



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City
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Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

No. 20-003

PROCUREMENT FOR THE SERVICES OF A NATIONAL CONSULTANT TO DEVELOP THE OPERATION MANUAL OF THE INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES PROJECT

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a National Consultant for the Development of the Operation Manual of the Integrated Approach in Management of Major Biodiversity Corridors in the Philippines Project;

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
National Consultant	Three (3) months	P450,000.00 (Inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae to include the following :
 - Educational Background
 - Experience on development of operations manuals for government projects and or UNDP projects;
 - Experience in working with government agencies and facilitation of stakeholder consultations
3. Sample of completed works (Operations Manuals) in electronic copy;
4. PHILGEPS Certificate of Registration;
5. BIR Certificate of Registration; and
6. Omnibus Sworn Statement

For inquiry, please contact Ms. Nancy R. Corpuz at Telephone No. 8924-6031 local 212. Interested applicants must submit the documents on or before 5:00pm, JUL 07 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 : 8924-0109
Email address : bacsec@bmb.gov.ph

Approved for Posting:


ANGELITA P. MENIADO
Vice-Chairperson, BAC



**Procurement for the Services of a National Consultant for the Development of the Operations
Manual of the Integrated Approach in Management of Major Biodiversity Corridors
in the Philippines Project**

TERMS OF REFERENCE

I. Background

The Department of Environment and Natural Resources (DENR) – Biodiversity Management Bureau (BMB), and, with support from the United Nations Development Programme (UNDP), will be implementing a project entitled “**Integrated Approach in Management of Major Biodiversity Corridors in the Philippines**”, otherwise known as the **BD Corridor Project**. Approved by the Global Environment Facility (GEF) last April 17, 2020, its primary objective is 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. It is aimed at addressing the increased degradation of wetland habitats from deforestation and conversion to agriculture and expanding infrastructure development, pollution, invasive alien species (IAS) and climate change is becoming an ever-increasing threat to critical habitats **and** ecosystems and their attendant biodiversity. The four components of the project are:

- 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. Objectives

As part of the pre-implementation activities of the Project, DENR-Foreign Assisted and Special Projects Services (DENR-FASPS), BMB and United Nations Development Programme (UNDP) are working on the Operations Manual of the Project. The Operations Manual intends to provide in detail the Project guidelines on implementation procedures, institutional arrangements by which different stakeholders will participate in project implementation, financial management, including fund flow mechanisms, administrative procedures (e.g. procurement, human resource management, contract management) Monitoring and Evaluation (M and E) and, environmental and social safeguards (ESS) management, including grievance redress mechanisms, and Audit. This is targeted to be rolled-out during National and site-level Inception Workshops of the Project, and for implementation for the entire duration of the project.

III. Scope of Work

The National Consultant is tasked to do the following:

1. Develop an over-all work plan and activity designs for consultations with concerned offices on the development of the Project Operations Manual;
2. Conduct data gathering/collection of available materials;
3. Conduct review and analysis of documents/materials;
4. Liaise / coordinate with offices concerned e.g UNDP, DENR-FASPO, DBM, BTr, NEDA and other relevant offices to ensure integration of necessary processes, and requirements in the operations manual;
5. Facilitate necessary consultations and meetings to be undertaken to gather inputs and firm-up processes, procedures and tools to be included in the Operations Manual; and
6. Develop the Project Operations Manual of the BD Corridor Project.

IV. Deliverables

Below are expected deliverables from the National Consultant.

1. Project Operations Manual of the BD Corridor Project with complete process flow and requirements;
2. Work Plan and stakeholder consultation designs;
3. Reports on consultations/workshops conducted;
4. Powerpoint presentations of the Manual with the necessary implementation processes flow and requirements to be used during the inception workshop and other meetings/workshops of the project.

V. Qualifications and Professional Requirements

1. Masters Degree on public management, development studies, development communications or other related courses;
2. At least 8 years of experience on development of Project Operations Manuals, guidelines and other related materials;
3. At least 8 years of experience in working with the government and facilitating stakeholder consultations
4. With working experience in project implementation;
5. Familiarity with Project development cycle and project cycle management in processing
6. Fluency in written and spoken English; and
7. Good interpersonal skills.

VI. Timetable

The Consultant is expected to deliver the outputs within three months upon acceptance of Notice to Proceed.

VII. Deliverables and Schedule of Payment

The Consultancy services shall have the following schedule of payments:

Tranche	Deliverable	Schedule of Payment
1 st tranche: 20% of total contract amount	Work Plan, proposed outline of the Project Operations Manual (POM) and consultation designs	upon submission and acceptance by BMB of the workplan, outline of the POM and consultation designs
2 nd tranche: 40% of the Contract Price	1 st draft of Project Operations Manual and the report of any consultations made	upon submission and acceptance by BMB of the 1 st draft of POM and necessary report.
3 rd tranche: 40%	Upon submission and acceptance of Final draft of Project Operations Manual, including the presentation material for the inception workshops and other PMU consultation meetings/workshops	upon submission and acceptance of the Final Draft of POM including the ppt presentations

VIII. Management and Reporting Arrangements


The National Consultant shall be contracted by the Biodiversity Management Bureau. He/ she shall report to the Office of the Director and shall work closely with the Biodiversity Policy and Knowledge Management Division, BMB.

IX. Documentary Requirements

Interested applicants should submit the following:

- 1) Letter of intent;
- 2) Curriculum Vitae which include the following:
 - Educational background
 - Experience on development of operations manuals for government projects and or UNDP projects
 - Experience in working with government agencies and facilitation of stakeholder consultations
- 3) Sample of completed works (Operations Manuals) in electronic copy;

Approved by:


RICARDO L. CALDERON, CESO III
OIC, Assistant Secretary for Climate Change
and Director in concurrent capacity,
and National Project Director, BD Corridor Project