

# JOB REQUEST

<b>Entity Name:</b>	<b><u>NATIONAL BOOK DEVELOPMENT BOARD</u></b>	<b>Fund Cluster :</b>	<b>01</b>
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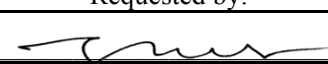
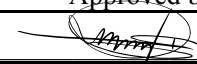
<b>Office/Section :</b> <u>FMETD</u>	<b>JR No. :</b> 2021014	<b>Date:</b> February 02, 2021
	<b>Responsibility Center Code :</b> _____	

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

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	lot	<p><b>SUBJECT MATTER EXPERT FOR BOOKLATAN SA BAYAN WEBINAR WORKSHOP</b> <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><b>Documents to be submitted:</b></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><b>Reminders:</b></p> <p>1. Payment is bank-to-bank, preferably Landbank. Otherwise, interbank charges will be shouldered by the SME.                      2. <b>Deadline for submission of quotations: 15 February 2021 (Monday) at 11:00 AM.</b>                      Applications may be sent via email at <a href="mailto:redflores@nbdb.gov.ph">redflores@nbdb.gov.ph</a>.</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

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