



## MARITIME INDUSTRY AUTHORITY

**TERMS OF REFERENCE (TOR)  
FOR THE PROCUREMENT OF A RESOURCE PERSON FOR THE TRAINING  
ON ADMINISTRATIVE INVESTIGATION  
23-25 November 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-STCWO one (1) highly technical Resource Person for the conduct of a three (3) day live-in "TRAINING ON ADMINISTRATIVE INVESTIGATION" which will be held on 23-25 November at a suitable venue in Metro Manila.

The objective of this training is to provide participants the knowledge and tools to manage effective administrative investigations. Also this training will help the participants involved in an administrative investigation understand their rights and know the procedures to help avoid delays and grievances.

### TRAINING OUTCOME

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

1. Understand the rights and responsibilities of the parties during the administrative investigation and disciplinary interview processes
2. Differentiate between criminal and administrative investigations
3. Know the steps to use when conducting a basic or preliminary administrative investigation
4. Prepare oral and written reports for use in administrative investigations
5. Role of your servicing personnel office in an administrative investigation
6. Have knowledge on the process to handle complaints and determine whether to:
  - a. Initiate investigative activity
  - b. Refer to another appropriate authority
  - c. Take no further specific investigative action



## **METHODOLOGY**

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

## **MINIMUM QUALIFICATIONS 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/she must have conducted at least three (3) similar trainings in any government office.

## **TARGET PARTICIPANTS**

There shall be a total of twenty seven (27) participants with one (1) Secretariat composed of MARINA-STCWO personnel.

## **BUDGETARY REQUIREMENTS (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 audio-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 not later than October 2017 to:



**MAY M. MANANGHAYA**

OIC, Administrative Services Division

STCW Office

Maritime Industry Authority

984 Taft Avenue cor. Kalaw Street

Ermita, Manila

Tel. No.: 536-5182