

**TERMS OF REFERENCE
FOR THE PROCUREMENT OF RESOURCE PERSON FOR THE CONDUCT OF
TRAINING FOR MARINA PARALEGAL
07-08 December 2017**

RATIONALE

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and attached to the Department of Transportation (DOTr), wishes to invite quotations from interested entities to provide the MARINA Paralegal one (1) highly technical Resource Person for the conduct of a two (2) day live-in "PARALEGAL TRAINING" which will be held on 07-08 December 2017 at a suitable venue in Metro Manila.

OBJECTIVES

1. To build the knowledge and capacity of the participants' on the fundamental principles of substantive law that a paralegal must possess;
2. To enhance working knowledge different sets of procedural rules or processes governing administrative, civil and criminal proceedings;
3. To instill, develop and enhance the participants' skills such as construction and interpretation of laws, rules and regulations, their sound application or non-application to the 'facts of the case', basic legal writing or communication;
4. To provide different perspectives on the role of paralegals/legal assistants and the importance of their work or contribution; and
5. To aid the participants in their career development.

TRAINING OUTCOME

1. Acquisition of fundamental education on substantive and procedural laws.
2. Understanding of the legal system, in particular administrative, civil and criminal proceedings.
3. Legal writing skills.
4. Comprehension of court opinions/decisions.
5. Legal research skills.
6. Knowledge of the ethics required in the legal field.
7. Proficient knowledge of techniques used for interviewing clients and potential witnesses.
8. Proficient knowledge of techniques used for assisting the attorney before and during trials.

METHODOLOGY

The training will be conducted through a combination of lecture, group discussion and group dynamics (workshops). Likewise, participants will be encouraged to involve themselves thorough clarifications with the Resource Person. To make learn in process active and light, other activities and processes shall be employed by the resource person.

MINIMUM QUALIFICATYIONS OF THE RESOURCE PERSON

The Provider Resource Person must be able to establish at least five (5) years of experience in conducting related training. Moreover, he or she must have conducted at least three (3) similar trainings in any government office.

TARGET PARTICIPANTS

There shall be a total of thirty five (35) participants including the Secretariat.

APPROVED BUDGET FOR THE CONTRACT

An amount of one hundred fifty thousand pesos (P150,000.00) is available to cover the required fee for the Resource Person of this training.

RESOURCES NEEDED

1. Participants are required to bring their own Laptop
2. Projector and other video requirements (Hotel provider)
3. Other supplies and materials to be identified by the Resource Person

RECOGNITION

Certificate of Training will be issued by the Resource Person to all the participants who successfully completed the required training hours.

OFFICIAL CONTACT FOR EXPRESSION OF INTEREST

Interested applicants are invited to submit their letter of intent to:

WINCEL V. BANDAHALA

Administrative Assistant III
Legal Service
Maritime Industry Authority
984 Taft Ave., cor. T.M. Kalaw St.
Ermita, Manila
Tel No. 524-2752

Noted by:



ATTY. MAXIMO I. BAÑARES JR.

Director
Legal Service