

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract, voluntarily entered into by and between:

The DEPARTMENT OF LABOR AND EMPLOYMENT (DOLE), represented by the Undersecretary CLARO A. ARELLANO, herein referred to as DOLE.

And

Ms. ALCESTIS ABRERA MANGAHAS, of legal age, with residence and postal address at 19 Nova Scotia Loyola Grand Villas Marikina City, 1109, Philippines, herein referred to as the REGIONAL RESEARCH CONSULTANT.

WITNESSETH:

1. That, in connection with the conduct of the Philippine-led ASEAN project entitled **Public Campaign on Safe and Fair Migration in the ASEAN Region**, and to assist the DOLE – Technical Working Group during the execution of the project, the DOLE, will hire a regional research consultant to undertake research and develop the technical content of the Aps on safe and fair migration, highlighting, the vulnerabilities of women migrant workers across ASEAN;
2. That, the **Regional Research Consultant**, being fully competent and qualified to render the required services in accordance with the qualifications stated in the his/her resume/curriculum vitae, is hired under the following terms and designation, to wit:

Position: REGIONAL RESEARCH CONSULTANT
Duration of Contract: FOUR (4) MONTHS UPON CONTRACT SIGNING

3. That, for and in consideration of the services rendered, the DOLE hereby agrees to pay the Regional Research Consultant, **remuneration in the amount of Php 500,000.00** with breakdown as follows:

Ms. Alcestis A. Mangahas

A. 6/11/11

6/11/11

Ms. Glenda S. Manglar

AGC

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Payment	Deliverables	Review and Approvals
1st Tranche 15% (Php 75,000.00)	Mobilization cost (upon contract signing and submission of inception report) <i>*as per p. 90 of the GPPB Manual of Procedures for the Procurement of Consulting Services (Volume 4) (Annex C)</i>	DOLE-TWG
2nd Tranche 50% (Php 250,000.00)	Upon submission of the first consolidated report (interview and FGD findings to be consolidated in this report)	DOLE-TWG
3rd Tranche 35% (Php 175,000.00)	Upon completion of the final report, including findings from the facilitated workshops, key messages, suggested scripts	DOLE-TWG, AMS National Experts, and ILO- Safe and Fair Project Team

4. That, the afore-stated fees shall be without deduction except for those that **may be authorized by law**;
5. That, there shall be no employer-employee relationship between the parties during the tenure or effectivity of the Contract of Service.

6. RESPONSIBILITIES:

The **DOLE** agrees to the following terms and conditions:

- a) Provide technical assistance/reference requirements to the Regional Research Consultant and nominated national expert for the Philippines;
- b) Provide coordination assistance to the Regional Research Consultant during consultation sessions with project stakeholders, the ASEAN Secretariat, the nominated ASEAN Member States (AMS) national experts, media outfit and donors;
- c) Provide technical and secretariat assistance to the pre- and final-planning workshops between DOLE-TWG and AMS national experts to present the initial storyboard design and script prior to actual video production and its finalization;
- d) Assist and coordinate on the processing of requirements and liaise with concerned DOLE offices for the payment of the Regional Research Consultant's fees; and
- e) Perform other tasks as may be identified by the DOLE-TWG.

The **Regional Research Consultant** agrees to the following terms and conditions:

- a) Devote his/her knowledge, experiences and skills in accordance with the qualifications alleged in his/her resume/curriculum vitae, in the exercise of his/her duties and responsibilities as specified in the TOR (Annex A), including but not limited to the following:
- Consulting with key project stakeholders, the ASEAN Secretariat, nominated national experts of the AMS, and donors on key information requirements of the AMS for migrant workers and their employers, including conducting information gathering of relevant laws, policies and programs, including existing pre-departure and post-arrival training modules from all AMS;
 - Preparation of standardized questionnaires and interview protocols to consolidate data and information offered by the AMS; collect and coordinate the data collection and information gathering by AMS national experts;
 - Undertake a series of structured face-to-face interviews (and/or focus group discussions) using (b) and organize the information and data collected to determine key messages (such as possible risks that men and women face in the migration process; the importance of rights and access to mechanisms; ways of determining appropriate recruitment agencies, the pre-employment requirements and country of destination information; as well as gaps in existing training modules, among others). The information will need to differentiate the emphasis and highlights of two separate AVPs; and
 - Facilitation/conduct of the pre- and final- planning workshops between DOLE-TWG and AMS national experts to present the initial storyboard design and script prior to actual video production and its finalization.
- b) Coordinate with the selected media company in finalizing and translating the research inputs into an appropriate storyboard design and script;
- c) Perform other tasks as determined by DOLE-TWG.

7. NON-DISCLOSURE:

All information and data gathered by the Regional Research Consultant, including the terms and conditions of this contract, shall be deemed confidential and may not be disclosed without prior consent of the DOLE.

Ms. Aurora S. Maynila



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