

**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.

