



**REQUEST FOR EXPRESSION OF INTEREST**  
**No. 2020-015**

**PROCUREMENT FOR THE SERVICES OF AN INDIVIDUAL CONSULTANT WRITER**

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of an Individual Consultant -Writer for the preparation, drafting and finalization of Manual on the Biodiversity Assessment and Monitoring System for Inland Wetlands within Protected Areas (Manual on BAMS Inland Wetlands).

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Consultant-Writer	Two (2) months	P250,000.00 (inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae (basic personal information, including current e-mail address, telephone or fax number, educational background, work experience in relevant organizations/society, and relevant accomplishments, 3 references);
3. List of related on-going/previous work/projects;
4. PhilGEPS Certificate of Registration;
5. BIR Certificate of Registration; and
6. Omnibus Sworn Statement

For inquiry, please contact Ms. Ofelia D. Espayos at Telephone No. 8924-6031 local 231. Interested applicants must submit the documents on or before 5:00pm, DEC 02 2020  
to:

The Chairperson, Bids and Awards Committee  
Biodiversity Management Bureau  
Ninoy Aquino Parks and Wildlife Center  
Quezon Avenue, Diliman, Quezon City  
Tel. No. 8924-6031 loc 221 Fax : 8924 6031 loc. 220  
Email address: [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph)

Approved For Posting:

  
**AMELITA D. ORTIZ**  
Assistant Director  
Chairperson, BAC

## TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB – DENR) intends to engage the services of an individual Consultant-Writer for the preparation, drafting and finalization of the Manual on the Biodiversity Assessment and Monitoring System for Inland Wetlands within Protected Areas (Manual on BAMS Inland Wetlands).

<b>Service Description</b>	:	Consultant-Writer
<b>Duration</b>	:	2 months ( <i>[Signature]</i> )
<b>Amount</b>	:	250,000 (inclusive of taxes)

### Requirements:

The candidate must have:

- a degree on natural sciences and with extensive knowledge on inland/freshwater wetlands;
- experience in technical writing and editing;
- leads or has led network/s of experts in the fields of freshwater/wetland science;
- must have experience in gathering of informative materials related to wetlands assessment and monitoring;
- must have experience working with government, academe, non-government organizations or professional organizations involved in the environment and natural resources sector.

### Major Responsibilities:

- Consolidate literature /references related to the drafting of Manual on BAMS Inland Wetlands;
- Coordinate and gather inputs from appropriate experts for specific sections of the Manual;
- Preferably participate in meetings/consultations/workshops relevant for the drafting and presentation of the Manual on BAMS Inland Wetlands;
- Present the draft Manual and updates on BAMS Inland Wetlands in relevant meetings as necessary;
- Prepare the draft Manual on BAMS Inland Wetlands, including introductory texts/write-up, photos and recommended illustrations, if any;
- Finalize the draft Manual on BAMS Inland Wetlands for submission, presentation to and approval of BMB.

### Deliverables:

- 1<sup>st</sup> /Initial Draft of the Manual on BAMS Inland Wetlands;
- Revised Draft of the Manual on BAMS Inland Wetlands;
- Finalized text with recommended illustrations for the Manual on BAMS Inland Wetlands

### Schedule of Payment:

- 15% of the total contract upon signing of the contract
- 15% of total contract amount to be released upon submission of an initial draft of the Manual on BAMS Inland Wetlands;
- 30% of total contract amount to be released upon submission of the revised draft Manual (electronic copy);
- 40% of total contract amount to be released upon submission of accepted and approved electronic and printed copies of final Manual on BAMS Inland Wetlands.

**Applications must include:**

- A letter of intent;
- A curriculum vitae (basic personal information, including current e – mail address, telephone, or fax number, educational background, work experience, membership in relevant organizations/society, and relevant accomplishments, 3 references);
- List of related ongoing/previous work/projects
- PhilGEPS Registration
- BIR Certificate of Registration
- Omnibus Sworn Statement

Please send applications not later than DEC 02 2020 to:

**The Chairperson**

Bids and Awards Committee

Biodiversity Management Bureau- Department of Environment and Natural Resources

Ninoy Aquino Parks and Wildlife Center cpd., North Avenue, Diliman, Quezon City

Telephone No. 9258950; Fax No. 9246031 local 226

Email address: [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph) / [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph)

Approved:

**RICARDO L. CALDERON**  
Asst. Secretary for Climate Change  
and concurrent BMB Director