



Republic of the Philippines  
Department of Environment and Natural Resources  
**BIODIVERSITY MANAGEMENT BUREAU**  
Quezon Avenue, Diliman, Quezon City  
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417  
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**MEMORANDUM**

FOR : The Director  
FROM : Chief, Coastal and Marine Division  
SUBJECT : **TERMS OF REFERENCE FOR THE HIRING OF FACILITATOR AND DOCUMENTER FOR THE DEVELOPMENT OF THE MANAGEMENT PLAN OF THE PHILIPPINE RISE MARINE RESOURCE RESERVE**

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In line with the Presidential Proclamation 489 s. 2018, declaring parts of Philippine Rise as Marine Resource Reserve under the National Integrated Protected Areas System (R.A. 7586), the Biodiversity Management Bureau through the Coastal and Marine Division proposes to engage the services of a Facilitator cum Writer and Documenter to effectively develop the Management Plan of the Philippine Rise Marine Resource Reserve.

Please see attached the draft Terms of Reference for the said engagement, for your approval/signature.

For consideration

  
**MARLYNN M. MENDOZA**



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### **TERMS OF REFERENCE**

#### **Hiring of Documenter for the Philippine Rise Marine Resource Reserve (PRMRR)**

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a Documenter for the Development of Management Plan of the Philippine Rise Marine Resource Reserve (PRMRR).

**Position Description** : **Documenter**  
**Duration** : **5 days**  
**Approved Contract Budget** : **Php 30,000.00**

The candidate must have at least a degree in Communication Arts, Natural Science, or any related field. He/She must have at least two (2) years of relevant work experience. The candidate must possess the following:

- Skills in documenting technical workshops, conferences, consultations, meetings, for a and other similar events;
- Writing of technical documents such as reports, policy briefs, resolutions, etc.;
- Excellent communication skills, both written and verbal;
- Patience and tolerance for other people's objectives;
- Capacity to work under pressure;
- Worked previously or with strong links with government agencies, academe, non-government organizations, or professional organizations involved in the environment and natural resources sector in the country.

#### **Objective/s of the assignment**

Produce a detailed documentation report as well as summary of highlights and agreements on the Management Planning for the Philippine Rise Marine Resource Reserve.

*Note: DENR-BMB shall shoulder transportation and accommodation expenses to be incurred during the workshop/management planning*

#### **Contract Amount**

The consultant will receive a total remuneration of thirty thousand pesos (Php 30,000.00), which will be paid in tranches based on the following release term:

<b>Tranche</b>	<b>Amount (in Php)</b>	<b>% Payment</b>	<b>Fund Release Terms</b>
1 <sup>st</sup>	9,000.00	30%	Upon signing of contract
2 <sup>rd</sup>	21,000.00	70%	Upon submission of the workshop documentation report

**Applications must include:**

Interested applicants must submit the following documents:

- Letter of intent detailing relevant experience in undertaking similar tasks;
- Curriculum vitae;
- Names and contact details of three (3) references; and
- Sample of written work

Documents of compliant applicants will be evaluated based on educational qualification and work experience/track record.

Please send applications not later than **July 4, 2018** to:

**The Director**  
Biodiversity Management Bureau  
Department of Environment and Natural Resources  
Ninoy Aquino Parks and Wildlife Center  
North Avenue, Diliman, Quezon City  
Tel. No. 925 8950 Fax No. 924 6031 loc 226  
Email address: [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph); [cmd@bmb.gov.ph](mailto:cmd@bmb.gov.ph)

APPROVED BY:

  
**CRISANTA MARLENE P. RODRIGUEZ**  
Director