



Republic of the Philippines

Department of Environment and Natural Resources

BIODIVERSITY MANAGEMENT BUREAU

Ninoy Aquino Parks and Wildlife Center

Quezon Avenue, Diliman, Quezon City

Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417

Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB – DENR) intends to engage the services of a Creative Specialist for the design and development of materials intended for caves, wetlands and other related activities and programs within the Bureau.

Service Description	:	Creative Specialist
Duration	:	Six (6) months
Approved Budget for Contract	:	Php 19,620 per month (inclusive of taxes)

Requirements:

The candidate must have:

- a degree related in communications preferably Bachelor in Fine Arts;
- at least five (5) years of experience and skills in creative lay-out, graphic design and writing of communications, education and public awareness materials;
- extensive background and proven capacity on the use of Adobe products (Photoshop, Illustrator, InDesign and Premium)
- capacity to work under pressure;
- must have experience working with government, academe, non-government organizations or professional organizations involved in the biodiversity, environment and natural resources sector.

Major Responsibilities:

1. Design and develop a wide-range of communications products such as posters, banners, write-ups, infographics, social media content and other collaterals;
2. Prepare and facilitate the logistical and other procurement requirements of activities, events, consultations and meetings related to biodiversity conservation;
3. Document BMB and other related activities through photo and video coverage;
4. Provide creative and visual materials for the CEPA database (e.g. photo, video, audio, knowledge products) and tools (such as website, Facebook page);
5. Undertake due diligence research on the validity of data and information used in communications materials;



Deliverables:

- CEPA products and materials (posters, banners, write-ups, infographics, social media content, photos, videos and other collaterals)
- Canvass, quotation, and other procurement requirements for CEPA products and activities
- Progress and monitoring reports

Applications must include:

- A letter of intent;
- A curriculum vitae (basic personal information, including current email address, telephone, or fax number, educational background, work experience, and relevant accomplishments, 3 references);
- Samples of previous work.

Deadline for submission of application is on 29 June 2018.

Application should be addressed to:

The Director
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City
Telephone No. 9258951; Fax No. 9246031 local 229
Email address: bmb@bmb.gov.ph; Cc:
maritess_agayatin@yahoo.com.ph; rowena.bolinas@bmb.gov.ph

Approved:


CRISANTA MARLENE P. RODRIGUEZ
OIC-Director