

JOB REQUEST

Entity Name:	<u>NATIONAL BOOK DEVELOPMENT BOARD</u>	Fund Cluster :	01
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Office/Section : <u>FMETD</u>	JR No. : 2021016	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 environmental stewardship and disaster awareness <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 environmental advocacy or disaster awareness 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; 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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Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	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: 22 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 (Environmental Stewardship & Disaster Awareness) on April to May 2021

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