



REQUEST FOR EXPRESSION OF INTEREST

No. 2023-006

PROCUREMENT OF INDIVIDUAL CONSULTANT AS RESEARCHER/WRITER FOR THE UPDATING OF THE FRAMEWORK FOR THE PHILIPPINE PLANT CONSERVATION AND STRATEGY ACTION PLAN

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of an individual consultant as Researcher/Writer who will assist in the updating of the framework for the Philippine Plant Conservation and Strategy Action Plan (PPCSAP).

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>
Researcher/Writer	9 Months	P400,000.00 (Inclusive of tax)

The documents for submission are:

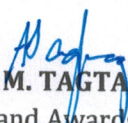
1. Letter of intent;
2. Curriculum Vitae to include the following:
 - a) Basic information including current e-mail address, telephone or fax number, educational background, work experience, membership in relevant organizations/society and relevant accomplishments, 3 references;
 - b) Supporting documents and means of verification that would support qualifications reflected in the TOR (i.e. Diploma, published scientific paper/thesis paper or write-up related to biodiversity and conservation, etc.);
 - c) Experience in various aspects of biodiversity or environmental conservation, preferably with skills and knowledge on plant taxonomy and ecology;
 - d) Experience in secondary data gathering, research, and technical/ scientific writing;
3. PHILGEPS Certificate of Registration;
4. BIR Certificate of Registration;
5. 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.*

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

For inquiries, please contact Ms. Cecille Francisco at Telephone No. 8924-6031 local 223. Interested applicants must submit the documents on or before 5:00pm, FEB 20 2023 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; wcs.wrd@gmail.com

Approved for posting:


ANSON M. TAGTAG
Chairperson, Bids and Awards Committee



TERMS OF REFERENCE

PROCUREMENT FOR THE SERVICES OF AN INDIVIDUAL CONSULTANT AS RESEARCHER/WRITER FOR THE UPDATING OF THE FRAMEWORK FOR THE PHILIPPINE PLANT CONSERVATION AND STRATEGY ACTION PLAN

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of an individual consultant as Researcher/Writer who will assist in the updating of the framework for the Philippine Plant Conservation and Strategy Action Plan (PPCSAP).

Duration	: Nine (9) months
Approved Budget of Contract	: Php 400,000 (inclusive of tax)

I. Background

The DENR-BMB is a staff Bureau mandated on the conservation and sustainable management of the country's biodiversity. One of its major functions is to formulate an up-to-date listing of threatened Philippine flora and fauna and recommend a program of conservation and propagation of the same.

In 2009, plant experts from all over the country, in collaboration with the DENR-BMB, developed a framework entitled, "Philippine Plant Conservation and Strategy Action Plan" pursuant to DENR Special Order No. 2003 - 32. The action plan contained the following details on flora diversity of the country, to wit: 1) plant diversity and conservation status; 2) Philippine vegetation types; 3) threats to Philippine plants; 4) past and present conservation initiatives; 5) policies; 6) international conventions and agreements; 7) botanical research and conservation gaps; and, 8) plant conservation and strategy action plan.

Since its development, several relevant studies and assessments related to plant diversity have been conducted. These studies generated new data such as but not limited to their current status, new species described, and new identified species distribution. Consequently, the efficiency of strategies and efforts implemented in the past are now realized and can be further adapted and improved. Hence, the collation and integration of such in the action plan are essential not just to incorporate the new information, but also to adjust the targets based on the current status of Philippine flora and the strategies identified in the Global Strategy for Plant Conservation of the Convention on Biological Diversity.

II. Objective

The purpose of this undertaking is to engage the services of a Consultant-Researcher/Writer to help the Bureau and the Philippine Plant Conservation Committee (PPCC) in conducting research, gathering, collating, processing and writing necessary data/information for the updating of the framework.

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.

The Consultant-Researcher/Writer shall report to the Director of the BMB. Likewise, he/she shall work closely with the Bureau's Wildlife Resources Division (WRD). The Consultant shall have the following duties and responsibilities:

1. Research and gather information on Philippine flora species that are necessary for the updating of the framework of the PPCSAP;
2. Collate, organize, and process data and information;
3. Organize and facilitate the conference/workshop on the stocktaking of Philippine plant conservation together with the WRD and PPCC;
4. Prepare and finalize the updated framework;
5. Actively take part in ensuring day-to-day or weekly accomplishment of targets in compliance with reportorial requirements; and,
6. Perform other tasks as may be assigned.

IV. Deliverables

1. Secondary data collation report;
2. Updated Draft(s) of the framework of the PPCSAP, as may be revised by the PPCC and the BMB Technical Review Committee (TRC); and,
3. Finalized draft of the PPCSAP.

V. Qualifications and Professional Requirements

- A degree in BSc Forestry, Environmental Science or other related science courses;
- At least one (1) year experience in various aspects of biodiversity or environmental conservation, with skills and knowledge on plant taxonomy and ecology;
- At least one (1) year experience in secondary data gathering, research, and technical/ scientific writing;
- Highly proficient in Microsoft applications (MS Word, MS PowerPoint, etc.);
- Can work under minimal supervision; and,
- Can submit deliverables on time.

VI. Timetable

The Consultant is expected to deliver the outputs within nine (9) months, the duration of his/her contract.

VII. Contract Price and Schedule of Payment

The contract price is all-inclusive, fixed and output-based regardless of any extension of the herein specified duration. The Contractor/Consultant shall receive payment in the amount of FOUR HUNDRED THOUSAND PESOS (PHP 400,000.00), inclusive of taxes based on the following tranches and deliverables:

Recommended Presentation of Offer

Payment Tranche	Amount	Percentage of Budget	Deliverables/Outputs
1 st Tranche	PHP 60,000.00	15%	Upon submission and acceptance of inception report/action plan
2 nd Tranche	PHP 80,000.00	20%	Upon submission and acceptance of the progress report / 1 st draft of the updated Plan
3 rd Tranche	PHP 120,000.00	30%	Upon submission and acceptance of the revised draft of the updated Plan based on the Stocktaking on Phil. Plant Conservation
4 th Tranche	PHP 140,000.00	35%	Upon submission and acceptance of the final draft of the updated Plan and revision of the updated plan based on the comments/inputs of the BMB – TRC
TOTAL	PHP 400,000.00	100%	

VIII. Management and Reporting Arrangements

This engagement is output-based without the need for a daily or regular physical presence. However, the Consultant may be required to report to BMB to personally meet with the WRD as the need arises.

IX. Documentary Requirements

Interested applicants should submit the following:

1. Letter of intent;
2. Curriculum Vitae which includes the following:
 - a. Educational background
 - b. Work experience
 - c. Relevant training
3. Sample of published scientific paper / thesis paper or write-up related to biodiversity and conservation, etc.)
4. Diploma
5. PhilGEPS Registration
6. BIR Certificate of Registration
7. 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 GPBB 09-2020*

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

Please send applications not later than _____ to:

FEB 20 2023

The Chairperson

Bids and Awards Committee (BAC)
Biodiversity Management Bureau (BMB)
Ninoy Aquino Parks and Wildlife Center
North Avenue, Diliman, Quezon City
Telephone No. 89246031/Tel./Fax No. 89258948
Email Address: bacsec@bmb.gov.ph ; wrd@bmb.gov.ph

Approved by:


MARCIAL C. AMARO JR.

Director

In concurrent capacity as Assistant Secretary
for Policy, Planning and Foreign-Assisted
and Special Projects