

JOB REQUEST

Entity Name:	<u>NATIONAL BOOK DEVELOPMENT BOARD</u>	Fund Cluster :	01
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Office/Section : <u>FMETD</u>	JR No. : 2021013	Date: February 02, 2021
	Responsibility Center Code : _____	

Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	lot	<p>SUBJECT MATTER EXPERT FOR BOOKLATAN SA BAYAN WEBINAR WORKSHOP. Further details and specifications can be found below.</p> <p>Total Approved Budget: PHP 20,000 (GROSS)</p> <p>Workshop Details</p> <ul style="list-style-type: none"> • Online writing workshop with 35 participants • 15-hour workshop divided into five (5) sessions • Delivery period: March to April 2021 (specific dates to be determined/discussed) • Delivery platform: Zoom virtual classroom or similar online application • Objective: to capacitate novice content creators in writing quality stories for children with emphasis on the promotion of good nutrition and healthy habits <p>Minimum Qualifications of SME:</p> <ol style="list-style-type: none"> 1. Holder of a Certificate/Bachelor's Degree in Journalism, Creative Writing, Education, Communications, and other related fields; 2. Served as a Resource Speaker to at least two (2) similar physical workshops and two (2) related webinar workshops in the last five (5) years; 3. Author of at least three (3) storybooks or picture books for children; and 4. With active PhilGEPS registration <p>Preferred Qualifications of SME:</p> <ol style="list-style-type: none"> 1. Author of at least one (1) storybook or picture book for children in the field of nutrition 2. Registered with the NBDB as an author or writer 3. Has a stable and reliable Internet connection at home (i.e. minimum speed of 5 mbps; wired or wireless) <p>Scope of Work</p> <ol style="list-style-type: none"> 1. Design the logical flow of activities and learning exercises towards the objectives and expected outputs of the webinar; 2. Prepare needed presentations for the webinar to be submitted before the 1st session of the workshop proper; 3. If applicable, prepare the needed assignment worksheets for the webinar to be submitted before the 1st session of the workshop proper; 4. Employ appropriate webinar methodologies; <p style="text-align: center;"><i>-- Continuation on the next page --</i></p>	1		

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	lot	<p>SUBJECT MATTER EXPERT FOR BOOKLATAN SA BAYAN WEBINAR WORKSHOP <i>continuation:</i></p> <p>5. Use gender-neutral language during webinar and in all materials to be utilized during the sessions; 6. Preferably use Philippine content; 7. Lead and provide direction to the facilitation of the activities to ensure that the expected procedures towards the outputs are conducted; 8. Check all workshop outputs and provide with constructive comments or recommendations for improvement, as applicable; 9. Prepare a 20-item quiz as an assessment tool; 10. Prepare handouts for the participants in PDF file; 11. Attend pre and post workshop meetings organized by the NBDB project team, whenever necessary; 12. Coordinate with the NBDB project team to ensure smooth implementation of the webinar sessions; and 13. Ensure a stable Internet connection should the hosting of webinar sessions be conducted in his/her residence.</p> <p>Documents to be submitted:</p> <p>1. Curriculum Vitae (<i>highlighting the minimum qualifications required</i>) 2. Bionote 3. Copy of one (1) valid government-issued ID 4. Workshop flow/program using the provided template 5. Copy of active PhilGEPS registration (<i>screenshots will suffice</i>) 6. Internet speed test result (<i>screenshots will do</i>) 6. Copy of NBDB certificate of registration and sample works/ portfolio, as applicable</p> <p>Reminders:</p> <p>1. Payment is bank-to-bank, preferably Landbank. Otherwise, interbank charges will be shouldered by the SME. 2. Deadline for submission of quotations: 15 February 2021 (Monday) at 11:00 AM. Applications may be sent via email at redflores@nbdb.gov.ph.</p> <p style="text-align: center;">--- NOTHING FOLLOWS---</p>	1		

Purpose: Subject Matter Expert to serve as resource speaker for the conduct of Booklatan sa Bayan Webinar Workshop on Writing Stories for Children (Nutrition) on March to April 2021

	Requested by:	Approved by:
Signature :		
Printed Name :	REYNALDO S. FLORES, JR.	RYAN A. ESTEBAN
Designation :	Project Development Officer III	OIC, Executive Director