



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
Website: <http://www.bmb.gov.ph> E-mail: bmb@bmb.gov.ph

REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT FOR THE SERVICES OF A BUSINESS DEVELOPMENT CONSULTING FIRM FOR BIODIVERSITY-FRIENDLY ENTERPRISES (SOCIAL PREPARATION AND BUSINESS PLANNING)

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a Business Development Consulting Firm for the Biodiversity-Friendly Enterprises (BDFE) component of the Coastal and Marine Ecosystems Management Program (CMEMP).

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Business Development Consulting Firm	Five (5) months	P900,000.00 (inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae (Lead Consultant and Facilitator) to include the following :
 - Education
 - experience in business development, entrepreneurship, business planning and financial management;
 - experience in providing technical assistance, monitoring and evaluation, facilitating project development and organizing trade fairs/exhibits with peoples' organizations and non-government organizations;
 - experience in conceptualizing programs and projects, writing proposals, feasibility studies, baseline surveys, market research and business plans;
3. Financial Proposal
4. SEC/DTI/CDA Registration;
5. Mayor's Permit;
6. PHILGEPS Certificate of Registration;
7. Income/Business Tax Return; and
8. Omnibus Sworn Statement

For inquiry, please contact Mr. John Erick Avelino at Telephone No. 8924-6031 local 207. Interested applicants must submit the documents on or before 5:00pm, **21 August 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

Approved For Posting:

ANGELITA P. MENIADO
Vice-Chairperson, BAC





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TERMS OF REFERENCE

BUSINESS DEVELOPMENT CONSULTING FIRM FOR BIODIVERSITY-FRIENDLY ENTERPRISES (SOCIAL PREPARATION AND BUSINESS PLANNING)

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a Business Development Consulting Firm for the Biodiversity-Friendly Enterprises (BDFE) component of the Coastal and Marine Ecosystems Management Program (CMEMP).

Position Description : Consulting Firm for Biodiversity-Friendly Enterprises (Social Preparation and Business Planning)
Duration : Five (5) Months
Total Contract Cost : PhP 900,000 (inclusive of tax)

I. PROJECT BACKGROUND AND RATIONALE

One of the Program components of Coastal and Marine Ecosystems Management Program (CMEMP) is the Biodiversity-Friendly Enterprises (BDFE) which involves the conduct of economic activities and practices of micro, small and medium enterprises, LGUs and People's Organizations that promote the sustainable use of coastal and marine biological resources. This component also aims to create wealth, value and open opportunities for equitable sharing of benefits among stakeholders.

In 2019, the BMB hired the services of a Business Development Consulting Firm to facilitate the training on Business Development from November 2019 to February 2020. A total of five (5) Business Development Services (BDS) Training were conducted to increase the understanding of the DENR BDFE Facilitators (i.e., CENRO, PENRO, DENR Regional Staff, and BMB BDFE Core Group) on the concepts and principles of BDFE. Moreover, the training also gathered the People's Organizations with enterprises to be developed into BDFE.

It was during the trainings where it was deemed necessary for the BDFE Facilitators to undertake training on conducting Social Preparation for enterprise development which involves several processes including the identification of champions and potential external supports, sensitization of members on BDFE, etc. In a nutshell, social preparation will create an enabling environment for BDFE to thrive.

In addition, Business Planning which is also an integral part of business development was deemed crucial especially during the start-up phase of the BDFE Development as it determines how all the assets of the organization will be utilized to achieve its goals and objectives.

This engagement recognizes that there are existing initiatives/projects (i.e., DENR SmartSeas) which are also developing BDFEs. Thus, their modules shall be enhanced and used to ensure the alignment of DENR projects to CMEMP.

As the COVID-19 pandemic poses threat in conducting face-to-face trainings, there is also a need to translate these modules to make it more effective in a virtual/digital medium.

II. OBJECTIVE, SCOPE AND COVERAGE

The package of activities aims to enhance capacities of relevant staff of DENR to undertake social preparation for POs in Business Development and to develop Business Plans for their POs respective enterprises.

Specifically, the proposed capacity development initiative is intended to:

- a. Enhance existing learning modules on Social Preparation and Business Plan Development for an on-line platform implementation;
- b. Facilitate capacity development activities using blended learning approach for PENRO, CENRO, Regional Office, and BMB staff on Social Preparation and Business Planning;
- c. One-on-one support with the BDFE Facilitators for the roll-out of Social Preparation and Business Planning for their respective People's Organizations; and
- d. Evaluate Capacity Building activities for the development of BDFE Facilitators.

III. EXPECTED OUTPUT

1. Enhanced on-line Learning Modules on Social Preparation and Business Planning for BDFE Facilitators (i.e., PENRO, CENRO, Regional Staff and BMB BDFE Core Group);
2. Conduct of an on-line Social Preparation and Business Planning Capacity development training activity for BDFE Facilitators (i.e., PENRO, CENRO, Regional Staff and BMB BDFE Core Group);
3. Coaching notes/communication exchanges for the roll-out of the Social Preparation and Business Planning of the BDFE Facilitators for their respective People's Organizations; and
4. Evaluation of the application of capacity building activities for BDFE Facilitators.

IV. DURATION

The engagement shall be in effect over a period of Five (5) months commencing from the date of receipt of the Notice to Proceed (NTP) by the winning bidder.

V. REPORTING

The Business Development Experts shall report at the BMB-Coastal and Marine Division through meetings and feedbacking. The Business Development Experts are expected to communicate and respond diligently through electronic communication channels.

VI. QUALIFICATIONS

EDUCATIONAL BACKGROUND:

The Business Development Consultancy Firm should have a team composed of members with the following educational background:

Lead Consultant – at least an MA/MS degree holder in Economics, Business Administration and related fields; PhD degree will be an advantage.

Team Members:

Facilitator – at least a BA/BS degree holder in Communications, Economics, Business Administration and related fields.

ADDITIONAL TRAININGS:

The Business Development Consultancy Firm should have a team composed of members with the following additional trainings:

Lead Consultant – should have at least 24 hours of training related to business development and management

Team Members:

Facilitator - should have at least 12 hours of training related to facilitation/moderation of business development related events

EXPERIENCE:

1. The Business Development Consultancy Firm should have at least five-year experience on the following:
 - Professional experience in business development, entrepreneurship, business planning, financial management, among others.
 - Should have provided technical assistance, conducted monitoring and evaluation, facilitated project development and organized trade fairs/exhibits with peoples' organizations and non-government organizations.
 - Experience about conceptualizing programs and projects, writing proposals, feasibility studies, baseline surveys, market research and business plans.
 - Support in the implementation of Biodiversity-Friendly Enterprises.
2. The Business Development Consultancy Firm should have a team composed of members with the following experience:

Lead Consultant – should have at least 5-year experience in curriculum and training design development, conduct and facilitation of courses related to institutional development, management, business, finance and economics; experience on trainings related to the implementation of Biodiversity-Friendly Enterprises will be an advantage.

Team Members:

Facilitator - should have at least 2-year experience in facilitation/moderation of activities related to institutional and organizational development, management, business, finance and economics; experience on trainings related to the implementation of Biodiversity-Friendly Enterprises will be an advantage.

VI. PAYMENT SCHEME

Payment by DENR-BMB to CONSULTANT shall be in Four (4) tranches, according to the schedule below:

PAYMENT TRANCHE	PERCENTAGE	BUDGET BREAKDOWN (PHP)	SCHEDULE
Mobilization	15%	135,000	Upon signing and acceptance of inception report
First Payment	20%	180,000	Upon submission and acceptance of Enhanced Learning Modules on Social Preparation and Business Planning for PENRO, CENRO, Regional Office and BMB Staff
Second Payment	35%	315,000	Upon the submission and acceptance of the activity report of the conduct of the implementation of the on-line capacity building modules for PENRO, CENRO, Regional Office and BMB Staff
Final Payment	30%	270,000	Upon the submission and acceptance of the Final Approved Report with the evaluation report (feedback report from participants) in electronic copy and hard copies.
		900,000	TOTAL

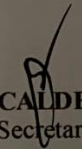
Please send applications not later than _____ to:

The BAC Chairperson

Biodiversity Management Bureau – Department of Environment and Natural Resources
Ninoy Aquino Parks and Wildlife Center Compound, North Avenue, Diliman, Quezon City
Telephone No. 925 8950; Fax 924 6031 local 226

Email Address:; coastalandmarine@gmail.com; bacsec@bmb.gov.ph

Approved:


RICARDO L. CALDERON, CESO III
OIC, Assistant Secretary for Climate Change
and Director, in Concurrent Capacity