



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](mailto:bmb@bmb.gov.ph)

## REQUEST FOR EXPRESSION OF INTEREST

### PROCUREMENT FOR THE SERVICES OF A SCIENCE COMMUNICATOR-CUM-ANIMATOR/MOTION GRAPHIC DESIGNER

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a Science Communicator-cum-Animator/ Motion Graphic Designer for the Biodiversity Assessment and Monitoring System (BAMS) for Coastal and Marine Ecosystem Roll-out Activity;

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>
Science Communicator-cum-Animator/ Motion Graphic Designer	Four (4) months	P1,000,000.00 (inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae to include the following :
  - Education
  - experience in visual and graphics design, production of e-learning, audio-visual materials and animation;
  - with audiovisual products or instructional or educational videos online in production relating to environment or marine ecosystem is a plus point;
  - with trainings related to the techniques used in animation, interactive e-learning materials and video production, and tools on visual and graphics design such as but not limited to Adobe illustrator, After Effects, Premiere and Final Cut (for apple users), Vector;
  - sample of previous relevant works
3. Financial Proposal;
4. PHILGEPS Certificate of Registration;
5. BIR Certificate of Registration; and
6. Omnibus Sworn Statement

For inquiry, please contact Ms. Criselda B. Castor 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](mailto:bacsec@bmb.gov.ph)

Approved For Posting:

**ANGELITA P. MENIADO**  
Vice-Chairperson, BAC





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## Terms of Reference

### I. Rationale

The Biodiversity Management Bureau (BMB) developed Technical Bulletin No. 2019-04 or the Technical Guide on Biodiversity Assessment and Monitoring System for Coastal and Marine Ecosystems in order to provide the Protected Area managers and field implementers standardized and updated measures for the assessment and monitoring of coastal and marine ecosystems that will aid them in implementing science-based management interventions. BMB is supposed to rollout TB No. 2019-04 and capacitate DENR regional and field offices this year.

However, in light of the national health crisis brought about by Corona virus Disease 2019 (COVID-19) and in line with Republic Act No. 11469 s. 2020 declaring a state of national emergency, BMB intends to rollout the above mentioned technical guide by providing instead, the DENR regional and field offices instructional/ audiovisual materials. As such, BMB would like to engage the services of a Science Communicator-cum-Animator/ Motion Graphic Designer for the said purpose.

### II. Objective

To produce four (4) modules of instructional/audio-visual materials to be used in the BAMS Roll-out Activity in providing knowledge and skills to the field implementers on the improved sampling protocols for detailed assessment, establishment of the monitoring site, as well as, data analysis and interpretation.

### III. Scope of Work

- Develop the concept brief including timeline/ schedules of the production.
- Prepare a storyboard, including the script, for the audiovisual material.
  - The service provider will set up virtual meetings to coordinate with BMB-Coastal and Marine Division technical staff and their advisers on coastal and marine habitat assessments in order to finalize the storyboard.



- The four (4) major modules may be organized/ subdivided into short-length clips as necessary. Each short-length clips can be 3-7 minutes long depending on the topic to be discussed.
- Produce the audiovisual materials based on the approved storyboard.
- Revise the video as necessary and perform editing, rendering, and video post-processing applicable to the material, including, but not limited to the following: voice over recording, sound/ audio overlay, musical scoring, dubbing, etc.
- Provide all the equipment, support team, and logistics necessary for the audiovisual production.
- Submit and present to BMB the final and approved version of the audiovisual materials.

#### IV. Deliverables

The instructional/ audiovisual materials will be divided into four (4) major modules, as follows:

- **Module 1:** Introduction to Biodiversity Assessment and Monitoring System for Coastal and Marine Ecosystems.
- **Module 2:** Coral Reef and Associated Reef Fish Assessment
- **Module 3:** Seagrass Assessment
- **Module 4:** Mangrove Assessment

#### V. Qualification

The applicant must have the following qualifications:

- Masters or Bachelor's Degree in animation/ motion graphics design/ development communication/ science communication or any other similar and related courses.
- Must have at least three (3) years of professional experience and completed at least three (3) trainings relating to animation, interactive e-learning materials and video production, and visual and graphics design with the use of graphics software such as but not limited to Adobe illustrator, After Effects, Premiere and Final Cut (for apple users), Vector.
- Must have produced at least three (3) instructional videos/ audiovisual products for other agencies/ organizations. Materials produced that were similar in nature to those requested by BMB is an advantage.

**VI. CONTRACT DURATION :** 4 months





**VII. APPROVED BUDGET FOR THE CONTRACT:**

Php 1,000,000.00  
(inclusive of tax)

**VIII. MODE OF PAYMENT**

PhP 1,000,000.00 (Inclusive of 13% tax)			
Schedule of Release	Percentage of Fund Release	(inclusive of 13 % tax per tranche)	Deliverables
1 <sup>st</sup> tranche	15%	PhP 150,000.00	Upon signing of contract and submission of the draft concept brief, including proposed timeline/schedules of the production.
2 <sup>nd</sup> tranche	35%	PhP350,000.00	Upon submission of the final/approved concept briefer and storyboard of all the four (4) modules in consultation with BMB end-user and its advisers.
3 <sup>rd</sup> tranche	30%	PhP 300,000.00	Upon first submission of the first draft of the AVPs in USB flash drive or shared for viewing online.
4 <sup>th</sup> tranche	20%	PhP 200,000.00	Upon submission of the final AVPs packaged in a USB flash drive and duly accepted by BMB.

**IX. DOCUMENTARY REQUIREMENTS**

- A Letter of Intent
- A curriculum vitae (basic information background, including current email address, mobile number, educational background, work experience, relevant accomplishments, at least three (3) character references)
- Three (3) sample of previous relevant works
- Certificates of relevant trainings



- Certificates of relevant trainings

Additional documents to be submitted:

- PhilGEPS Registration number
- BIR Certificate of Registration
- Omnibus Sworn Statement
- Income/Business Tax Return

Application should be addressed to:

**MARLYNN M. MENDOZA**

BAC Chairperson

Biodiversity Management Bureau

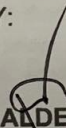
Ninoy Aquino Parks and Wildlife Center

Quezon Avenue, Diliman, Quezon City

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

Shortlisted applicants may be called for an interview.

APPROVED BY:

  
**RICARDO L. CALDERON, CESO III**

OIC, Assistant Secretary for Climate Change  
and Director, *in concurrent capacity*

