

TERMS OF REFERENCE

- I. **BIDDER** : Project/Events Management Company
- II. **PROJECT** : Online Public Consultations on the updating of the PCSSD Implementing Rules and Regulations (IRR) (Luzon, Visayas and Mindanao)

III. MINIMUM REQUIREMENTS:

- Must be registered with PHILGEPS;
- Must have a minimum of at least 5 years of experience on project/ events management program organization;

IV. BACKGROUND / OBJECTIVE:

In line with the mandate of the Philippine Commission on Sports SCUBA Diving (PCSSD) to formulate rules, regulations, safety standards and operating procedures for the development of the country as a premier diving area in Asia, the Commission will be conducting public consultations in a key diving area per major island group of the Philippines.

The primary objective of the public consultation activities is to present to the general public the draft IRR derived from the focus group discussion (FGD) conducted among the PCSSD Board of Trustees (BOT) and key stakeholders in the diving industry last October 2019. The public consultations also aim to gather the public's comments, suggestions, and validation of the updated IRR, for its eventual ratification, adoption and implementation.

The services of a project/events management company (revise underlined with events management company or project/events management company") is needed for this activity to effectively collate and process the insights and inputs of the participants, stakeholders and the general public regarding the PCSSD's IRR, using tools and skills that are relevant and effective to the conduct of public consultations.

In lieu of a physical public consultation, the Commission is opting for an online public consultation to adhere to the health and safety guidelines on social distancing and mass gathering prescribed by the Inter-Agency Task Force for the Management of Emerging and Infectious Disease

Proposed Schedule and Establishment Areas Covered for Public Consultation:

1. Schedule: within the contract duration (3 months)
2. Areas: Luzon, Visayas, and Mindanao

Target number of participants per area: 30 pax

V. SCOPE OF WORK AND DELIVERABLES:

The project/event management company working with the PCSSD will undertake the following tasks:

1. Pre-event:
 - Advise and work with PCSSD regarding the formulation of consultation framework and methodologies to be used in the conduct of the public consultations;
 - Design and execute the appropriate program, processes/modules for the public consultations leading to the desired outputs;
2. Event proper:
 - Facilitate and moderate the conduct of the online public consultations via in the identified areas;

- Present the draft IRR from the 2019 FGD to the participants, relevant stakeholders and general public;
 - Document the public consultations (screenshots, and recordings of the online public consultations);
 - Collate, review and evaluate the technical inputs, comments and feedback made by the stakeholders and the public for submission to the Commission;
 - Answer the technical and legal questions that may be asked during the public consultations;
 - Advise PCSSD regarding the possible legal implications of the technical inputs and comments in the stipulations in the IRR;
 - Provide the following technical requirements for the duration of the project (6 days):
 - Dedicated Static IP internet with at least 35 MBPS
 - Licensed online platform (e.g. Zoom, MS Teams, Skype, etc.)
 - Provide necessary earphones, microphone and speakers
3. Post-event:
- Produce and submit to the Commission, the workshop summary, terminal report, and revised processed IRR with workshop inputs in electronic format (flash drive and email);

VI. SCHEDULE OF ACTIVITIES:

- 6 – Day Online Public Consultation
 - 1st Day: Simulation of the project by the project/events management company with the PCSSD
 - 2nd Day: General Presentation of updated IRR to all stakeholders (3 Areas)
 - 3rd Day: Public Consultation with Area 1 (Luzon)
 - 4th Day: Public Consultation with Area 2 (Visayas)
 - 5th Day: Public Consultation with Area 3 (Mindanao)
 - 6th Day: Regroup with PCSSD for discussion of the events that transpired and for discussion of the project/event management company's further deliverables
- The project/events management company, and PCSSD will create a secretariat, and will be stationed at a venue c/o the winning bidder, for the duration of the 6-day online public consultation, to oversee the whole event, and for efficient communication, coordination, and access to files.
- A week before the 1st consultation: Present the public consultation program to the PCSSD which includes:
 - Monitoring framework for measuring the achievement of program goals, objectives, and outputs;
 - Strategic plan that will reflect effective gathering of inputs from the stakeholders;
- Public Consultation proper (see schedule above):
 - Well-managed consultation generating participation from all attendees;
 - Inputs to the development of the IRR;
- On or before **December 7, 2020**: Submission of public consultation report/s to the PCSSD, summarizing the process, main outcomes, and evaluation made by the participants.

VII. QUALIFICATION OF EXPERTS/CONSULTANTS:

- Bidder has accomplished **at least 3** general project/event management works; Bidder that has handled at least 1FGD, organized meetings for any government agency relative to regulations, or has conducted a public consultation would be an advantage
- Two (2) Project Team Leads - Project Team Leads has handled project/s with policy discussions; an experience in handling project/s relative to dive is not required, but would be an advantage
- Facilitators – an experience in handling consultations or policy discussions, e.g. FGDs, Public Consultations, etc., is not required, but would be an advantage. The company may provide 1 facilitator for each background/task, or may provide a facilitator that can accomplish 2 tasks at the same time, provided that the facilitator can prove the specialization through certification, curriculum vitae, or the like.

- Facilitators must have in the team the following staff with background/profile:
 - Main Facilitator: Must have skills to exercise participatory methods in order to maximize each individual's participation; main facilitator will moderate the public consultations; must have experience in facilitating and/or moderating workshops or conferences; must be adept in the use of technology for each individuals' participation and gathering of opinions, e.g. brainstorming, grouping participants together, etc.
 - Scuba Diving background: Must at least be a dive instructor, with five (5) to ten (10) years of scuba dive experience / certification from a reputable scuba certifying agency; consultant that will come from any of the target public consultation areas will be an advantage;
 - Legal background: **Must be a lawyer**, and be adept with Philippine laws relative to the conduct of business, and penalty/sanctions related to scuba diving is preferred (e.g. local government ordinances, certifying agencies' rules, etc.); potential legal facilitator with scuba diving experience will be an advantage
- Two (2) Support Staff to assist in the conduct of the proceedings and preparation of the workshop report, as follows:
 - One (1) timekeeper and registration staff – to also facilitate questions from stakeholders
 - One (1) documentation and training support staff – to collate feedback, and support stakeholders on any technical problem
- Bidder must provide an organizational chart, or list of the staff with job assignment and requirements for the public consultation. **(Note: Bidder may go beyond the abovementioned required staff).**

VIII. ONLINE PUBLIC CONSULTATION TOOLS:

- The company must use an online platform, live streaming or recording of the conference (Online Video Conferencing platform [e.g. Switcher, Zoom, MS Teams, Skype, etc.]), and have online-ready tools for sampling or gathering of feedback from stakeholders (e.g. creation of a Google Site where stakeholders can view, and access other forms and documents), which is also in accordance with the Data Privacy Law (stakeholders may sign a confidentiality form).

IX. BUDGET:

- Total budget for this project is **PhP 2, 400, 000.00 (inclusive of tax)**

X. TERMS OF PAYMENT:

- Send-bill arrangement - Charged to the PCSSD
- Processing of payment shall be initiated upon certification by the end-user of the satisfactory completion of services and the issuance of a billing statement by the service provider.

XI. CONTACT PERSON:

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