



REQUEST FOR EXPRESSION OF INTEREST

No. 2023-013

PROCUREMENT OF INDIVIDUAL CONSULTANT AS INSTITUTIONAL DEVELOPMENT SPECIALIST FOR THE DENR-UNDP/GEF PROJECT ON "INTEGRATED APPROACH IN MANAGEMENT OF BIODIVERSITY CORRIDORS IN THE PHILIPPINES"

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of an individual consultant as Institutional Development Specialist who will prepare and finalize policies related to the operationalization of Integrated Ecosystems Management (EIM) at the National and Corridor levels.

The BMB-Bids and Awards Committee calls for the submission of documents for qualified individual consultants interested to bid for the requirement below, to wit:

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Institutional Development Specialist	10 Months	P869,475.00 (Inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae which includes the following:
 - a) Basic information including current e-mail address, telephone or fax number, educational background, work experience, membership in relevant organizations/society and relevant accomplishments, 3 references;
 - b) Supporting documents and means of verification that would support qualifications reflected in the TOR (i.e. sample works guidelines, technical reports, etc.);
 - c) Experience in planning and managing NRM, institutional development and governance programs;
 - d) Experience working with key lead implementing agencies including DENR, DA and NCIP would be an advantage;
 - e) Experience working with local government units, DILG and other government agencies;
 - f) Experience working with GEF and /or UN- assisted projects would be an advantage;
3. PHILGEPS Certificate of Registration;
4. BIR Certificate of Registration;
5. Income Tax Return (ITR); and
6. Omnibus Sworn Statement

**notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020.*

TERMS OF REFERENCE

PROCUREMENT OF CONSULTANCY SERVICES AS INSTITUTIONAL DEVELOPMENT SPECIALIST FOR THE DENR-UNDP/GEF PROJECT ON INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES OR BD CORRIDOR PROJECT

I. Background

The Department of Environment and Natural Resources (DENR), with funding from the Global Environment facility (GEF) and support from the United Nations Development Program (UNDP), is implementing the project entitled “**Integrated Approach in Management of Major Biodiversity Corridors in the Philippines**” or **BD Corridor**. The Project aims to operationalize integrated management of biodiversity corridors to generate multiple benefits including effective conservation of globally threatened species and high conservation value forests, reduce deforestation and degradation and enhance local biodiversity-friendly livelihoods. This Project has four components, namely:

- Component 1: Effective coordination and governance framework for integrated ecosystem management in the Philippines biodiversity corridors system;
- Component 2: Application of integrated network design and management of biodiversity corridors to ensure continued stability and sustainability of their biological, ecosystem services and socio-economic conservation values;
- Component 3: Community-based sustainable use and management systems in the two pilot biodiversity corridor systems in the Philippines; and
- Component 4: Knowledge management, gender mainstreaming, learning, monitoring and evaluation.

II. Objective

The objective of this Consultancy is to prepare and finalize policies related to the operationalization of Integrated Ecosystems Management (EIM) at the National and Corridor levels.

III. Scope of Work

The scope of work of this Terms of Reference is beyond the optimum in-house capability of the procuring entity and is consistent with the Government’s policy not to compete with the private sector as integrated in Item 2 of Annex “B” of the 2016 Implementing Rules and Regulation of RA 9184.

Specifically, the scope of services is as follows:

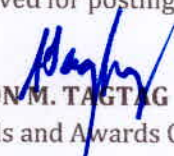
1. Building on work of the Institutional Development Specialist in 2022, draft and finalize the following policies to support operationalization of IEM:
 - a. Draft DENR Administrative Order re Guidelines on the HCV-Based IEM Approach in Environment and Natural Resources (ENR) Plans and Programs as a DA-DENR-DILG-NCIP Joint Administrative Order (JAO);

Incomplete/non-submission of these requirements shall be grounds for disqualification from the procurement process.

For inquiries, please contact Ms. Mary Jean A. Caleda at Telephone No. 8924-6031 local 248/250. Interested applicants must submit the documents on or before 5:00pm, _____ to:

Chairperson, Bids and Awards Committee
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City
Tel. No. 8924-6031 loc. 221 Fax: 8924-6031 loc. 220
Email address: bacsec@bmb.gov.ph; bdcorr.nrm@gmail.com

Approved for posting:


ANSON M. TAGTAG
Chairperson, Bids and Awards Committee

- b. Regional Development Council (RDC) Resolution Creating CAACs for Reg 11 and 13 (EMBC)/ Reg 4B (MBC);
 - c. Draft Guidelines on Other Effective Area-based Conservation Measures (OECMs), including Indigenous and Conserved Conservation Areas (ICCAs), Local Conservation Areas, Reference Ecosystems, Conservation Estates, etc.
 - d. Amendment to DENR DAO 2003-30 and its Procedural Manual, including EMB MC 2014-015 on Guidelines for Covering Screening and Standardized Requirements under the PEISS, particularly in relation to biodiversity and extractive industries.
 - e. Amendment to DENR DAO 2022-04 to integrate recent developments and feedbacks from DENR Field Offices and mining companies
2. Review of policies, programs, plans and related frameworks, and start discussions on the following:
 - a. Enhancement of the Philippine Code for Good Agricultural Practice (PhilGAP) / Philippine National Standards (PNS);
 - b. Guidelines on Enhancing Biodiversity Conservation and Protection Measures in Small Scale Mining Operations.
 3. Review and provide technical assistance in the preparation and finalization of the Joint DENR-DILG-DHSUD Administrative Order on Mainstreaming Biodiversity and IEM into the CLUP and CDP;
 4. Finalize the JAO of DENR-DILG and DHSUD on Mainstreaming Biodiversity and IEM in the CLUP and CDP;
 5. Act as Resource person during presentation of outputs/deliverables to NPB and TWG, and other events, and participate in policy discussions relevant to the Project;
 6. Coordinate with other project consultants and other offices, as maybe necessary, in the review and finalization of outputs and deliverables; and,
 7. Perform other related tasks as may assigned by the National Project Director and National Project Manager.

IV. Deliverables

- a) Regional Development Council (RDC) Resolution Creating CAACs for Reg 11 and 13 (EMBC)/ Reg 4B (MBC);
- b) Draft DENR Administrative Order re Guidelines on the HCV-Based IEM Approach in Environment and Natural Resources (ENR) Plans and Programs as a DA-DENR-DILG-NCIP Joint Administrative Order (JAO);
- c) Draft Guidelines on OECMs;
- d) Amendment to DENR DAO 2003-30 and its Procedural Manual, including EMB MC 2014-015 on Guidelines for Covering Screening and Standardized Requirements under the PEISS, particularly in relation to biodiversity and extractive industries.
- e) Amendment to DENR DAO 2022-04 to integrate recent developments and feedbacks from DENR Field Offices and mining companies
- f) Report on assistance to preparation and finalization of Joint DENR-DILG-DHSUD Administrative Order on Mainstreaming Biodiversity and IEM into the CLUP and CDP;

- g) Report on review of policies, programs, plans and related frameworks, and initial draft on the following:
- a. Enhancement of the Philippine Code for Good Agricultural Practice (PhilGAP) / Philippine National Standards (PNS);
 - b. Guidelines on Enhancing Biodiversity Conservation and Protection Measures in Small Scale Mining Operations.

V. Qualifications and Requirements

1. At least Master' degree in environment and natural resources management, social sciences, public administration and governance, law and other related courses.
2. At least 10 years progressive experience in planning and managing NRM, institutional development and governance programs
3. Experience working with key lead implementing agencies including DENR, DA and NCIP would be an advantage.
4. Experience working local government units, DILG and other government agencies
5. Experience with GEF and /or UN- assisted projects would be an advantage

VI. Timetable

The Consultant is expected to deliver the outputs within ten (10) months after acceptance of Notice to Proceed (NTP).

VII. Contract Price and Schedule of Payment

The approved budget for this Consultancy services is equivalent to USD Fifteen Thousand **USD 15,000 or PhP Eight Hundred Sixty Nine Thousand Four Hundred Seventy Five Pesos (PhP 869,475.00)**¹ which shall be paid in tranches based on the following:

PAYMENT TRANCHE	Percentage	Amount (Php)	Outputs/Deliverables
First Tranche	10%	86,947.50	After signing of contract and submission and acceptance of Inception Report
Second Tranche	40%	347,790.00	After submission and acceptance of the draft resolution and guidelines on a) RDC Resolution Creating CAACs for Reg 11, CARAGA, and MIMAROPA b) DAO re Guidelines on the HCV-Based IEM Approach in ENR Plans and Programs as a DA-DENR-DILG-NCIP JAO; c) Guidelines on OECMs

¹ USD Exchange Rate USD = Php 57.965

	30%	260,842.50	<p>After submission and acceptance of the ff.:</p> <p>a) initial draft of the Amendment to DENR DAO 2003-30 and its Procedural Manual,</p> <p>b) initial draft of the Amendment to DENR DAO 2022-04 integrating recent developments and feedbacks from DENR Field Offices and mining companies</p> <p>(c) report on assistance to preparation and finalization of DENR-DILG-DHSUD JAO on Mainstreaming Biodiversity and IEM into the CLUP and CDP</p>
	20%	173,895.00	<p>Upon submission and acceptance of the Final Report on Deliverables including Report on review of policies, programs, plans and related frameworks, and initial draft on the following:</p> <p>a. Enhancement of the Philippine Code for Good Agricultural Practice (PhilGAP) / Philippine National Standards (PNS);</p> <p>b. Guidelines on Enhancing Biodiversity Conservation and Protection Measures in Small Scale Mining Operations.</p>
	100%	869,475.00	

VIII. Management and Reporting Arrangements

The Consultant shall be contracted by the BD Corridor Project through the DENR- Biodiversity Management Bureau and shall be under the direct supervision of the BD Corridor National Project Manager, in close coordination with the BMB-Biodiversity Policy and Knowledge Management Division.

IX. Documentary Requirements

Interested applicants should submit the following:

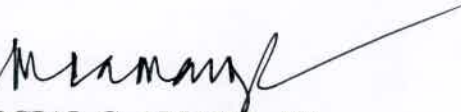
1. Letter of Intent;
2. Curriculum Vitae which includes the following:
 - Educational background
 - Work experience, particularly related to scope of work

3. Sample of completed works in electronic copy.
4. Supporting documents and means of verifications that will support qualifications reflected in the TOR (e.g. sample works, guidelines, technical reports, others).
5. PhilGEPS Registration
6. BIR Certificate of Registration
7. Omnibus Sworn Statement
8. Income Tax Return

Please send application not later than _____ to:

THE CHAIRPERSON
Bids and Awards Committee
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife,
Quezon Ave. Diliman, Quezon City
(02) 8-924-6031 loc. 221
Email: bacsec@bmb.gov.ph
cc: bdcorridorproject@gmail.com

Approved by:


MARCIAL C. AMARO, JR.
Director, In concurrent capacity as
Assistant Secretary for Policy, Planning, and
Foreign-Assisted and Special Projects