy.

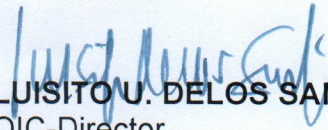
XI. DURATION OF THE CONSULTANCY

The selected Consultant/s shall perform the Services outlined herein for a period of two (2) months commencing upon receipt of the Notice to Proceed (NTP) or any other period as may be subsequently agreed by the parties in writing.

XII. OFFICIAL CONTACT PERSON

LUISITO U. DELOS SANTOS
OIC-Director
Planning and Policy Service
Bonifacio Drive cor. 2nd Street
Railroad St., South Harbor, Port Area, Manila
Email Address: pps@marina.gov.ph

APPROVED BY:


LUISITO U. DE LOS SANTOS
OIC-Director
Planning and Policy Service

Note: Please indicate specific purpose other than "for official use of the Office." (e.g. monthly regular supplies, as per APP, special projects, etc.)