



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. 2021-015

**PROCUREMENT FOR THE SERVICES OF A BUSINESS DEVELOPMENT CONSULTING FIRM FOR
BIODIVERSITY-FRIENDLY ENTERPRISES (PRODUCT DEVELOPMENT AND MARKETING)**

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).

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Consulting Firm	Four (4) Months	P462,240.00 (Inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Write-up about the firm containing the ff.:
 - a) Basic information such as current email address, telephone or fax number, list of members that will be involved in the project with their educational background, engagements with relevant organization/societies;
 - b) Supporting documents and means of verification that would support qualifications reflected in the TOR (i.e. sample works, technical reports, publications, plans, tools, etc.)
 - c) Experiences/engagements about facilitating BDFE projects;
3. Curriculum Vitae of individual personnel to be involved in the project to support qualification reflected in the TOR (please attach means of verification i.e. certificate, diploma, sample works):
 - a) Lead Consultant
 - b) Facilitator
 - c) Report Writer
 - d) Online Platforms Organizer
4. PHILGEPS Certificate of Registration;
5. SEC/DTI/CDA Registration;
6. Mayor's Permit;
7. Income/Business Tax Return; and
8. Omnibus Sworn Statement

**notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020*

Incomplete/non-submission of these requirements may be grounds for disqualification from the procurement process.

For inquiries, please contact Mr. John Erick Avelino at Telephone No. 8924-6031 local 207. Interested applicants must submit the documents on or before 5:00pm, AUG 25 2021 to:

Chairperson, Bids and Awards Committee

Biodiversity Management Bureau

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

Tel. No. 8924-6031 loc 221 Fax :8924 6031 loc. 220

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

Approved For Posting:


NANCY R. CORPUZ

Chairperson, Bids and Awards Committee



TERMS OF REFERENCE

BUSINESS DEVELOPMENT CONSULTING FIRM FOR BIODIVERSITY-FRIENDLY ENTERPRISES (PRODUCT DEVELOPMENT AND MARKETING)

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 (Product Development)
Duration : Four (4) Months
Total Contract Cost : PhP 462,240 (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 2019-2020, the BMB hired the services of a Business Development Consulting Firm to facilitate the training on Business Development from November 2019 to February 2020 and the training on Social Preparation and Business Planning from December 2020 to April 2021. A total 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 on Business Planning provided guidance as to how the BDFE Facilitators will support their respective POs in the development of their enterprise development plan.

It was during the trainings where it was deemed necessary for the BDFE Facilitators and the members of the People's Organizations to undertake training on BDFE Product Development to improve idea generation within the PO and the ability of the BDFE Facilitators to add creativity in the development or enhancement of POs products and services.

Product Development is also an integral part of business development and is deemed crucial especially in adding value to the POs existing enterprise. To facilitate the learning process and capacity building, there would be a need for hiring experts/consultants.

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. Quality-based Evaluation shall be used as Criteria for choosing the consulting firm.

As the COVID-19 pandemic still poses a threat in conducting face-to-face training, 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 and develop a blended learning module on Product Development for an on-line platform implementation, including the identification of key resource persons for identified BDFE Categories and Activities;
- b. Facilitate training sessions using blended learning approach for PENRO, CENRO, Regional Office, BMB staff and available People's Organizations on Product Development per BDFE Category;
- c. Utilize an on-line platform to organize the modules, exercises, and submission of BDFE Facilitators' outputs as compliance to the training;
- 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, People's Organizations, and BMB BDFE Core Group);
2. Conduct of an on-line Product Development Capacity development training activity for BDFE Facilitators (i.e., PENRO, CENRO, Regional Staff, People's Organizations, BMB BDFE Core Group);
3. On-line training platform (Google Classroom) consolidating modules, exercises, and submission of BDFE Facilitators' outputs; 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 Four (4) 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.

Report Writer - at least a BA/BS degree holder in Communications and related fields.

Online Platforms Organizer - at least a BA/BS degree holder in Information Technology, Communications, Education and related fields.

ADDITIONAL TRAININGS:

The Business Development Consulting 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.

Report Writer - should have at least 12 hours of training related to documentation.

Online Platforms Organizer - should have at least 12 hours of training related to conduct of on-line modules.

EXPERIENCE:

1. The Business Development Consulting Firm should have:

- At least 5 years of Professional experience in business development, entrepreneurship, business planning, financial management, among others.
- Should have at least 10 engagements in providing technical assistance, conducted monitoring and evaluation, facilitated project development and organized trade fairs/exhibits with peoples' organizations and non-government organizations.
- Should have at least 10 technical reports on conceptualizing programs and projects, writing proposals, capacity building, feasibility studies, baseline surveys, market research and business plans.
- Support in the DENR implementation of Biodiversity-Friendly Enterprises.

2. The Business Development Consulting 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 training 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 training related to the implementation of Biodiversity-Friendly Enterprises will be an advantage.

Report Writer - should have at least 2-year experience in documentation.

Online Platforms Organizer - should have at least 1-year experience in conduct of on-line modules.

VII. 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 OF CONTRACT
Mobilization	15%	69,336	Upon signing and acceptance of inception report
First Payment	20%	92,448	Upon submission and acceptance of a Complete Enhanced Learning Outline/Modules on Product Development and Marketing for PENRO, CENRO, Regional Office, PO members, and BMB Staff (including Pre-and post evaluation tools, Resource Persons, Schedule of training, exercises, and course evaluation mechanics).
Second Payment	35%	161,784	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, PO members, and BMB Staff
Final Payment	30%	138,672	Upon the submission and acceptance of the Final Approved Report with the evaluation report (feedback report from participants) in electronic copy and hard copies.

Please send applications not later than AUG 25 2021 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:



EDILBERTO DC LEONARDO
Undersecretary for Special Concerns
and OIC-Director