

## TERMS OF REFERENCE

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a TECHNICAL ASSISTANT to support the activities for and operations of the Integrated Coastal and Marine Partnerships Section (ICMPS).

- I. Position Description :** Technical Assistant  
**II. Duration :** March – June 2022  
**III. Total Contract Cost :** 33,088.00 /Monthly (1,504.00/Daily)  
(Inclusive of taxes)  
**VI. Qualification :**

The applicant must have the following qualifications;

- A bachelor's degree in environmental science, communication, development management, social science or any related course;
- At least two (2) year experience in working with government, development NGOs, or professional organizations, preferably involved in the environment and natural resources sector;
- Has excellent skills in technical writing (e.g., project proposals, annual accomplishment report, event documentation, etc.) with at least one sample work;
- Adept at using Microsoft Office Programs such as Word, PowerPoint, excel and Publisher with at least one (1) sample works; and
- Preferably certified SCUBA Diver or at least knows how to swim.

**V. Major Responsibilities:**

Under supervision of a Senior/Regular Officer of ICMPS

- Assist in the preparation of CMD Work and Financial Plan on the implementation of CMEMP;
- Conduct monitoring and submit in a timely manner consolidated reports on the implementation of CMEMP in Protected Areas by Regional Offices to include needed coordination within the DENR and with other agencies and institutions;
- Provide support and coordinate capacity building programs for Action Officers, CMEMP Coordinators and Scholars;
- Provide support and monitor implementation by local and international development partners and organizations of FASPs related to coastal and marine;

- Draft comments/positions either sought directly to BMB-CMD or indirectly (i.e., thru DFA) on matters related to coastal and marine;
- Package country reports and presentations for meetings of Senior Officials and Ministers, Technical Working Groups on implementation of Regional Programs and International Conventions;
- Extend necessary assistance to partners in the implementation and execution of task under Contract or Agreement;
- Monitor, communicate and submit report of assessment of partner's performance aimed to meet mutual objectives and conditions in the Agreement;
- Develop a guideline in engaging partners to implement identified projects or activities to address gaps in the effective and efficient delivery of CMEMP objectives
- Extend necessary support in designing events, meetings and workshops including preparation of minutes of meetings and proceedings;
- Uphold QMS policies and standards in every task assigned and performed including other tasks as may be assigned by the immediate supervisor.

**VI. Application Requirements:**

Applicants must provide the following:

- Letter of intent;
- A curriculum vitae;
- If currently working for government, Personnel Data Sheet;
- Sample of previous work.

Please send application not later than APR 01 2022

**NATIVIDAD Y. BERNARDINO**


OIC, Director

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Approved by:

  
**NATIVIDAD Y. BERNARDINO**  
OIC, Director