

**UNESCO NATIONAL COMMISSION OF THE PHILIPPINES (UNACOM)**  
 Department of Foreign Affairs, Roxas Boulevard, Pasay City  
**Indicative Annual Procurement Plan for FY 2023**

Code (PAP)	Procurement Program/Project	PMO/End-User	Mode of Procurement	Schedule of Each Procurement Activity	Source of Funds	Estimated Budget			Remarks
						Total	MOOE	CO	
<b>TRAINING AND SEMINAR EXPENSES</b>									
<b>Annual Procurement and Cash Planning Activity</b>									
	Catering/meals	UNACOM	Small Value Procurement	January, June, December	GoP	100,000	100,000	0	Procurement and cash planning sessions are regularly held to map out UNACOM priority programmes, projects, and activities for the entire fiscal year. UNACOM is scheduled to conduct the initial and final APP Planning and Cash Programming Session in January, June, and December, respectively.
	Venue/accommodation	UNACOM	Lease of Venue	January, June, December	GoP	100,000	100,000	0	
	Travel expenses (local)	UNACOM	Direct Retail Purchase / Small Value Procurement	January, June, December	GoP	50,000	50,000	0	
<b>UNACOM Promotional Materials</b>									
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	100,000	100,000	0	UNACOM will produce online and printed materials to promote various UNESCO and UNACOM programmes and projects. UNACOM and partners may also tap service providers to produce, publish, and help promote relevant materials to expand the reach and raise awareness about UNESCO, UNACOM and its programmes, projects, and designated and inscribed sites. The Office will also promote resources on gender and development from UNESCO and PCW. Collaboration with experts or resource persons to come up with the appropriate content and best materials possible will also be initiated, subject to government rules and procedures.

<b>Celebration of National and International UN and UNESCO days and observances</b>									
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	UNACOM will promote and celebrate relevant national and international UNESCO days and observances that mark important aspects of human life and history through online and offline promotions and platforms. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
<b>Meetings, Executive Board Sessions, International Conferences, Monitoring Activities, and Capacity-Building Programmes involving UNESCO and its Regional Offices, National Commissions/and Meetings for UNESCO-Inscribed/Designated Sites</b>									
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	200,000	200,000	0	Meetings, fellowships, workshops, and capacity building activities that take GAD and SDGs in consideration will be carried out among National Commissions to contribute to the effective functioning of UNESCO. This is a regular support of UNACOM to UNESCO in implementing the mandates of UNESCO, while providing a forum for the exchange of ideas among National Commissions through meetings with National Commissions and Executive Board Sessions. UNACOM will also participate in various capacity buildings and meetings for its UNESCO-designated and inscribed sites/lists. UNACOM will participate and actively contribute, and take on responsibility in ad hoc bodies to be created during Meetings of National Commissions for UNESCO. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	UNACOM will also participate in various capacity buildings and meetings for its UNESCO-designated and inscribed sites/lists. UNACOM will participate and actively contribute, and take on responsibility in ad hoc bodies to be created during Meetings of National Commissions for UNESCO. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.

**Participation and Philippine representation to the 42nd session of the UNESCO General Conference**

	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	October to November	GoP	450,000	450,000	0	The Biennial UNESCO General Conference (GenCon) determines the policies and the main lines of work of the Organization. Its duty is to set the programmes and the budget of UNESCO. It also elects the Members of the Executive Board and appoints, every four years, the Director-General. UNACOM and its partner agencies will participate and represent the Philippines to present relevant Philippine policy statements to the 42nd GenCon in November 2023. The Philippines will also attend UNESCO sessions in Education, Science and Technology, Social and Human Sciences, Culture and Communication and Information as well as the side events and meetings relevant to the Philippines. The GenCon will also serve as a venue for UNACOM to meet and update their counterparts in UNESCO and other National Commissions to strengthen global cooperation and generate potential partnerships.
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Capacity-building programmes for UNACOM Personnel									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	UNACOM supports various online and on-site capacity building programmes of different government agencies and private entities to ensure continuous skills development of personnel. In 2023, UNACOM will continue to tap Resource Speakers from the GPPB to abreast
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	50,000	50,000	0	UNACOM of the latest provisions of RA 9184, highlighting special and updated procurement provisions in the IRR. UNACOM may also participate to both online and face-to-face trainings and capacity buildings offered by the
	Professional fee	UNACOM	Highly Technical Consultant	January to December	GoP	20,000	20,000	0	National Government and other private institutions. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
Team-building activities for UNACOM personnel									
	Catering/Meals	UNACOM	Small Value Procurement	May	GoP	75,000	75,000	0	Under Section 31, Chapter 5 of Executive Order (E.O.) No. 292, otherwise known as "The Administrative Code of 1987," government agencies are mandated on a yearly basis to develop a career and personnel development plan
	Venue/accommodation	UNACOM	Lease of Venue	May	GoP	75,000	75,000	0	which shall include provisions among others for employees' health welfare, counseling, recreation and similar services. UNACOM will promote and support personnel's holistic wellness amidst the COVID-19 pandemic through the conduct of retreats and the engagement of mental health experts to provide online coaching sessions. UNACOM will also hold art and cultural appreciation sessions for its personnel.
	Travel expenses (local)	UNACOM	Direct Retail Purchase / Small Value Procurement	May	GoP	50,000	50,000	0	Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Professional fees	UNACOM	Highly Technical Consultant	May	GoP	20,000	20,000	0	

<b>Support to Programmes and Projects of the Department of Foreign Affairs</b>									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	As an attached agency of the Department of Foreign Affairs, UNACOM is expected to provide support and participate to relevant engagements and nation-building as well as sustainable development programmes and projects of the Department. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	30,000	30,000	0	
<b>Quality Management System (QMS) Manual Updating and Refresher Training</b>									
	Catering/Meals	UNACOM	Small Value Procurement	March to May	GoP	50,000	50,000	0	The annual review and refresher workshop on QMS will define and clarify policies, systems, and procedures to be adopted and implemented based on the updated government rules and regulations and continually improve the overall operations and management of UNACOM. UNACOM will engage Resource Person/s to assist the updating of its QMS Manual. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	March to May	GoP	50,000	50,000	0	
	Printing of Updated QMS Manual	UNACOM	Small Value Procurement	June to July	GoP	50,000	50,000	0	
	Professional fees	UNACOM	Highly Technical Consultant	March to May	GoP	20,000	20,000	0	

<b>Freedom of Information (FOI) Training</b>									
	Catering/Meals	UNACOM	Small Value Procurement	March	GoP	25,000	25,000	0	In compliance with the FOI Bill, UNACOM aligns with the PIA, through FOI-PMO and other partners in the implementation of the eFOI Portal. It is expected that trainings and workshops to promote and continually improve the capacities of key FOI personnel handling various information requests, will be held annually. Participation in fora and summits of the FOI-PMO and other local and international partners will also be ensured. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	March	GoP	25,000	25,000	0	
<b>Civil Service Commission Anniversary Activities</b>									
	UNACOM Athletic Wear	UNACOM	Small Value Procurement	August to September	GoP	21,250	21,250	0	In line with the Civil Service Commission's Anniversary celebration every month of September, UNACOM will participate and support CSC's government-wide activities in line with the Commission's thrust of promoting wellness among its personnel amidst the pandemic.
<b>Maintenance and troubleshooting of UNACOM Websites</b>									
	Updating of front- and back-end of UNACOM existing websites (STEP, PhilBRNet, Decade of Ocean Science/NCMS)	UNACOM	Small Value Procurement	January to December	GoP	100,000	100,000	0	UNACOM will engage the services of a web developer and content manager to ensure continuous and reliable web presence of UNACOM websites through innovative maintenance and troubleshooting. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.

UNESCO Clubs programmes and projects									
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	50,000	50,000	0	<p>The National Coordinating Body of UNESCO Clubs in the Philippines (NCBUCP) is a global, civil society movement of students, professionals and non-governmental organizations that support UNESCO at the grassroots level. UNACOM accredits UNESCO clubs members and encourage them to be avenues for youth mentoring and peer dialogues in relation to UNESCO's work. NCBUCP and UNACOM both pursue the promotion and mainstreaming of GAD given the prioritization of UNESCO on Gender Equality. UNACOM will support annual NCBUCP activities, events, projects, advocacies such as the International Annual Assembly of Youth for UNESCO where UNESCO programmes and projects are cascaded to all its members. UNACOM will also pursue a partnership with the NCBUCP on the sustainable ocean management to support the celebration of the Decade of Ocean. UNACOM will also collaborate with relevant partners to implement projects and programmes of the NBCUCP that promote UNESCO's thrusts. This initiative will also incorporate COVID-19-related efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.</p>
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	150,000	150,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase	January to December	GoP	50,000	50,000	0	
	Newsletter and promotional, information materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	December	GoP	50,000	50,000	0	

Associated Schools Network programmes and projects with GAD component									
	Catering/Meals	UNACOM	Small Value Procurement	July, October	GoP	50,000	50,000	0	ASPNet is a UNESCO-accredited global network of more than 10,000 educational institutions in 181 countries with 40 member schools in the Philippines. ASPNet schools serve as international laboratories for experimenting and validating educational materials developed by UNESCO and partners. Mobilization of and support to regional focal points will be undertaken. ASPNet related activities and production and distribution of promotion materials will be pursued at the national and regional level. Support to ASPNet coordinators' meetings, including their GAD mainstreaming activities, general assemblies, capacity-building sessions, conferences and orientation on membership to ASPNet will also be undertaken. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	July, October	GoP	50,000	50,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	July, October	GoP	100,000	100,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	July, October	GoP	30,000	30,000	0	



**GENDER AND DEVELOPMENT PROGRAMMES AND PROJECTS**

**UNACOM Gender and Development Training and Seminar**

	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	75,000	75,000	0	UNACOM will undertake its regular training on Gender Mainstreaming and Evaluation to further enhance its institutional capacity to embed gender not just in the programmes but also in the internal administrative policies and processes within the office. UNACOM will also conduct a community consultation with women and youth groups in a UNESCO-designated site. Given UNACOM's limited knowledge on the matter, a speaker/expert will be requested from the Philippine Commission on Women's (PCW) who would also be tasked to create a training design based on the needs as well as the level of knowledge and skills of the UNACOM team. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	75,000	75,000	0	
	Travel expenses (local)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	50,000	50,000	0	

**Women Talks**

	Catering/meals	UNACOM	Small Value Procurement	March	GoP	50,000	50,000	0	UNACOM will annually organize a project entitled "Women Talks," a talk series that will serve as a platform for invited women speakers to share their thoughts and ideas on matters that affect women lives in general as well as themes being promoted by UNESCO in particular. This initiative will also incorporate COVID-19-related efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	March	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	March	GoP	50,000	50,000	0	

Project on Women and Youth Empowerment									
	Catering/meals	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	UNESCO continues to accomplish every day its fundamental humanist mission to support people in understanding each other and working together to build lasting peace. UNESCO also helps to enable people to create and use knowledge for just and inclusive societies. UNESCO believes that lasting peace rests on a complex and fragile web of daily practices embedded in local settings and the most
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	50,000	50,000	0	ephemeral encounters that individuals and communities creatively maintain out of the conviction that they constitute the sustainable conditions for living together in dignity and shared prosperity. At a time of increasing global challenges and threats, such as discrimination, inequality, exclusion, violence and sectarianism worsened by local tensions and conflicts which
	Travel expenses	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	50,000	50,000	0	undermine humanity's cohesion, learning to live together and fostering rights, inclusion and non discrimination among all members of the global community becomes more topical than ever before. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.

<b>Sustainable Development Goal (SDG) 4 programmes and projects</b>									
	Catering/meals	UNACOM	Small Value Procurement	January to December	GoP	100,000	100,000	0	UNACOM coordinates and monitors initiatives of the Philippine trifocal education agencies (DepEd, CHED and TESDA) and Philippine Commission on Women, and other partners from private and public sectors in developing national indicators for Sustainable Development Goal Nos. 4 and 5. UNACOM will participate, contribute inputs, and facilitate representation of concerned focal persons and officials to related fora and meetings. UNACOM is also expected to provide inputs and recommendations to the current challenges confronting the education and women sector amid the pandemic. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	100,000	100,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value	January to December	GoP	100,000	100,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	20,000	20,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	January to December	GoP	50,000	50,000	0	
<b>Education for Sustainable Development (ESD) and Global Citizenship Education programmes and projects</b>									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	80,000	80,000		Recognizing the increasing importance of ESD after the adoption of SDGs, UNACOM aligns with UNESCO in scaling up the promotion of the programme and mainstreaming gender in all levels of education. UNACOM will participate, contribute inputs, and facilitate representation of concerned focal persons and officials to related fora and meetings. UNACOM will continue to participate in and implement the Education for Sustainable Development and Global Citizenship Education programmes and projects. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	100,000	100,000		
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value	January to December	GoP	100,000	100,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	65,000	65,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	March to May	GoP	20,000	20,000	0	

Futures of Education programmes and projects									
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value	January to December	GoP	45,000	45,000	0	UNACOM will participate in and support local and international UNESCO Futures of Education initiatives in partnership with PhilFutures, relevant government agencies, and different UNESCO Offices. Researchers, writers, content proofreaders/editors, project implementers, resource persons are expected to contribute to the success of this endeavor.
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	15,000	15,000	0	
	Professional fee	UNACOM	Highly Technical consultant	January to December	GoP	10,000	10,000	0	

Lifelong Learning and Mainstreaming Programmes and Projects									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	120,000	120,000	0	UNACOM is expected to support the operationalization of lifelong learning in the Philippines through policy and re-orientation of existing education programmes on various aspects of lifelong learning. It also raises consciousness on available learning opportunities outside of formal education. On a macro-level, UNACOM will participate in SDG-related pursuit of lifelong learning initiatives including those that tackle gender equality. It will also represent the country, should the need arise, on capacity building that pertains to Lifelong Learning Education. Also, UNACOM will partake in local and international meetings on Lifelong Learning. UNACOM will also extend its support to the promotion of Balanga Learning City. Further, UNACOM will engage in partnership with relevant government agencies, universities, ASPNet, and SLTs to nominate more UNESCO Learning Cities in the Philippines. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	100,000	100,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	100,000	100,000	0	
	Promotional and informational materials (including support to Community Learning Centers (CLCs) & printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	100,000	100,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	January to December	GoP	155,000	155,000	0	

Man and Biosphere (MAB) Programme									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	75,000	75,000	0	<p>The MAB Programme is an intergovernmental scientific programme of UNESCO aiming to improve the relationships between people and their environment. This programme is implemented on the ground through the establishment of BRs. UNACOM will spearhead support to the development of new nomination dossiers and revision, updating, and printing of existing dossiers, site visits and consultation meetings to existing and aspiring BRs with the senior citizens, women, and differently-abled members of the communities, creation of MAB Youth Networks, capacity building sessions and awareness-raising seminars through publications and information and education campaign. UNACOM is also expected to create and produce content for the PhilBRNet website in partnership with the BR site managers, content writers, and creatives. UNACOM will also hold a series of webinars with the Philippine Biosphere Reserve Network (PhilBRNet) and other BRs in the Asia Pacific Region. UNACOM will support the implementation of International Biodiversity Conferences in partnership with the BRs. UNACOM will also participate to various national, regional, and international meetings and conferences on the MAB Programme. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.</p>
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	75,000	75,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	June	GoP	30,000	30,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	January to December	GoP	50,000	50,000	0	

UNESCO Global Geoparks Programme									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	75,000	75,000	0	UNACOM highlights the need to protect our geological heritage through engagement with local communities. Specifically, Geoparks engage in awareness raising and develops strategies to mitigate geohazards such as volcanic eruption, earthquakes and tsunamis. It also addresses the problems of climate change and the need to sustain our natural resources that greatly affect the vulnerable sectors of our society. UNACOM will coordinate and invite various interested parties to pursue or commit to nominating sites that are deemed with high potential given the guidelines for Geoparks. UNACOM will also participate in capacity building programmes and regional trainings for the programme. UNACOM will conduct meetings and site inspections as requested in line with intent to become a UNESCO Geopark. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	75,000	75,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	March to May	GoP	30,000	30,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	January to December	GoP	20,000	20,000	0	

Intergovernmental Oceanographic Commission									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	100,000	100,000	0	<p>The Intergovernmental Oceanographic Commission promotes international cooperation and coordinates programmes in research, services and capacity building to learn more about the nature and resources of the ocean and coastal areas. The support to IOC involved the conduct of meetings/dialogues with the National Committee on Marine Sciences (NCMS) and participation to local and international IOC-related activities. UNACOM will also engage women, senior citizens, and the differently-abled in dialogues and meetings to ensure that their needs and concerns will also be acknowledged. UNACOM and the NCMS will support efforts of IOC to promote Decade of Ocean Science for Sustainable Development (2021-2030). UNACOM is also expected to create and produce content for the NCMS website in partnership with the BR site managers, content writers, and creatives. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Consultants/Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.</p>
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	100,000	100,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	150,000	150,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	May to October	GoP	30,000	30,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	January to December	GoP	500,000	500,000	0	



Conferences/Webinars/Meetings and other activities on Ocean Science									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	<p>In preparation for the Decade of Ocean Science for Sustainable Development, UNACOM and NCMS will explore the possibility of holding a national conference related to ocean science. Local and international speakers may be invited as deemed appropriate. The Committee can also explore conducting a series of webinars to vigorously promote topics that are aligned with Ocean Science. UNACOM will facilitate consultation meetings with DFA-MOAO, UNIO and Permdel for the planned national conference and/or webinars which the NCMS plans to pursue within the year. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.</p>
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	20,000	20,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	January to December	GoP	50,000	50,000	0	

Other scientific programmes of UNESCO									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	UNACOM will support UNESCO and local initiatives on matters pertaining to S&T policy, water, climate change and open science. such as, but not limited to, Science and Technology Policy Asian Network (STEPAN), Alliance of Megacities for Water and Climate (MAWAC) and Open Science. UNACOM will conduct activities to support these initiatives such as participating to global and national meetings, organizing group discussions, forge partnerships with other agencies on these areas and publish information materials, among others. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	50,000	50,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	April, July, October	GoP	20,000	20,000	0	

World Heritage (WH) Programme									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	150,000	150,000	0	UNACOM will participate and organize activities related to promotion and implementation of the World Heritage Convention. UNACOM will also provide technical support and assistance to existing and tentative sites and properties on the World Heritage List. This entails site visits, organizing workshops, and organizing consultative meetings. The target outcome is to update the Philippine World Heritage Tentative List, as well as assist the identified prioritized sites for onward nomination. Experts and concerned UNACOM personnel will ensure coordination with relevant sites stakeholders for the continuation of crafting SOC reports for sites. Also, research work will be done in collaboration with stakeholders in line with monitoring and troubleshooting functions for UNESCO designated and inscribed sites. In terms of representation, UNACOM will extend its support to the site managers for relevant meetings/fora/capacity building programmes and ensure their participation. In addition to this, UNACOM will ensure Philippine participation to the World Heritage Committee regular meetings, and other pertinent events. In terms of information dissemination, UNACOM shall also produce and distribute promotional materials about the Convention as well as those produced at the site. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	150,000	150,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	150,000	150,000	0	
	Safety clothing and equipment for monitoring visits	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	January to December	GoP	50,000	50,000		

Intangible Cultural Heritage (ICH) Programme									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	UNACOM will continue supporting priorities, initiatives, and activities of the ICH Programme. The Office will join the NCCA in its consultation and capacity-training activities, continue to provide assistance in the nomination of Pina weaving in the Representative List as well as explore other elements to be included in the 2003 Convention. UNACOM will also produce updated ICH briefer and informational materials. It is also expected that UNACOM shall also promote the newly inscribed element, School of Living Traditions, as well as those previously inscribed. At the latter part of the year, preparations for the 20th anniversary of the 2003 Convention will also be conducted. Content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	January to December	GoP	50,000	50,000		
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	50,000	50,000		
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	20,000	20,000	0	

UNESCO Creative Cities Network Programme									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	150,000	150,000	0	UNACOM shall continue its efforts in promoting and institutionalizing creative economy as a foundation to achieve sustainable development in urban areas. With this, it shall continue supporting Baguio and Cebu Creative Cities, having been designated as UNESCO Creative Cities for Crafts and Folk Art, and Design, respectively. Also, UNACOM will host/partner/collaborate for a Creative Cities' Networking Event for the existing and aspiring cities. In particular, it will continue supporting the grassroots-led training-workshops and major festivals, Ibagiw Festival 2023 and Cebu Design Week 2023, and/or related events. It will also support Philippine participation to the Annual Mayor's Conference hosted by UNESCO. It will also facilitate initiatives to help aspiring cities through research and consultation, among other efforts. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	April to September	GoP	150,000	150,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	June, November	GoP	100,000	100,000	0	
	Publications/promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	June, November	GoP	20,000	20,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	October to November	GoP	150,000	150,000	0	

2005 Convention on the Diversity of Cultural Expressions									
	Catering/Meals	UNACOM	Small Value Procurement	March, June, September, December	GoP	25,000	25,000	0	In the context of changing administration, UNACOM will continue its efforts to renew the concurrence of government agencies for deliberation of country's accession to the 2005 Convention on the Diversity of Cultural Expressions through liaising/coordinative and information dissemination functions. It will also organize a regional workshop involving other State-Parties of the Convention to inform the stakeholders about the benefits and risks of acceding to the instrument. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	March, June, September, December	GoP	25,000	25,000	0	
2001 Convention on the Protection of Underwater Cultural Heritage									
	Catering/Meals	UNACOM	Small Value Procurement	February to December	GoP	10,000	10,000	0	Identified as one of the key priorities of UNESCO's Culture Sector during the 41st General Conference, UNACOM will support consultations and initiatives for the possible accession of the Philippines to the 2001 Convention on Protecting Underwater Cultural Heritage. It will engage and involve possible stakeholders through a regional workshop to inform the Philippines about the benefits and risks of acceding in the said Convention. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	February to December	GoP	10,000	10,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	June and December	GoP	10,000	10,000	0	

Management of Social Transformations (MOST) Programme									
	Catering/Meals	UNACOM	Small Value Procurement	January, April, July, October	GoP	100,000	100,000	0	UNESCO MOST Programme focuses on building efficient bridges between research, policy and practice, and promotes a culture of evidence-based policy-making. As the only UNESCO programme that fosters and promotes social science research, it is placed in a pivotal position in the overall promotion of UNESCO's goals. In the same manner, UNACOM promotes MOST as its flagship programme for the Social and Human Sciences sector and will continue to tie it up with Gender and Development and Social Inclusion especially with youth, women and indigenous peoples. A study on indigenous peoples/youth/women post-pandemic will be initiated. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of venue	January, April, July, October	GoP	100,000	100,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January, April, July, October	GoP	100,000	100,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January, April, July, October	GoP	50,000	50,000	0	

Meetings and consultations on the draft Recommendation on the Ethics of Artificial Intelligence (AI)									
	Catering/Meals	UNACOM	Small Value Procurement	April-October	GoP	100,000	100,000	0	<p>These meetings and consultations serves as the sole platform in the country to discuss and provide inputs on the very first standard setting instrument that tackles AI. Given the depth and breadth of the impact of AI in almost all facets of human life, UNESCO has embarked on developing a Recommendation on the Ethics of Artificial Intelligence to integrate a strong ethical dimension in the use of technology and AI. It aims to be an instrument that will set forth the guiding principles that will ensure the protection of human rights and the rule of law in a digital age. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.</p>
	Venue/accommodation	UNACOM	Lease of venue	April-October	GoP	100,000	100,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	April-October	GoP	50,000	50,000	0	



Promotion of the International Convention against Doping in Sports									
	Catering/Meals	UNACOM	Small Value Procurement	February to December	GoP	100,000	100,000	0	UNESCO strongly advocate sports as an instrument for development and peace. It is an activity disregards both geographical borders and social differences. It promotes social inclusion and economic development in different geographical, cultural and political contexts. UNESCO, as the United Nations' lead agency for physical education and sport, promotes the educational, cultural and social dimensions of sport and physical education. The organization provides assistance, advisory services and guidance to the Member States wishing to elaborate or strengthen their sports policies. The fight against doping in sport is based on two fundamental principles: the protection of the physical and mental health of athletes, both amateurs and professionals, and the preservation of sport ethics and values. UNESCO is actively involved in the anti- doping fight through its normative work, notably the International Convention against Doping in Sport, as well as through international cooperation, preventive education and capacity building. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	February to December	GoP	50,000	50,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	February to December	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	February to December	GoP	10,000	10,000	0	

<b>Project on Indigenous Peoples</b>									
	Catering/Meals	UNACOM	Small Value Procurement	June	GoP	50,000	50,000	0	UNACOM explore means and mechanism that will strengthen and institutionalized the Free, Prior and Informed Consent (FPIC) in the process of inscribing/enlisting sites and cultural practices in UNESCO. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	50,000	50,000	0	
<b>Memory of the World (MOW) Programme and Memory of the World Committee for Asia and the Pacific (MOWCAP)</b>									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	100,000	100,000	0	The MOW Programme lists humanity's invaluable documents, archives and library collections, and helps preserve and protect access to recorded knowledge. UNACOM will participate in various meetings and activities and deliver a country report on the implementation of the MOW Programme in the Philippines. The Office will also convene the MOW Committee and ensure their representation in relevant MOW activities, meetings, and conferences at the local, regional, and international levels. The Office will also support interregional collaborations on the Programme. Gender sensitivity will be ensured in the conduct of activities and in the crafting of nominations. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	100,000	100,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	April, July	GoP	70,000	70,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	30,000	30,000	0	

<b>International Decade of Indigenous Languages (2022-2032)</b>									
	Catering/Meals	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	The International Decade of Indigenous Languages (2022-2032) aims at ensuring indigenous peoples' right to preserve, revitalize and promote their languages, and mainstreaming linguistic diversity and multilingualism aspects into the sustainable development efforts. UNACOM will raise awareness about the importance of indigenous languages for sustainable development, peace-building and reconciliation in our societies, as well as to mobilize stakeholders and resources around the world to support and promote indigenous languages through collaborations with different local and international partners. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/accommodation	UNACOM	Lease of Venue	January to December	GoP	50,000	50,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	20,000	20,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	January to December	GoP	20,000	20,000	0	
<b>International Day for Universal Access to Information 2023 Celebration</b>									
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	January to December	GoP	50,000	50,000	0	Recognizing the significance of access to information, the 74th UN General Assembly proclaimed 28 September as the International Day for Universal Access to Information (IDUAI) at the UN level in October 2019. To support the celebration of the IDUAI, UNACOM will implement projects and activities to increase public awareness and strengthen UNESCO's call towards our right and access to information. UNACOM will also promote the celebration through a collaboration with the Freedom of Information - Project Management Office. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.

International Programme for the Development of Communication									
	Catering/Meals	UNACOM	Small Value Procurement	August to September	GoP	50,000	50,000	0	The IPDC aims to mobilize the international community to discuss and promote media development in developing countries. The Programme not only provides support for media projects but also seeks an accord to secure a healthy environment for the growth of free and pluralistic media in developing countries. UNACOM is expected to support various initiatives and activities of the IPDC in line with the Philippine membership to the Intergovernmental Council and Bureau (2021-2025). UNACOM is also expected to participate and represent Philippines in the regular plenary session and extraordinary sessions as may be convened by the Council. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/Accommodation	UNACOM	Small Value Procurement	August to September	GoP	50,000	50,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	50,000	50,000	0	
	Publications/promotional, translation, and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	April to June	GoP	20,000	20,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	June	GoP	50,000	50,000	0	

<b>Information for All Programme (IFAP) and Media and Information Literacy (MIL)</b>									
	Catering/Meals	UNACOM	Small Value Procurement	August to September	GoP	50,000	50,000	0	The IFAP provides a platform for all the stakeholders in the knowledge societies to participate in international discussions on policy and guidelines for action in the area of access to information and knowledge. To support UNESCO's call towards media and information literacy and access to information amid the COVID-19 pandemic, UNACOM will facilitate consultation meetings and organize awareness-raising seminars among women, senior citizens, differently-abled persons, students, youth organizations and media practitioners. UNACOM will also collaborate with other government agencies, academe, private sector, and UNESCO networks to strengthen campaigns against the rise of misinformation, malinformation, and disinformation. In June 2023, UNACOM will promote and support the initiatives of FOI-PMO relative to the Philippine hosting of the 14th Edition of International Conference of Information Commissioners (ICIC). Development/Publication/Dissemination of relevant materials shall be undertaken. UNACOM will also ensure that all initiatives will be contextualized in COVID-19 recovery efforts. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Venue/Accommodation	UNACOM	Lease of venue	August to September	GoP	50,000	50,000	0	
	Travel expenses (local and international)	UNACOM	Direct Retail Purchase / Small Value Procurement	January to December	GoP	50,000	50,000	0	
	Promotional and informational materials (printing, distribution, and promotion)	UNACOM	Small Value Procurement	June to August	GoP	200,000	200,000	0	
	Professional fee	UNACOM	Highly Technical Consultant	January to December	GoP	50,000	50,000	0	
<b>TOTAL OF TRAINING, SEMINAR, GAD AND PROGRAMME EXPENSES</b>						<b>9,511,250</b>	<b>9,511,250</b>	<b>0</b>	

**PRINTING AND OTHER PUBLICATION EXPENSES**

**UNACOM Annual/Milestone Report Publication 2022**

	Publication, distribution, and promotion	UNACOM	Small Value Procurement	June to November	GoP	150,000	150,000	0	UNACOM reports and promotes UNESCO advocacies, programmes, projects and activities through the publication and distribution of the Annual/Milestone Report. Reports have corresponding digital format that are published in the Official Website. Researchers, writers, content proofreaders/editors, project implementers, resource persons, are expected to contribute to the success of this endeavor.
	Professional fee	UNACOM	Highly Technical Consultant	June to November	GoP	100,000	100,000	0	
<b>Subtotal</b>						<b>250,000</b>	<b>250,000</b>	<b>0</b>	

**OTHER PROCUREMENT**

	Cloud hosting (web hosting)	UNACOM	Small Value Procurement	January to December	GoP	35,000	35,000	0	
	Internet Service Provider	UNACOM	Small Value	January to December	GoP	90,000	90,000	0	
	Zoom Cloud Meetings	UNACOM	Shopping	January to December	GoP	75,000	75,000	0	
	Google Suites	UNACOM	Shopping	January to December	GoP	20,000	20,000	0	
	Computer parts, peripherals, and accessories	UNACOM	Shopping	January to December	GoP	80,000	80,000	0	IT repair and maintenance
	Disinfecting and Sanitizing of Office and UNACOM Service Vehicles (Covid-19 pandemic safety measures for Head of Agency/Office and Staff Offices)	UNACOM	Small Value Procurement	January to December	GoP	100,000	100,000	0	
	UNACOM personnel calling cards	UNACOM	Small Value Procurement	January to February	GoP	10,000	10,000	0	
	Dry Seal	UNACOM	Small Value	January to February	GoP	5,000	5,000	0	
	UNACOM personnel identification cards	UNACOM	Small Value Procurement	January to February	GoP	8,000	8,000	0	
	UNACOM lanyards	UNACOM	Small Value	January to February	GoP	25,000	25,000	0	
	Canva Pro Application Software	UNACOM	Small Value Procurement	January to December	GoP	15,000	15,000	0	August 2022 to August 2023

	Repair and preventive maintenance for Two (2) UNACOM Service Vehicles	UNACOM	Small Value Procurement	January to December	GoP	320,000	320,000	0	
	Car battery and Rubber Tyres Replacement for two (2) UNACOM Service Cars	UNACOM	Small Value Procurement	January to December	GoP	60,000	60,000	0	
	Repair and maintenance of office machinery/equipment	UNACOM	Small Value Procurement	January to December	GoP	60,000	60,000	0	Cleaning of ACU
	Adobe licenses	UNACOM	Small Value Procurement	January to December	GoP	240,000	240,000	0	For CY 2023
	Photocopier Rental	UNACOM	Small Value Procurement	January to December	GoP	130,000	130,000	0	For CY 2023
	Steel Filing Cabinets, 4-drawer	UNACOM	Shopping	January to December	GoP	112,500	112,500	0	Replace outmoded Steel Cabinets, 15 units
	Paper/Cd Shredder, heavy duty	UNACOM	Shopping	January to February	GoP	14,900	14,900	0	Proper document disposal and document handling, 1 unit
	Air Purifier, Replacement Air Filters	UNACOM	Shopping	January to February	GoP	41,000	41,000	0	
	Sofa	UNACOM	Shopping	January to December	GoP	14,000	14,000	0	
	Philippine and UN Flags, embroidered back to back	UNACOM	Small Value Procurement	January to February	GoP	6,700	6,700	0	
	Laminating Machine, A3 size, 350 microns	UNACOM	Shopping	January to February	GoP	14,900	14,900	0	Document handling, 1 unit
	Trash bin, 12L capacity, 3-colors per set - one (1) set	UNACOM	Shopping	January to February	GoP	20,000	20,000	0	Support best practices in Waste segregation
	Printer, All-in-one (five units) plus 1 portable printer	UNACOM	Shopping	January to February	GoP	33,000	33,000	0	
<b>Subtotal</b>						<b>1,530,000</b>	<b>1,530,000</b>	<b>0</b>	
<b>Grand Total</b>						<b>11,291,250</b>	<b>11,291,250</b>	<b>0</b>	

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