



REQUEST FOR EXPRESSION OF INTEREST
No. 2023-014

**PROCUREMENT OF INDIVIDUAL CONSULTANT AS PROCUREMENT SPECIALIST
(SHORT TERM) FOR THE DENR-UNDP/GEF PROJECT ON "INTEGRATED APPROACH IN
MANAGEMENT OF BIODIVERSITY CORRIDORS IN THE PHILIPPINES"**

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of an individual consultant as Procurement Specialist for the BD Corridor Project who will be responsible for the drafting and finalization of Terms of Reference, Evaluation Criteria and other related documents for the major activities under the Project in accordance with the project documents, R.A. 9184 and its Implementing Rules and Regulations and Project Operations Manual.

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Procurement Specialist	Four (4) months	P320,000.00 (Inclusive of tax)

The documents for submission are:


1. Letter of intent;
2. Curriculum Vitae which includes the following:
 - a) Basic information including current e-mail address, telephone or fax number, educational background, work experience, membership in relevant organizations/society and relevant accomplishments, 3 references;
 - b) Supporting documents and means of verification that would support qualifications reflected in the TOR (i.e. sample outputs/reports, certificate etc.);
3. Experience related to government procedures (R.A. 9184 and related procurement guidelines);
4. Involvement in projects funded by an International Organizations as Procurement Specialist/Officer;
5. PHILGEPS Certificate of Registration;
6. BIR Certificate of Registration;
7. 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 shall be grounds for disqualification from the procurement process.

For inquiries, please contact Ms. Mary Jean A. Caleda at Telephone No. 8924-6031 local 248/250. Interested applicants must submit the documents on or before 5:00pm, _____ to:

The 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; bdcorr.nrm@gmail.com

Approved for posting:


ANSON M. TANTAL

Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

PROCUREMENT OF INDIVIDUAL CONSULTANT AS PROCUREMENT SPECIALIST (SHORT TERM) FOR THE DENR-UNDP/GEF PROJECT ON INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES OR BD CORRIDOR PROJECT

I. Background

The Department of Environment and Natural Resources (DENR), with funding from the Global Environment Facility (GEF) and support from the United Nations Development Program (UNDP), is implementing the project entitled **“Integrated Approach in Management of Major Biodiversity Corridors in the Philippines” or BD Corridor Project**. The Project aims to operationalize integrated management of biodiversity corridors to generate multiple benefits including effective conservation of globally threatened species and high conservation value forests, reduce deforestation and degradation and enhance local biodiversity-friendly livelihoods.

This Project has four components, namely:

- Component 1: Effective coordination and governance framework for integrated ecosystem management in the Philippines biodiversity corridors system;
- Component 2: Application of integrated network design and management of biodiversity corridors to ensure continued stability and sustainability of their biological, ecosystem services and socio-economic conservation values;
- Component 3: Community-based sustainable use and management systems in the two pilot biodiversity corridor systems in the Philippines; and
- Component 4: Knowledge management, gender mainstreaming, learning, monitoring and evaluation.

The Procurement Specialist is necessary to move the major procurement activities as scheduled for the timely implementation of the project.

II. Scope of Work

The scope of work of this term of reference is beyond the optimum in-house capability of the procuring entity and is consistent with the Government's policy not to compete with the private sector as integrated in item 2 of Annex “B” of the 2016 Implementing Rules and Regulations of RA 9184.

In support to achieving the Project objectives, BMB will ensure that project-based procurement management is in place and functional. The Procurement Specialist shall be responsible for the drafting and finalization of Terms of Reference, Evaluation Criteria and other related documents for major procurement activities under the Project in accordance with the project document, RA 9184 Implementing Rules and Regulations (IRR), and the Project Operations Manual.

A. Scope of Services

Specific tasks and responsibilities include, but not restricted, to the following:

1. Review Project documents and Annexes, relevant Consultants' Reports particularly those related to the services that will be procured;
2. Develop Terms of Reference (TOR) and related documents for various Consultancy Firms that will be engaged for the following work packages:
 - a. Development Planning Work;
 - b. Ancestral Domain Work;
 - c. Biodiversity Investment Work;
 - d. Capacity Development Works.
3. Align the draft TORs in accordance with the Project Document and Annexes and the objectives and deliverables, Consultants' Reports and by the end-user;
4. Closely coordinate the TORs with the end-users, to ensure the completeness of the tasks and deliverables to achieve project objectives and outputs;
5. Assist the Project in ensuring procurement of consultancy services in accordance with the project's approved Work and Financial Plan and Procurement Plan;
6. Provide guidance and support in the preparation of Procurement or Bidding Documents, minutes of meetings and clarifications, bid evaluation reports, etc.
7. Provide technical assistance to NPMU in procurement process, including attending and providing guidance and support in pre bid conferences, bid opening etc.;
8. Provide assistance in the monitoring procurement activities in accordance with the BMB Procurement Manual and timelines agreed in the Procurement Plan;
9. Promptly report progress of procurement activities on weekly basis;
10. Prepare consolidated Procurement Reports for submission to the National Project Manager;
11. Perform other tasks that may be required, from time to time.

III. Qualification Requirements and Basis for Evaluation

A. Educational Qualification

- Must be a holder of Bachelor's Degree in Management or Business Studies, Finance, Procurement Management or other related field;
- Master's Degree or Certified Procurement Specialist is an advantage

B. Work Experience

- With at least five (5) years work experience related to government procurement procedures (RA9184 and related procurement guidelines)
- Involvement in at least two (2) projects, funded by an International Organizations, as a Procurement Specialist/officer;
- Knowledge and background on government procurement policies, guidelines and processes; and
- With excellent communication skills.

C. Training

- Attended at least 40 hours of training on procurement.

IV. Timetable

The Specialist is expected to deliver the outputs within four months (4), after acceptance of Notice to Proceed (NTP).

V. Schedule of Payment

The approved budget for the contract (ABC) is PhP320,000.00, which shall be paid in tranches based on the following:

PAYMENT TRANCHE	PERCENTAGE	BUDGET BREAKDOWN (PhP)	SCHEDULE
1. First Tranche	15%	48,000.00	After signing of contract and submission and acceptance of Strategic Procurement Plan and timelines (for work packages)
2. Second Tranche	35%	112,000.00	Upon submission and acceptance of Terms of Reference (TORs) for the : a. Development Planning Work; b. Ancestral Domain Work; c. Biodiversity Investment Work; d. Capacity Development Works;
3. Third Tranche	35%	112,000.00	Preparation of procurement documents for submission to BAC TWG, and finalization of the all documents for release by BAC Secretariat for bidding.
4. Fourth Tranche	15%	48,000.00	Submission and acceptance consolidated procurement reports, Minutes of meetings, clarifications, bid evaluation reports
	100%	320,000.00	

VI. Management and Reporting Arrangements

The Specialist shall be contracted by the BD Corridor Project through the DENR- Biodiversity Management Bureau and shall be under the direct supervision of the BD Corridor National Project Manager, in close coordination with the BMB-Biodiversity Policy and Knowledge Management Division.

VII. Documentary Requirements

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Interested applicants should submit the following:

1. Letter of Intent.
2. Curriculum Vitae which includes the following:
 - Educational background
 - Work experience, particularly related to scope of work
3. Supporting documents and means of verifications that would support qualifications reflected in the TOR (e.g. sample outputs/reports, certificate, etc.)
4. PhilGEPS Registration
5. BIR Certificate of Registration
6. Omnibus Sworn Statement

Please send application not later than _____ to:

THE CHAIRPERSON
Bids and Awards Committee
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Ave. Diliman, Quezon City
(02) 8-924-6031 loc. 221
Email: bacsec@bmb.gov.ph
cc: bdcorridorproject@gmail.com

Approved by:



MARCIAL C. AMARO, JR.

Director, BMB

In concurrent capacity as
Assistant Secretary for Policy, Planning and
Foreign-Assisted and Special Projects