



**INTER - AGENCY COUNCIL AGAINST TRAFFICKING**

Republic of the Philippines

2/F Programs Bldg., Department of Justice, Padre Faura St., Ermita, Manila

Tel. Nos.: (02) 527-2363 | Fax Nos.: (02) 525 - 2131

**Non-Government Organization Sectoral Representative Nomination Form**

**SECTOR:** \_\_\_\_\_

**The Organization**

Name of Organization: \_\_\_\_\_  
Main Office Address: \_\_\_\_\_  
Telephone Number/s: \_\_\_\_\_  
Fax Number/s: \_\_\_\_\_  
Official E-mail Address: \_\_\_\_\_  
Website URL: \_\_\_\_\_  
Facebook URL: \_\_\_\_\_  
Twitter Handle: \_\_\_\_\_  
Youtube Channel: \_\_\_\_\_

**The Representative**

Name of Primary Representative: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Telephone Number/s: \_\_\_\_\_  
Fax Number/s: \_\_\_\_\_  
Mobile Number/s: \_\_\_\_\_  
Official E-mail Address: \_\_\_\_\_  
Facebook URL: \_\_\_\_\_  
Twitter Handle: \_\_\_\_\_

**The Alternate**

Name of Alternate: \_\_\_\_\_  
Office Address: \_\_\_\_\_  
Telephone Number/s: \_\_\_\_\_  
Fax Number/s: \_\_\_\_\_  
Mobile Number/s: \_\_\_\_\_  
Official E-mail Address: \_\_\_\_\_  
Facebook URL: \_\_\_\_\_  
Twitter Handle: \_\_\_\_\_

1. This form is subdivided into five (5) categories, namely:
  - A. Organizational Profile
  - B. Leadership Profile
  - C. Organizational Health and Operational Capacity
  - D. Service and Track Record
  - E. Organizational Standards and Agenda

2. Please provide all details asked for. You may add pages if necessary. The forms may be photocopied. Should you have questions, please contact the IACAT Secretariat.
3. Please submit supporting documents for specific sections, as required.
4. The organization must submit names for a Primary Representative and an alternate.

The Primary Representative shall be the Presidential Appointee and thus must agree to be nominated (Please see FUNCTIONS OF THE COUNCIL).

The Alternate will serve on the Primary Representative's behalf only on occasions where the latter is unavailable - the rights and obligations of the Primary Representative, only under such circumstances and for exigency, is deemed transferred to the Alternate. The Alternate therefore must also knowingly agree to being nominated.

5. Organizations may submit as many as three (3) Bid books - one for each sector, should the organization wish to be nominated for all three (3) sectoral representation seats. However, an organization can be elected for only one seat, which will be the seat where the organization received more votes.

In the event that the sector has won all three seats, the organization with the next most number of votes will be declared as the Representative. For all instances of a tie including that of an organization against itself (for situations where the NGO was nominated for all three sectors), the Chairperson of the Council will render the final vote.

#### THE NOMINATION and SELECTION PROCESS:

##### *1. Nomination Form (Bid book) Submission and Screening*

By submitting this form you agree to being nominated by any of the IACAT Council Members.

The Nomination Form Screening is the first stage of the process. In this stage, your bid book (nomination form) will be reviewed by the IACAT Secretariat only to the extent of certifying that the form is duly accomplished and all supporting documents required have been submitted.

Your bid book will not be submitted to the Council for review if incomplete.

##### *2. Review and Nomination by IACAT Council Members*

An IACAT Council Meeting will be called for purposes of reviewing all submitted Bidbooks, and recording of official nominations.

At this point, each Council Member or their designated representative will choose one NGO to nominate for each sectoral seat. An NGO may be nominated for two or all sectoral seats if it submits itself to such nomination based on the number of Bidbooks it has submitted.

##### *3. Voting and Selection by IACAT Council Members*

An NGO may receive as many as eleven (11) votes. To be officially selected as Representative however, an NGO needs only six (6) votes or the most number of

votes in case there are abstentions or by final vote of the Chairperson of the Council in case of a tie.

Voting shall be done through secret balloting. Tallying of scores shall be transparent. This exercise will be performed during an IACAT Council Meeting called specifically for this purpose.

A Resolution shall be signed and issued by the Council to formalize the selection of the Representative.

The Resolution shall be transmitted to the Office of the President of the Republic of the Philippines.

The President of the Republic of the Philippines may or may not appoint the selected Representative. In the case of the latter, the President will be provided with a second and third option which shall be the second and third placer in the selection, respectively.

### CRITERIA AND ELIGIBILITY FOR NOMINATION

The following are Minimum Requirements to render an organization and its designated representatives eligible for nomination:

#### THE ORGANIZATION

##### *Office:*

1. The NGO must have a permanent Office, preferably in Metro Manila, and commits to participate in all activities of the Council.

##### *Scope of Operations:*

2. The NGO must have been implementing anti-trafficking programs or services in the Philippines for at least five (5) years;

##### *Representation:*

3. Majority of the NGO's clients/beneficiaries belong to the sector it represents;
4. A significant segment of its network is composed of organizations and individuals belonging to the sector it represents

##### *Eligibility:*

5. The NGO is a duly licensed and registered non-stock, non-profit, and non-government organization in the Philippines.
6. There is no pending legal investigation and proceedings against the NGO. An exception may be made if the case against the NGO is a harassment suit.

#### THE PRIMARY REPRESENTATIVE

##### *Eligibility:*

7. The Primary Representative and his/her alternate are Filipinos;
8. The Primary Representative has been involved in anti-trafficking work for at least two (2) years;
9. The Primary Representative must be a Senior Executive in the organization
10. There is no pending legal investigation and proceedings against the Primary Representative and his/her alternate. An exception may be made if the case against the representative or alternate is a harassment suit.

## FUNCTIONS OF THE COUNCIL

The Anti-Trafficking in Persons Law or RA 9208 as amended by RA 10364 mandates the following as functions of the Council:

1. Formulate a comprehensive and integrated program to prevent and suppress the trafficking in persons;
11. Promulgate rules and regulations as may be necessary for the effective implementation of the anti-trafficking law;
12. Monitor and oversee the strict implementation of the anti-trafficking law;
13. Coordinate the programs and projects of the various member agencies to effectively address the issues and problems attendant to trafficking in persons;
14. Coordinate the conduct of massive information dissemination and campaign on the existence of the law and the various issues and problems attendant to trafficking through the LGUs, concerned agencies, and NGOs;
15. Direct other agencies to immediately respond to the problems brought to their attention and report to the Council on action taken;
16. Assist in filing of cases against individuals, agencies, institutions or establishments that violate the provisions of this Act;
17. Formulate a program for the reintegration of trafficked persons in cooperation with DOLE, DSWD, Technical Education and Skills Development Authority (TESDA), Commission on Higher Education (CHED), LGUs and NGOs;
18. Secure from any department, bureau, office, agency, or instrumentality of the government or from NGOs and other civic organizations such assistance as may be needed to effectively implement the anti-trafficking law;
19. Complement the shared government information system for migration established under Republic Act No. 8042, otherwise known as the "Migrant Workers and Overseas Filipinos Act of 1995" with data on cases of trafficking in persons, and ensure that the proper agencies conduct a continuing research and study on the patterns and scheme of trafficking in persons which shall form the basis for policy formulation and program direction;
20. Develop the mechanism to ensure the timely, coordinated, and effective response to cases of trafficking in persons;
21. Recommend measures to enhance cooperative efforts and mutual assistance among foreign countries through bilateral and/or multilateral arrangements to prevent and suppress international trafficking in persons;
22. Coordinate with the Department of Transportation and Communications (DOTC), Department of Trade and Industry (DTI), and other NGOs in monitoring the promotion of advertisement of trafficking in the internet;
23. Adopt measures and policies to protect the rights and needs of trafficked persons who are foreign nationals in the Philippines;
24. Initiate training programs in identifying and providing the necessary intervention or assistance to trafficked persons; and
25. Exercise all the powers and perform such other functions necessary to attain the purposes and objectives of the anti-trafficking law.

A. THE ORGANIZATION

Please answer the following questions:

1. What is the organization’s vision statement?

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26. What is/are the organization’s mission statement/s?

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27. What are the organization’s outcome statements in relation to human trafficking?

Outcomes	Explanatory Note / Context

28. How does your organization view the current trafficking situation in the Philippines?  
Identify gaps and what contributions you can make in addressing the gaps.

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29. What are the organization’s current anti-trafficking programs and services? Please add rows when necessary.

<b>Programs / Services</b>	<b>Description</b> <i>(describe the program and indicate timeline of implementation)</i>	<b>Output/Targets</b> <i>(reach/scope /area of programs, and target beneficiaries)</i>

30. Please submit a 1 Page Organizational Profile.

**B.1 THE PRIMARY REPRESENTATIVE**

Please answer the following questions / Fill the required fields:

31. Full Name *(Family, First, Middle)*: \_\_\_\_\_
32. Current Position: \_\_\_\_\_ Period of Office: \_\_\_\_\_
33. Please briefly describe the roles and responsibilities of the Post:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

34. Is the representative authorized (without need of approval from another person/officer) to enter into legally binding agreements for and in behalf of the organization?
35. Does the representative have authority to assign any of the organization’s personnel to work on projects/activities/programs conducted in partnership with government agencies like the IACAT?
36. Does the representative have authority to accept / receive grants / donations from government agencies like the IACAT?
37. Does the representative have authority to commit organization funds for the conduct of programs/projects/activities in partnership with government agencies like the IACAT?

YES	NO

38. Work experience related to the **sector and trafficking in persons** in the last two (2) years *(add rows if necessary)*:

<b>Role / Position</b>	<b>Agency/Organization/ Project/Program</b>	<b>Inclusive dates</b>	<b>Major Achievements</b> <i>(list gains in the sector driven by/as a result of the representative’s involvement)</i>

39. Professional Background. Please enumerate other professional and voluntary engagements of the representative in the last two (2) years. *(add rows if necessary)*:

<b>Role / Position</b>	<b>Agency/Organization/ Project/Program</b>	<b>Inclusive dates</b>	<b>Major Achievements</b> <i>(list specific gains in the field achieved because of the role played by the representative)</i>

40. Educational Background *(add rows if necessary)*:

<b>Degree Earned</b>	<b>School / Institution</b>	<b>Inclusive Dates</b>	<b>Awards</b> <i>(if any)</i>

41. Significant Trainings / Conferences / Courses relevant to the sector and Anti-Trafficking Initiatives *(add rows if necessary)*:

<b>Course/Training/Conference Title</b>	<b>Organizers</b>	<b>Role</b>	<b>Date and Venue</b>

42. Published Work relevant to the sector and trafficking *(add rows if necessary)*:

<b>Title of Article/Book</b>	<b>Synopsis / Short Description</b>	<b>Publisher and Date Published</b>

43. Awards / Recognitions / Citations relevant to the sector and anti-trafficking work Received *(add rows if necessary)*:

<b>Title of Award / Recognition</b>	<b>Award giving body</b>	<b>Date Received</b>

**B.2 THE ALTERNATE**

Please answer the following questions / Fill the required fields:

44. Full Name (Family, First, Middle): \_\_\_\_\_  
 45. Current Position: \_\_\_\_\_ Period of Office: \_\_\_\_\_  
 46. Please briefly describe the roles and responsibilities of the Post:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

47. Is the alternate authorized (at most, subject to approval of the Primary Representative) to enter into legally binding agreements for and in behalf of the organization?  
 48. Does the alternate have authority to assign any of the organization's personnel to work on projects/activities/programs conducted in partnership with government agencies like the IACAT?  
 49. Does the alternate have authority to accept / receive grants / donations from government agencies like the IACAT?  
 50. Does the alternate have authority to commit organization funds for the conduct of programs/projects/activities in partnership with government agencies like the IACAT?

YES	NO

51. Work experience related to the **sector and trafficking in persons** in the last two (2) years (add rows if necessary):

Role / Position	Agency/Organization/ Project/Program	Inclusive dates	Major Achievements <i>(list gains in the sector driven by/as a result of the representative's involvement)</i>

52. Educational Background (add rows if necessary):

Degree Earned	School / Institution	Inclusive Dates	Awards (if any)

53. Significant Trainings / Conferences / Courses relevant to the sector and Anti-Trafficking Initiatives (add rows if necessary):

Course/Training/ Conference Title	Organizers	Role	Date and Venue

**B.3 THE OFFICIAL LIAISON / CONTACT POINT TO IACAT**

Please answer the following questions / Fill the required fields:



54. Full Name (Family, First, Middle): \_\_\_\_\_

55. Current Position: \_\_\_\_\_ Period of Office: \_\_\_\_\_

56. Contact Details:

E-mail Addresses:

Telephone Number/s:

Fax Number/s:

Mobile Numbers:

57. Is the liaison authorized to represent the organization in working groups/ meetings/conferences/events if both the alternate and primary representatives are absent?  
 \_\_\_\_\_ YES \_\_\_\_\_ NO

58. Please submit the following:

- 1.1. 1 Page Profile with Photo of each of the organization's Trustee
- 1.2. 1 Page Profile with Photo of the organization's President / CEO
- 1.3. 1 Page Profile with Photo of the Primary Representative
- 1.4. 1 Page Profile with Photo of the Alternate
- 1.5. 1 Page Profile with Photo of the Official Liaison
- 1.6. Curriculum Vitae of the Primary Representative, the Alternate, and the Liaison
- 1.7. NBI Clearance of both the Primary Representative and Alternate
- 1.8. Statement under oath whether the nominee has any pending criminal or administrative case against him/her

**C. THE ORGANIZATIONAL HEALTH AND OPERATIONAL CAPACITY**

Please answer the following questions / fill the required fields:

59. What was the organization's annual budget for the last five (5) years?

Period	Annual Budget	Actual Expenses

60. How much did you spend on anti-trafficking programs and services in the last five years?

Period	Actual Expenses	Expenses incurred for Anti-Trafficking programs/services

61. Do you have an established automated financial management system? If yes, please describe the system. If NO, please describe your financial management process.

\_\_\_\_\_ YES      \_\_\_\_\_ NO

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62. How sustainable is the organization? Please describe the organization's existing sustainability plan. \_\_\_\_\_ YES      \_\_\_\_\_ NO

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63. Do you have an established Monitoring and Evaluation System? If yes, please describe / illustrate the tool. If no, please describe your process for monitoring and evaluating your programs / services / projects / activities. \_\_\_\_\_ YES      \_\_\_\_\_ NO

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64. Please submit the following:
- 1.9. Copies of your audited financial statement for the last five (5) years
  - 1.10. Copies of your SEC Registration, and Accreditation/Registration/Licenses from other relevant government agencies such as DSWD, POEA, DOLE, etc.
  - 1.11. Copy of licenses / accreditations / registrations from foreign governments and other partners, if applicable
  - 1.12. Copies of your Annual Report for the last five (5) years
  - 1.13. Copy of your organizational structure
  - 1.14. List of your current staffing/human resource, with the rank and designation of each person, including volunteers
  - 1.15. Inventory of your current Partners and Collaborators following this matrix

Name of Partner	Classification <i>(please specify as: National Government Agency, Local Government, Foreign Government, International or Local Non Government Organization, Academe, Media, Faith-based organization, etc.)</i>	Sector Scope of Operations <i>(i.e, women, children, OFW, etc.)</i>

**D. SERVICE AND TRACK RECORD**

Please answer the following questions / fill the required fields:

65. Please enumerate your organization's awards / citations / recognitions related to your work on trafficking in persons *(add rows if necessary)*:

Title of Award	Date and Place award was given	Award giving body	Level <i>(indicate if foreign, national, or local)</i>

66. Have you ever partnered with the IACAT? Please enumerate the projects you have implemented together with IACAT *(add rows)*:

Title of Project	Date and Area of implementation	Targets achieved	Your role in the project

67. How many members of your sector (children, women, migrant workers) who are **trafficking victims** has the organization directly served in the last five years (*add rows*)?:

Program/Service	Description	Number served

68. How many members of your sector (children, women, migrant workers) who are classified as **persons at-risk of trafficking** has the organization directly served in the last five (5) years (*add rows*)?:

Program/Service	Description	Number served

69. Has the organization trained duty-bearers/stakeholders on subjects related to trafficking in the last five years? Please list the trainings and number of people trained (*add rows*):

Title of Trainings	Description	Number of Duty Bearers and Stakeholders Trained (please specify group, i.e law enforcement, national line agencies, etc.)	Inclusive Dates

70. Are there any books / researches / studies related to trafficking in persons that the organization has published? Please enumerate them (*add rows if necessary*):

Title of Research / Study / Book	Summary / Description of Content	Key Information that has / can influence policy or program development	Date of Publication and Number of Copies Distributed

71. Is the organization a member of any local/international Working Group/Committee /Council, or multi-party body on trafficking or related issues? Enumerate (*add rows*):

Name of Agency/Council/Committee	Role / Mandate	Inclusive Period and Area of Coverage	Agency / policy providing authority for membership

72. Please submit the following:

- 1.16. Copies of best practice citations or results of formal external impact assessments performed on any of your interventions (if applicable)
- 1.17. Copies of features on your organization, including documentaries, published articles, news items mentioning your organization, etc. (if available)
- 1.18. Three (3) letters of endorsement from an organization belonging to the sector you wish to represent.

**E. ORGANIZATIONAL STANDARDS AND AGENDA**

Please answer the following questions / fill the required fields:

**E.1 STANDARDS**

73. Does the organization have an institutional child protection policy? please submit a copy of the policy.

\_\_\_\_\_ YES \_\_\_\_\_ NO

74. Does the organization have an institutional policy on TIP victim protection? please submit a copy of the policy.

\_\_\_\_\_ YES \_\_\_\_\_ NO

75. Does the organization have an anti-sexual harassment policy? please submit a copy of the policy.

\_\_\_\_\_ YES \_\_\_\_\_ NO

76. Does the organization have a code of conduct for its staff and volunteers especially in relation to victim handling? please submit a copy of the policy.

\_\_\_\_\_ YES \_\_\_\_\_ NO

77. Is the organization an equal opportunity employer? please submit a copy of your employment guidelines and policy.

\_\_\_\_\_ YES \_\_\_\_\_ NO

**E.2 AGENDA**

78. For the next five (5) years, what do you think should be the IACAT's top five (5) priorities in relation to the sector you wish to represent? Please explain the role you wish to perform in accomplishing such priorities.

Priority	Description of role you will perform

# **CERTIFICATION**

We hereby certify that the foregoing statements are true and correct.

We acknowledge that this document will be reviewed by members of the Inter-Agency Council Against Trafficking (IACAT) in aid of deliberation as to nomination and selection of NGO Representatives to the IACAT.

Also, we acknowledge that this document, upon submission, shall become a basis for evaluation of our engagement with IACAT and performance as representative of the sector, if nominated and selected as such.

Furthermore, the undersigned acknowledges that submission of this document amounts to our agreement to be designated as Official Liaison, Alternate, and Primary Representative in the event that the organization is selected as an NGO Representative.

Finally, we acknowledge that submission of this document to the IACAT amounts to our express permission to be nominated and selected as NGO Representative of the \_\_\_\_\_ sector to the IACAT.

\_\_\_\_\_  
**OFFICIAL LIAISON**

(signature above printed name)

\_\_\_\_\_  
**ALTERNATE**

(signature above printed name)

\_\_\_\_\_  
**PRIMARY REPRESENTATIVE**

(signature above printed name)

\_\_\_\_\_  
**PRESIDENT**

(if Primary Representative is not the President)

\_\_\_\_\_  
**SECRETARY OF THE BOARD**

(signature above printed name)

\_\_\_\_\_  
**CHAIRMAN OF THE BOARD**

(signature above printed name)