



**MARITIME INDUSTRY AUTHORITY
STCW OFFICE**

**TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF RESOURCE
SPEAKER FOR THE CONDUCT OF A THREE (3) DAY LIVE-OUT
SEMINAR WORKSHOP ON ADVANCED LEGAL RESEARCH
ON 29-31 MAY 2018 WITHIN METRO MANILA**

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 the MARINA-STCW Office one (1) Resource Speaker** for the conduct of a three (3)-day live-out seminar workshop on Advanced Legal Research on 29-31 May 2018 at a suitable venue in Metro Manila.

OBJECTIVE

The objective of this activity is to provide participants the knowledge and competency in legal analysis, print and online research, and objective writing, among others.

EXPECTED OUTPUT

Knowledge and familiarity of the participants with foundational legal sources, including the 1987 constitution, statutes, jurisprudence, administrative law, legislative history, and secondary sources as well.

METHODOLOGY

The seminar/workshop 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 Speaker. To make learning process active and light, **other activities and processes shall be employed by the Resource Speaker.**

MINIMUM QUALIFICATIONS OF THE RESOURCE SPEAKER

The Provider-Resource Speaker must be able to establish at least five (5) years of experience in conducting related seminar workshop. 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-six (26) participants and two (2) Secretariat composed of MARINA personnel appearing in the attached Special Order.

APPROVED BUDGET

An amount of **ONE HUNDRED FIFTY THOUSAND PESOS (P150,000.00)** is available to cover the required fee for the Resource Speaker of this seminar workshop.

RESOURCES NEEDED

- Projector and other audio-video requirements (Hotel provider)
- Supplies and materials are to be identified by the Resource Speaker.

RECOGNITION

Certificate of Training will be issued by the Resource Speaker 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:


ATTY. VERA JOY S. BAN-EG

Officer – In- Charge

Office of the Executive Director

(Deputy Executive Director)

MARINA-STCW Office

984 Taft Avenue cor. Kalaw Street, Ermita, Manila

Contact details: 536-51-82/ (0933)346-2334/ (0956)519-0006

Email: kambal1538@gmail.com / ghedlandicho@gmail.com