



REQUEST FOR EXPRESSION OF INTEREST
No. 2021-017

PROCUREMENT OF AN INDIVIDUAL POLICY ADVISER IN THE DEVELOPMENT OF TECHNICAL BULLETIN IN MAINSTREAMING THE INTEGRATED COASTAL MANAGEMENT (ICM) APPROACH TO THE COMPREHENSIVE LAND USE PLAN (CLUP)

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a Policy Adviser to develop Guidelines and procedures in mainstreaming the Integrated Coastal Management (ICM) approach to the Comprehensive Land Use Plan (CLUP).

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>
Policy Adviser	Three (3) Months	P590,000.00 (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. sample works, technical reports, publications, plans, tools, etc.)
 - c) Experiences/engagements about developing local government plans and policies related to local development and management planning;
 - d) Experience working with DENR and other National Government Agencies and International Organizations, specifically on policy-making is an advantage;
3. PHILGEPS Certificate of Registration;
4. BIR Certificate of Registration; and
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 may be grounds for disqualification from the procurement process.

For inquiries, please contact Mr. Joseph Ryan Davalos at Telephone No. 8924-6031 local 207. Interested applicants must submit the documents on or before 5:00pm, AUG 09 2021 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; coastalandmarine@gmail.com

Approved For Posting:


NANCY R. CORPUZ

Chairperson, Bids and Awards Committee



TERMS OF REFERENCE

PROCUREMENT OF AN INDIVIDUAL POLICY ADVISER FOR THE DEVELOPMENT OF GUIDELINES AND PROCEDURES IN MAINSTREAMING THE INTEGRATED COASTAL MANAGEMENT APPROACH TO THE COMPREHENSIVE LAND USE PLAN

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a **Policy Adviser** to develop Guidelines and procedures in Mainstreaming the Integrated Coastal Management (ICM) approach to the Comprehensive Land Use Plan (CLUP).

Position Description	:	Policy Adviser
Duration	:	Three (3) Months
Total Contract Cost	:	PhP. 590,000.00 (Inclusive of Tax)

I. Background and Rationale

As an important component in the implementation of the DENR'S Coastal and Marine Ecosystems Management Program (CMEMP), Technical Assistance to LGUs on Integrated Coastal Management (ICM) is a role extended by DENR both at the national and regional levels per Executive Order 533. This approach of mainstreaming ICM Approach to their Comprehensive Land Use Plans (CLUPs) is essentially based on ecosystem connectivity and delivery of ecosystem goods and services.

In order to provide clear guidance to the DENR Regional and Field Offices, there is a need to develop a Technical Bulletin which is a targeted output of this engagement of a Policy Adviser.

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. Quality-based evaluation will be used as criteria for choosing the Policy Adviser.

II. Objectives

In general, the package of activities aims to mainstream the ICM approach in the CLUP of the LGUs. Specifically, the proposed initiative to engage the expertise of a policy adviser is intended to:

1. To provide the ICM mainstreaming framework for the four Land Use Policy Areas (Protection, Production, Settlements and Infrastructure) following the DHSUD 12-step land use planning process;
2. Develop a policy that will guide the DENR Regional and Field Offices in providing Technical Assistance to LGUs with regard to ICM as an input to their CLUP.

III. **Tasks and Responsibilities**

In order to achieve the above objectives, the **Policy Adviser** shall accomplish the following tasks:

1. Stocktake existing sectoral plans- Forest Land Use Plan (FLUP), Ancestral Domains Sustainable Development and Protection Plan (ADSDPP), Watershed Management Integrated Plan (WMIP), Solid Waste Management Plan (SWMP), Local Disaster Risk Reduction and Management Plan (LDRRMP) and other initiatives- and identify areas of complementation;
2. Develop strategies for the DENR Regional and Field Offices in Mainstreaming the ICM Approach into the CLUP;
 - a) Length/Extent of the river system to be considered that can potentially impact/influence the NIPAS MPAs
 - b) Identify the entry points of ICM Approach in the local planning processes on what to mainstream and how to mainstream (process and methods of mainstreaming) and its expected outputs.
 - c) Build case scenario procedures based on the status of the ICM plans and the CLUP.
3. Provide procedures in mainstreaming ICM Approach in the DHSUD 12 steps of CLUP development planning process. For each CLUP planning step, a detailed process is provided to clearly illustrate how ICM approach can be integrated;
4. Act as Resource Person during the consultation meetings with the DENR Regional and Field Offices and other relevant National Agencies in the draft ICM mainstreaming guidelines;
5. Provide comments and recommendations on House Bill on ICM, as need arises.

IV. **Expected Outputs**

- a. Inception Report;
- b. Facilitation and design of workshops/ writeshops, meetings and other methodologies towards the development of the draft ICM Mainstreaming guidelines;
- c. At least two (2) drafts of the DENR-BMB Technical Bulletin in Mainstreaming the ICM Approach into the CLUP: Procedures and Guidelines

V. Duration

The engagement shall be in effect over a period of three (3) months. The target date of submission of the final output is in the last week of October 2021.

VI. Reporting

The Policy Adviser shall report the progress of the engagement to the BMB-Coastal and Marine Division on a weekly basis. The Policy Adviser is expected to communicate and respond diligently through electronic communication channels.

VII. Qualifications

Education and Training: Degree in Urban and Regional Planning, Natural and Social Science, and other related programs.

Experience:

The following are the specific qualifications required:

- The Policy Adviser should have a Degree in Urban and Regional Planning, Natural and Social Science, and other related programs;
- The Policy Adviser must be a Licensed Environmental Planner.
- The Policy Adviser should have at least five (5) years of professional experience in developing local government plans and/or monitoring and evaluation systems;
- Have developed policy related to local development and management planning;
- Has proven experience in writing technical reports;
- Proficient in English writing and communication skills;
- Has worked on projects for the environment, natural resources, science and other social development projects; and
- Has experience working with DENR and other National Government Agencies and International Organizations, specifically on policy-making, local government plan development, and monitoring and evaluation systems.

VIII. Payment Scheme

Payment by DENR to the Policy shall be in four (4) tranches, according to the schedule below:

PAYMENT TRANCHE	DELIVERABLES	%	AMOUNT
First Payment	Upon Signing of Contract- Submission of Activity work plan	15%	88,500.00
Second Payment	Inception Report	30%	177,000.00
Third Payment	Draft Policy Guidelines on Mainstreaming the ICM Approach	35%	206,500.00

Fourth Payment	Final Draft Policy Guidelines on Mainstreaming the ICM Approach	20%	118,000.00
Total Contract price:		100 %	590,000.00

Application Requirements

The applicants must submit the following:

- Letter of intent;
- Curriculum Vitae (basic information including current email address, telephone or fax number, educational background, work experience, membership in any relevant organization/society and relevant accomplishment, 3 character references);
- List of related on-going/previous works/projects;
- PhilGEPS registration;
- BIR Certificate of Registration; and
- Omnibus Sworn Statement.

Please send application not later than AUG 09 2021 to:

The Chairperson

Bids and Awards Committee

Department of Environment and Natural Resources- Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center Compound, North Avenue Diliman, Quezon City
Telephone No. 925 8950; Fax 924 6031 local 226
Email Address: bacsec@bmb.gov.ph; cmd@bmb.gov.ph

Approved by:



EDILBERTO D. LEONARDO

Undersecretary for Special Concerns and OIC Director