

## Terms of Reference (TOR)

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### **Provision of Event Organizer for three (3) online/hybrid format multi-stakeholder conferences on gender-responsive Philippine migration governance (BRIDGE Programme)**

#### **I. Introduction**

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security. Placing women's rights at the center of all its efforts, UN Women leads and coordinates United Nations system efforts to ensure that commitments on gender equality and gender mainstreaming translate into action throughout the world. It provides strong and coherent leadership in support of Member States' priorities and efforts, building effective partnerships with civil society and other relevant actors.

UN Women Philippines is jointly implementing the project BRIDGE - Bridging Recruitment to Reintegration in Migration Governance: Philippines (BRIDGE) with the International Organization for Migration (IOM) and the International Labour Organization (ILO) seeking to support government of the Philippines in achieving Objectives 6 and 21 through the lens of the Global Compact for Migration Thematic Area 4: Facilitating regular migration, decent work and enhancing the positive development effects of human mobility.

This will be accomplished by ensuring a) Government initiatives to promote fair and ethical recruitment as well as reintegration services are evidence-based, gender-responsive and coordinated through a people-centered, whole-of-government and whole-of-society approach and b) the Government establishes mechanisms to translate evidence into policy and best practices pertaining to recruitment and reintegration through the migration cycle. Both results seek to ensure human mobility in the Philippines is fully utilized and facilitated in a regular, safe and orderly manner that contributes towards sustainable development effects for migrants, their families and even communities.

The whole-of-government and whole-of-society approach envisaged by BRIDGE entails extensive engagement with and among the various migration governance agencies and actors, from both the public and private sectors, as well as civil society. UN Women has been entrusted to spearhead a series of roundtable discussions and high-level dialogues with these stakeholders aimed at aligning policies and programs on gender-responsive, fair and recruitment and sustainable reintegration.

The need to craft a more cohesive approach to migration governance has received added impetus from the signing into law of the Migrant Workers Bill creating the Department of Migrant Workers by Philippine President Rodrigo Roa Duterte on 30 December 2021. The discussions and dialogues could thus serve as platforms to come up with policy and program recommendations that could be submitted for the new ministry's consideration, building on BRIDGE's other initiatives, such as the crafting of the National Action Plan (NAP) on Sustainable and Gender-Responsive Reintegration.

#### **II. Description of the Required Services / Results**

An event organizer is being sought to provide conference services for a series of three (3) roundtable discussions and/or high-level dialogues to be hosted by UN Women Philippines and its implementing

partners in the BRIDGE Programme, between March and August 2022. The conferences are expected to be held in virtual or hybrid (combined virtual and in-person) format, depending on the COVID-19 situation.

The event organizer is expected to provide the full range of services to successfully deliver the 3 conferences, from pre-production to post-production, based on the topics/themes identified by UN Women and its BRIDGE partners. UN Women and the event organizer will jointly conceptualize the program and prepare a lineup of prospective resource persons/speakers (3 to 4 speakers per event). The event organizer’s responsibilities will include inviting identified speakers and resource persons, publicizing the event and inviting participants, handling event registration, providing the virtual platform for the conference, providing a qualified conference moderator/host, providing documentation services, handling post-event follow-up such as obtaining participant feedback and disseminating copies of presentation decks, and any other services needed to successfully mount the conferences.

The event organizer will be responsible for sourcing and remunerating any vendors it may require for any of the services indicated above. To the extent possible, speakers/resource persons to be invited, including those to be recommended by UN Women, will not require remuneration. Tokens of appreciation may be given and will be for the event organizer’s account.

Should the COVID-19 situation permit the holding of any or all of the conferences in hybrid format (eg., with the resource persons and some participants at a live venue while the event is simultaneously streamed), the event organizer will not be expected to bear the venue rental costs, if any.

**III. Expected deliverables and timelines**

<b>No.</b>	<b>Activities</b>	<b>Deliverables</b>	<b>Submission Date</b>
1	Project design and setup for Conference 1: Forging a Feminist/Gender-Responsive Philippine Labor Migration Policy (TBC)	Detailed project plan including the following: <ul style="list-style-type: none"> <li>• conference program</li> <li>• list and profiles of speakers/resource persons and event host/moderator</li> <li>• draft event flyers and invitations</li> <li>• online registration form (before and during event)</li> <li>• technical requirements such as virtual conferencing platform to be used, virtual banners, virtual backgrounds, etc.</li> <li>• technical dry run before event</li> <li>• documentation plan</li> <li>• participant feedback form</li> <li>• draft event press release</li> </ul>	28 February 2022
2	Conference 1	2- to 3-hour conference (roundtable discussion or high-level dialogue) organized and delivered as per project plan  (Video recording, summary of discussions, and policy brief based on conference proceedings to be submitted)	Workshop: 3rd/4th week of March 2022

3	Project Design and setup for Conference 2: Forging More Sustainable Overseas Filipino Workers (OFW) Reintegration Pathways (TBC)	<p>Detailed project plan including the following:</p> <ul style="list-style-type: none"> <li>• conference program</li> <li>• list and profiles of speakers/resource persons and event host/moderator</li> <li>• draft event flyers and invitations</li> <li>• online registration form (before and during event)</li> <li>• technical requirements such as virtual conferencing platform to be used, virtual banners, virtual backgrounds, etc.</li> <li>• technical dry run before event</li> <li>• documentation plan</li> <li>• participant feedback form</li> <li>• draft event press release</li> </ul>	15 April 2022
4	Conference 2	<p>2- to 3-hour conference (roundtable discussion or high-level dialogue) organized and delivered as per project plan</p> <p>(Video recording, summary of discussions, and policy brief based on conference proceedings to be submitted)</p>	1st/2nd week of May 2022
5	Project Design and setup for Conference 3	<p>Detailed project plan including the following:</p> <ul style="list-style-type: none"> <li>• conference program</li> <li>• list and profiles of speakers/resource persons and event host/moderator</li> <li>• draft event flyers and invitations</li> <li>• online registration form (before and during event)</li> <li>• technical requirements such as virtual conferencing platform to be used, virtual banners, virtual backgrounds, etc.</li> <li>• technical dry run before event</li> <li>• documentation plan</li> <li>• participant feedback form</li> <li>• draft event press release</li> </ul>	15 June 2022
6	Conference 3	<p>2- to 3-hour conference (roundtable discussion or high-level dialogue) organized and delivered as per project plan</p> <p>(Video recording, summary of discussions, and policy brief based on conference proceedings to be submitted)</p>	1st/2nd week of July

7	Project wrap-up	<p>Detailed report/evaluation of 3-part conference series, including the following:</p> <ul style="list-style-type: none"> <li>• lessons learned (administrative/logistical, as well as substantive)</li> <li>• opportunities and recommendations for future interventions (administrative/logistical, as well as substantive)</li> </ul>	30 July 2022
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**IV. Timeline and Location**

The contractor shall be engaged for 6 months within the period of **February to August 2022**.

Location: Philippines

**V. Minimum Requirements**

**Qualifications of the Service Provider:**

- A legally Registered Organization for at least 5 years.
- The organization must have at least 3 years’ experience in hosting/organizing conferences, seminars, workshops, and similar programs on issues related to public policy and governance.
- Must have organized at least 3 conferences in a virtual and/or hybrid format. (Please list virtually/hybrid conferences organized, dates conducted, and provide links if available).
- Must have organized at least 1 major conference for a Philippine public sector agency or an international organization/ non-government organization (NGO) with a presence in the Philippines (please provide details).
- Able to assign at least a Team Leader and Assistant to coordinate the project and liaise with the BRIDGE team for the duration of the contract.

**Qualifications of Team Leader:**

- Must have a Master’s degree (or equivalent) and at least 5 years’ work experience in Public Policy, Migration, Gender/Women’s Studies, International Relations, Development, Social Sciences, Economics, or related field.
- Must be fluent in English and Filipino.

**Qualifications of Assistant:**

- Must have a Bachelor’s degree (or equivalent) and at least 3 years’ work experience in Public Policy, Migration, Gender/Women’s Studies, International Relations, Development, Social Sciences, Economics, or related field.
- Must be fluent in English and Filipino.

**VI. Communication and reporting obligations**

The service provider will work under the direct supervision of the BRIDGE National Programme Officer, UN Women Philippines who will be responsible for the quality assurance of the deliverables.

## VII. Roles and Responsibilities of the Parties

UN Women will be responsible for providing technical guidance where possible.

The contractor shall be required to bear all the related costs and work independently to successfully achieve the end results. This would include any costs that might be incurred for travel in relation to the conduct of the pilot project.

- Professional fee must be quoted in lumpsum amount per deliverable in Philippine peso (PHP). The lumpsum amount must be detailed of how the professional fee of each team member is calculated.
- Indirect costs such as printing, stationeries, communications in relation to the scope of work of services must be included in the financial proposal.
- Travel costs for technical team members of service providers: all envisaged travel costs such as most direct and most economic local travel, living allowance, terminal expenses etc. must be included in the financial proposal. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses shall be agreed upon, between UN Women and Service provider, prior to travel and will be reimbursed upon Contract Amendment.
- Logistics arrangement for workshops and meetings, selection of workshop/meeting venue, meals, accommodation for participants, list of participants, invitation, collection of attendance sheet, etc.
- All costs related to survey administration including logistics arrangements for data collection, field visits, interviews, etc.
- All costs related to quality assurance, data entry, data cleaning and data processing.

## VIII. Monitoring and evaluation of performance

Performance will be monitored and evaluated on the basis of completeness, quality, and timeliness of deliverables. Feedback to be provided by the workshop participants will be considered in assessing the quality of the deliverables.

## IX. Submission of Application

*Submission package includes:*

- Organization certificate of registration
- 1-2 pages technical proposal including workshop design and execution plan
- Financial proposal/ quotation with breakdown of budget lines **as per required deliverables**. The quotation shall specify a lump sum amount breaking down the professional fee for each deliverable, and other related cost (in Philippine peso).
- Organization profile and portfolio (with detailed information about similar projects conducted, as stipulated in requirements.)
- Updated CVs for team member/s who will handle the project, including workshop resource person/s.
- Names of three former clients for reference checks

## X. Evaluation Method and Criteria

Quotations will be evaluated based on UN Women **Lowest-Price Technically Compliant methodology**. The contract will be awarded to the supplier who meets the requirements and provides the lowest price.