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REGIONAL DEVELOPMENT COUNCIL
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REGIONAL GENDER AND DEVELOPMENT COMMITTEE

**Guidelines on the Certification of the Regional Pool of
Gender and Development (GAD) Resource Persons (RPGRP)**

Background

The MIMAROPA Regional Gender and Development Committee (RGADC) aims to advance and mainstream gender and development (GAD) in the region. It is also tasked to provide technical assistance on topics such as GAD planning and budgeting, harmonized GAD guidelines on various stages of project development, gender analysis tools, gender sensitivity training, and GAD database development requested by regional line agencies, local government units, state universities and colleges, and other organizations. There is a great need to capacitate GAD advocates and transform them into knowledgeable and skilled resource persons to meet the growing demand of technical assistance in the region.

To ensure the quality of technical assistance, the MIMAROPA Regional Pool of GAD Resource Persons (RPGRP) shall be organized and its members certified. The resource pool shall be composed of GAD experts and learning service providers who may be tapped by the RGADC to provide technical assistance on gender mainstreaming and other GAD topics.

Qualifications

GAD advocates and practitioners who have experience in providing GAD-related capacity development sessions as trainers, facilitators, resource persons, and consultants are qualified to apply for membership and certification into the RPGRP. These applicants must have gone through basic, in-depth, and/or continuing capacity development sessions to improve their knowledge on GAD. The applicants must have also a record of accomplishment as GAD advocates to be able to properly convey the correct GAD core messages to their audience.

Screening Committee

The RGADC shall create the RPGRP Screening Committee which shall be composed of a Chairperson and at least two (2) members of the RGADC. A representative from the Philippine Commission on Women (PCW) may also be invited to serve as adviser or technical assistant during the profiling and selection process.

The Screening Committee shall prepare the examination questions, review the applications, including the training needs assessment forms, and prepare other parameters for selection, as necessary, for the shortlisted and qualified applicants.

The Screening Committee shall also consider the following:

- At least one year of experience or record as a trainer, facilitator, or resource person in any of his/her sectoral expertise;
- At least one year of experience or record as trainer, facilitator, researcher, technical adviser/consultant, focal person, and or resource person on topics such as GAD orientation, gender sensitivity training, GAD-related laws, GAD planning and budgeting, gender analysis, development of GAD tools or modules or has an experience in implementing GAD projects (not only in theory but in practice);
- Level of familiarity of GAD concepts, policies, and tools; and
- A resident and/or employed with any institution or organization in the MIMAROPA region (or whose primary area of operation or jurisdiction includes MIMAROPA region) where the applicant is applying as a member of the RPGRP.

The Screening Committee shall finally submit to the RGADC its recommendations for the approval of the RGADC.

Application

The process of certification as a member of the MIMAROPA RPGRP starts with the submission of application letter, accomplished Personal Data Sheet (CS Form No. 212, Revised 2017, or the latest version as may be prescribed by the Civil Service Commission), and MIMAROPA RPGRP Training Needs Assessment Form, together with the necessary documentary attachments, to the RGADC Secretariat.

Only those with complete submissions sent on or before the deadline, if any, will be considered for the pre-qualification examination and shortlisting.

Examination

RGADC shall inform the shortlisted applicants of their scheduled examination date. The venue and mode of the examination shall be

determined by the RGADC based on the prevailing health standards and other precautionary protocols.

Only those applicants who garnered 70% shall be considered for shortlisting.

RGADC shall inform the applicants of the results of the examination within one month after the date of the examination.

Applicants who were not able to score a minimum of 70 points during the written examination will be waitlisted in the next batch of written examinees.

Certification

All shortlisted applicants must attend and complete the four-day levelling session on the provision of GAD technical assistance to be coordinated and organized by the Screening Committee in coordination with the RGADC Secretariat.

The Screening Committee shall determine the parameters to assess the performance of the shortlisted applicants during the leveling session to determine the final list of applicants to be certified as part of the RPGRP.

The RGADC may adopt the parameters used by the PCW as follows:

Parameters for Assessment	Raw Score	Equivalent Percentage Points
LEVEL I		
1. Results of the preliminary assessment Examination - 50% Experience- 50%	70-100 points	20%
LEVEL II		
2. Score in the pre and post test	30-35 points = 5 23-29 points = 4 16-22 points = 3 8-15 points = 2 1-7 points = 1	10%
3. Score in the return demonstration	Mastery of Topic - 50 Content and Delivery - 50	70%
TOTAL		100%

The Screening Committee shall present to the RGADC the results of the levelling session and its final recommendations before the RGADC can finally decide on the certification of qualified applicants.

The number of years a resource person will be certified as a member of the RPGRP shall be determined by the RGADC.

Total Score in the Application Process and Total Score after end of PA	Number of Years Certified or Re-certified
81-100	3 years
65 – 80.99	2 years
50-64.99	1 year
49.99 and below	Not certified or re-certified

The RGADC shall notify the shortlisted applicants of the results of the leveling session and their final score in certification criteria within one month after the conduct of the leveling session.

The RGADC may organize a special ceremonial certification activity that can serve as the venue for the formal signing of Partnership Agreement between the certified RPGRP and the RGADC.

PCW-certified National GAD Resource Pool (NGRP) Members are not automatically members of the RPGRP, and vice-versa. If NGRP Members are interested to join the RPGRP, they are also required to undergo the process of certification of RPGRP, and vice-versa.

Terms of Reference of GAD Resource Persons

The certified members of the RPGRP are expected to comply and abide by the following minimum standards and protocols stipulated in the partnership agreement:

1. Follow the terms set in the signed Partnership Agreement and the RGADC guidelines;
2. Handle at least the required minimum number (to be determined by RGADC) of GAD-related technical assistance annually;
3. Submit one required report yearly to RGADC following prescribed templates and schedule set by the RGADC;
4. Attend and actively participate during learning or deepening sessions, regional assemblies, and other RGADC-led activities;
5. Participate in the development and updating of tools, modules, and other GAD-related materials;

6. Share with regional RPGRP members the materials, modules, innovative approaches, studies, researches, papers, cases, and tools on GAD, as may be allowed by intellectual property laws, rules, and regulations; and
7. As the need arises, partner with the RGADC in the conduct of region-wide GAD-related GAD Technical Assistance.

Directly Handled Technical Assistance Requests

RPGRP members who directly received Technical Assistance requests shall still submit training or synthesis report and evaluation to the RGADC through the RGADC Secretariat.

Payment of Professional Fees

The payment of professional fees shall be based on existing government rules and regulations specifically on the granting of honoraria/professional fees under the Department of Budget and Management Circular 2007-01, or the Guidelines on the Grant of Honoraria to Lecturers, Resource Persons, Coordinators and Facilitators (or the revised and updated memorandum as may be released by the Department of Budget and Management).

RGADC-Referred Technical Assistance Requests

The following shall be followed for Technical Assistance requests received by the RGADC:

1. RGADC receives GAD-related Technical Assistance requests. RGADC shall decide who among the members will coordinate GAD-related Technical Assistance requests in the region, monitor the Technical Assistance requests, and keep a record of Technical Assistance referrals.
2. Refer the Technical Assistance request to the suitable RPGRP member. All technical assistance requests shall be forwarded or endorsed by the head of the agency or office to the RGADC Chairperson or the RGADC Secretariat. However, the RGADC may still opt to develop its own guidelines. RGADC Technical Assistance referrals may also adopt PCW's processes
3. RPGRP member receives the Technical Assistance referral from the RGADC. Upon receipt of the Technical Assistance referral, the RPGRP member shall inform the RGADC if he or she will take the request or not. Once accepted, the RPGRP member shall prepare for the provision of Technical Assistance to the requesting party.

Role of RGADC in the Certification of RPGRP Members

1. Provide the necessary funds for the certification and continued capacity building of RPGRP (each member of the RGADC shall program RPGRP certification activities in its budget proposals);
2. Create a Screening Committee that will lead in the process of application, shortlisting, and leveling session of applicants to the RPGRP;
3. Promote or disseminate information about the RPGRP in the RGADC/RDC websites, publications, and region-wide activities among others;
4. Create and maintain a list or database to serve as repository of RPGRP member profiles, contact information, performance assessment, and tracking of TA referrals and requests;

Role of PCW in the Certification of RPGRP Members

1. Assist the RGADC in the development of the certification guidelines of the RPGRP;
2. Serve as adviser and technical assistant of the RGADC Screening Committee especially in the selection of qualified applicants to be certified;
3. Assist in the conduct of leveling sessions on GAD for shortlisted applicants as facilitators, resource persons, or in the development of leveling session designs; and
4. Assist and, if necessary, provide funding to the RGADC in the conduct of continued capacity development of RPGRP members.