



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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REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT FOR THE SERVICES OF AN INDIVIDUAL CONSULTANT FOR BIODIVERSITY FRIENDLY ENTERPRISES (BDFE) PHASE II

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a Consultant to facilitate the training and preparation of the members of People Organizations (POs) to write an application for the Low Value Grant (LVG) of the Biodiversity Friendly Enterprises (BDFE) Phase II;

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>
Consultant	One (1) month	P170,000.00

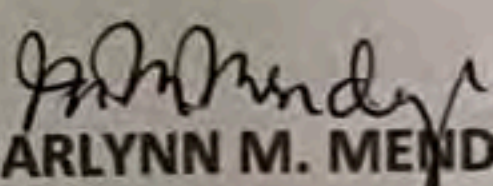
The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae to include the following :
 - Education
 - experience in development of community project management for fisherfolk association;
 - experience in value chain approach relevant to fishery development;
 - experience in facilitating market linkages;
 - experience in providing consultancy services specifically to community-based organizations (CBOs), and in implementing community-based and participatory approaches Sample of Completed Works (Proceedings) in electronic copy;
 - experience in BDFE or MSMEs establishment
 - previous contract with development organizations
3. Financial Proposal
4. PHILGEPS Certificate of Registration;
5. BIR Certificate of Registration; and
6. Omnibus Sworn Statement

For inquiry, please contact Dr. Vincent V. Hilomen at Telephone No. 924-6031 local 250. Interested applicants must submit the documents on or before 5:00pm, AUG 18 2020 to:

The Chairperson, Bids and Awards Committee
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City
Tel. No. 924-6031 Fax : 924 6031 loc. 221
Email address : bacsec@bmb.gov.ph

Approved For Posting:


MARLYNN M. MENDOZA
Chairperson, BAC

TERMS OF REFERENCE
Biodiversity Friendly Enterprises (BDFE) Consultant Phase II
(Lanuza Bay Surigaro Del Sur)

A. Project Title

DENR-Strengthening Marine Protected Areas to Conserve Marine Key Biodiversity Areas

B. Project Description

The Biodiversity Management Bureau of the DENR is implementing a project entitled, "DENR-Strengthening the Marine Protected Areas to Conserve Marine Key Biodiversity Areas in the Philippines" or DENR-SMARTSeas PH that is funded and supported by the GEF and UNDP. The Project covers five (5) demonstration sites at the VIP, Southern Palawan, TSPS, Lanuza Bay and Davao Gulf.

The project seeks to accelerate the establishment of marine protected areas (MPAs) and marine protected area networks (MPANs) to include more key marine biodiversity areas and improve MPA/MPAN management effectiveness to reduce the rapid degradation of marine and coastal habitats and alarming biodiversity loss. Among the key targets of the project, is the improving the financial sustainability in covering the costs of management of MPAs and MPANs under Outcome 2. The project has chose to provide the People Organizations (POs) that manage the MPA a biodiversity friendly enterprise that will earn to augment their incomes because they manage their own MPAs. Also the POs will use 10% of their net earnings for direct costs of MPA management.

The Project has already trained the members of the various POs in promoting cost efficiencies and cost effectiveness in MPA management, improve and diversify funding sources, enhance capacities for financial and business planning including sound decision making pertaining to resource allocation, and transparent processes for fund management. The POs has already been trained for a functional system for tracking expenditures and monitoring fund inflows, which wil be firmly supported by an enabling legal and policy framework.

To fast track BDFE implementation in Lanuza Bay, the Project has sought the approval of the use of a Low Value Grant to jumpstart the first production cycle of the POs in Lanuza Bay. The scope of work of this Consultant includes training and preparation of the members of POs to write an application for the LVG.

C. Scope of Work

Under the direct supervision of the SMARTSeas PH Project Manager, the hired Consultant shall deliver the following:

1. The consultant shall facilitate the LVG application of the four POs in Lanuza Bay and submit the same to the Project Management Unit (PMU) of the Project;

2. The consultant shall translate the submitted business plans of the 4 POs and transpose the details of each of the four business plans into four separate LVG applications;
3. To finalize the LVG application of each concerned POs to the PMU, including responding to comments and questions from reviewers of the LVG application;
4. To facilitate the application and opening of a bank account in either LandBank and Philippine National Bank for each of the four PO; and
5. The consultant shall also orient the members of four (4) POs on the LVG agreement, their roles and responsibilities and that of the LVG provider;
6. To oversee the over-all readiness and compliance of PO to LVG agreement.

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Workplan a) LVG Orientation b) Bank details of PO	1 week or earlier	1 week after contract award	The Project Manager vvhilomen@up.edu.ph vincent.hilomen@undp.org
Submission and acceptance of accomplished LVG application (Annex A)	1 week	Two weeks after contract is awarded	The Project Manager vvhilomen@up.edu.ph vincent.hilomen@undp.org

E. Institutional Arrangement

The SMARTSeas Project Manager shall directly supervise the Consultant, in coordination with the local responsible partner (LRP).

F. Duration of the Work¹

The expected duration of work is estimated to be 15 working days spread over one (1) months. The approved Budget for this contract is Php170,000.00

G. Duty Station

The Consultant is not expected to report on a daily basis to the Project Management Office based in BMB, Quezon City but shall be available on an on-call basis. The

consultant is expected to work at the location where the four POs namely, NAMATI, KASAMMA, KAAMPAKA and NAKU in Lanuza Bay, Surigao del Sur.

H. Qualifications of the Successful Individual Contractor

Qualification	Points Obtainable (100 points)
<p><u>Over-all requirement</u></p> <p>With minimum 5 years experience in enterprise development, community organizing, provision of business development service and experience working with fisherfolk communities and grassroots level organizations.</p>	15
<p><u>Educational requirement and experience</u></p> <ul style="list-style-type: none"> • Degree in Economics, Business Management, social development and other allied courses. 5 ▪ With experience in development of community project management for fisherfolk association; 10 • Familiar with biodiversity friendly approach to enterprise development; 10 • With extensive experience in value chain approach relevant to fishery development; 10 • With previous experience in facilitating market linkages 10 • With previous contract with development organizations 10 • With previous working experience in BDFE or MSMEs establishment 10 • Experience in providing consultancy services specifically to community-based organizations (CBOs), and in implementing community-based and participatory approaches 10 	
<p><u>Language</u></p> <ul style="list-style-type: none"> • Good command of oral and written English 5 • Familiarity with the local language 5 	
<p>TOTAL</p>	<p>100</p>
<p>Passing Rate</p>	<p>70</p>

I. Scope of Price Proposal and Schedule of Payment

Percentage	Description	Deadline
20%	Submission and acceptance of workplan	1 week after contract award
80%	Submission and acceptance of Accomplished LVG application * Orient POs on the LVG agreement; * Based on the business plan, transpose details into LVG applications; * Finalize the LVG application with the concerned POs, including responding to comments of LVG application reviewers * Facilitate PO bank account opening * Oversee over all readiness and compliance of PO to LVG agreement	2-3 weeks after contract award

J. Recommended Presentation of Offer

For purposes of generating offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Submission of a **Letter of Confirmation of Interest and Availability** to the Project Manager of the DENR-SMARTSeas PH Project.
- b) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [*Note: this is optional for support services*];
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs (see Annex 1).

K. Criteria for Selection of the Best Offer

This section should indicate all the criteria, which shall serve as basis for evaluating offers, which may be done in either of the following manner:

a) Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; or

b) Lowest price method – where the award will be made to the qualified/responsive individual who offered the lowest price.

A combination of options A and B will be pursued, with weight assigned to lowest price at 30% of the evaluation scoring.

Option (a) is ideal for intellectual services where the methodology or approach to the work may differ from one individual to another and directly impacts the quality of the result. Option (b) is ideal for standard type of services where there are not many possible ways of undertaking/performing the work.

L. Annex to the TOR

Updated CV, Philgeps, BIR, Certificate of Registration, and Omnibus Sworn Statement

M. Approval

This TOR is approved by : *[indicate name]*

Signature _____

Name and Designation RICARDO L. CALDERON, CESO III

BMB Director and National Project Director

Date of Signing _____

ANNEX 1. FINANCIAL PROPOSAL

Component Costs	Unit Cost (PhP)	Quantity	Total Rate for Contract Duration
I. Personnel Costs			
Professional fees			
Life Insurance			
Others (specify)			
II. Travel to Duty Station			
Airfares			
Land transportation			
Per diems			
Others (specify)			
TOTAL			