



REQUEST FOR EXPRESSION OF INTEREST
No. 2023-023

PROCUREMENT OF CONSULTANCY FIRM FOR THE BIODIVERSITY-FRIENDLY ENTERPRISE (BDFE) AND BUSINESS DEVELOPMENT SERVICES (BDS) OF THE "ENSURING SUSTAINABLE BENEFITS FROM PEATLAND THROUGH PROTECTION AND WISE USE" (ESBENEPEAT) PROJECT

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a Consultancy Firm for the Biodiversity-Friendly Enterprise (BDFE) and Business Development Services (BDS) of the ESBenePeat 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 consultancy firm interested to bid for the requirement below, to wit:

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Consultancy Firm	Four (4) months	P750,000.00 (Inclusive of tax)

The documents for submission are:

1. Letter of Intent
2. A write-up about firm to include the following:
 - Basic personal information of each team member, including current email address, telephone or fax number;
 - Curriculum Vitae/Educational Background of members who will be involved in the project;
 - Experiences in conceptualizing programs and projects, writing proposals, feasibility studies, baseline surveys, market research, and business plans.
 - Experiences in training design development, conducted and facilitated courses related to institutional and organizational development, management, business, finance, and economics.
 - Experiences in providing technical assistance, conducting monitoring, and evaluation, facilitated project development and organized trade fairs/exhibits with peoples' organizations and non-government organizations
 - Experiences in working in government agencies and multi-lateral development agencies;
 - Sample of completed works in electronic copy.
 - Relevant accomplishments; and
 - List of related ongoing/previous works and projects
3. SEC/DTI/CDA Registration
4. Business/Mayor's permit

5. PhilGEPS Certificate of Registration of the Firm
6. Income/Business Tax Return
7. Omnibus Sworn Statement

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

For inquiries, please contact Ms. Zoisane Geam G. Lumbres at Telephone No. 8924-6031 local 231. Interested applicants must submit the documents on or before 5:00pm, _____ to:

JUN 06 2023

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. TAGTAG

Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

Procurement of Consultancy Firm for the Biodiversity-Friendly Enterprise (BDFE) and Business Development Services (BDS) of the ESBenePeat Project

The Biodiversity Management Bureau intends to engage the services of a consultancy firm for the Biodiversity-Friendly Enterprise (BDFE) and Business Development Services (BDS) of the ASEAN-EU-GIZ SUPA Component 1 Country Project entitled: "Ensuring Sustainable Benefits from Peatland through Protection and Wise Use" (ESBenePeat)

Description:	Consulting Service to conduct Assessments of target People's Organization and develop capacity development plan for Biodiversity-Friendly Enterprise (BDFE) and Business Development Services (BDS) of the ASEAN-EU-GIZ SUPA Component 1 Country Project entitled: "Ensuring Sustainable Benefits from Peatland through Protection and Wise Use" (ESBenePeat).
Duration of Contract:	4 months
Approved Budget:	Php 750,000 (inclusive of tax and travel expenses)

I. Background and Rationale:

The Department of Environment and Natural Resources (DENR) – Biodiversity Management Bureau (BMB), in its capacity as the National Focal agency for the ASEAN Task Force on Peatlands (ATFP), with the support from GIZ Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, is implementing the ASEAN-EU-GIZ Sustainable Use of Peatlands and Haze Mitigation (SUPA) country project entitled "**Ensuring Sustainable Benefits from Peatland through Protection and Wise Use (ESBenePeat)**". The project aims to ensure the sustained ecological functions and services of Philippine peatlands through its protection and sustainable management.

Among the work packages of the project, **Work Package 5** is on the Identification and Enhancement of Biodiversity Friendly-Practices for Peatland communities. This aims to generate income and open opportunities for the equitable sharing of benefits among stakeholders. The work package involves the conduct of a consultation workshop for the identification of existing and other potential livelihoods in degraded peatlands and enhancement training of the community's existing livelihoods for the two pilot sites. This work package also involves the identification of economic activities and practices of micro, small and medium enterprises, LGUs, and People's Organizations that promote the sustainable use of peatland.

In order to attain the objectives of this specific work package, capacity building, assessments, and workshops are needed as prerequisites for the effective implementation of the BDFE policies. Since BDFE is a relatively new concept, even though DENR staff may be capable and experienced in carrying out policies and programs related to environment and natural resources management, there is still a need for an expert.

II. Objectives and Scope of Works

The *Work Package 5 (Identification and Enhancement of Biodiversity Friendly-Practices for Peatland communities)* of the ESBenePeat aims to capacitate the peatland-dependent community/ People's Organizations (POs) in improving their existing livelihood program with potential biodiversity-friendly practices and enterprises and for them to continuously develop their BDFEs. The output indicators of the said work package are trainings and workshops, therefore

requiring the implementers of said activities to be an expert on enterprise development for the communities.

The Project intends to engage the services of a consulting firm to (i) Conduct and submit reports of scoping and consultation workshops and (ii) Conduct and submit reports of trainings and workshops on Biodiversity-Friendly Enterprise (iii) develop a Capacity Needs Assessment (CNA) tool for BDFE.

The scope of work of this Terms of Reference is beyond the optimum in-house capability and current workload of the procuring entity and is consistent with the Government's policy not to compete with the private sector as integrated into Item 2 of Annex "B" of the 2016 Implementing Rules and Regulation of RA 9184.

III. Detailed Tasks

The consulting firm will work with the ESBenePeat Project Office and the OIC Chief of CAWED division of the Biodiversity Management Bureau, and will be responsible for the following tasks:

1. Conduct of scoping workshop in the two pilot sites (Leyte Sab-a and Agusan Marsh), to include the following:
 - Scoping Visit in the two-pilot site for identification of target People's Organizations (POs)
 - Capacity Assessment of the target People's Organizations (POs)
 - Rapid Assessment for the viability of existing livelihood
2. Conduct of two on-site workshops on Biodiversity-Friendly Enterprise and training on Business Development Services for each pilot sites, to include the following:
 - Policy Orientation and Skills Development
 - Consultation workshop for the identification of existing and other potential livelihoods in degraded peatlands.
 - Enhancement training on the existing community livelihood in Leyte Sab and Agusan Marsh
 - BDFE capacity development plan for PO Enterprises

IV. Duration

The Consultancy Firm shall be engaged continuously for a period of four (4) months effective upon signing of the contract and Notice to Proceed.

V. Deliverables and Reporting Arrangements

This is an output-based engagement. The Consultancy Firm will not be required to report regularly or be present at the Project Office during the contract period but will be requested to attend meetings and report to the OIC Chief of CAWED regarding progress as necessary. The Consultancy Firm shall work closely with DENR-BMB specifically with CAWED and the PMU of ESBenePeat Project for progress and updates on the consultancy assignment.

The firm is expected to submit the following deliverables:

1. Report on the Capacity Assessment of the target POs
2. Report on the Rapid Assessment for the inventory and viability of existing livelihood
3. Capacity Needs Assessment (CNA) tool for BDFE development
4. Report on the Conduct of a consultation workshop for the identification of existing and other potential livelihoods in degraded peatlands

5. Report on the conduct of enhancement training on the existing community livelihood in Agusan Marsh and Leyte Sab-a
6. BDFE capacity development plan for PO enterprises

VI. Qualifications and Professional Requirements:

A. The Team/Firm should have the following qualification:

- Professional experience in business development services, entrepreneurship, business planning, and financial management, among others.
- Should have provided technical assistance, conducted monitoring and evaluation, facilitated project development, and organized trade fairs/exhibits with peoples' organizations and non-government organizations.
- Experience about conceptualizing programs and projects, writing proposals, feasibility studies, baseline surveys, market research, and business plans.
- Support in the implementation of Biodiversity-Friendly Enterprises.

B. The team/firm should have the following team members:

Team Members	Minimum Qualification Requirements
a. Team leader/ Economist/Enterprise development expert	<ul style="list-style-type: none"> • A master's degree in Economics, Business Administration, and related fields; • At least 5 years of professional experience in business development, entrepreneurship, business planning, and financial management, among others • At least 5 years of professional experience in curriculum and training design development, conduct and facilitation of courses related to institutional and organizational development, management, business, finance, and economics • At least 5 years experience on trainings in business development services [BDS] and trainings related to the implementation of Biodiversity-Friendly Enterprises will be an advantage
b. Senior Trainer/Lead Facilitator	<ul style="list-style-type: none"> • A master's degree in Economics, Business Administration, and related fields or equivalent experience; • Have at least 5 years of consultancy experience in business development, entrepreneurship, business planning, and financial management, curriculum and training design development, conduct and facilitation of courses related to institutional and organizational development, management, business, finance and economics • Have at least 5 years consultancy experience on trainings in business development services [BDS] and trainings related to the

	implementation of Biodiversity-Friendly Enterprises will be an advantage
c. Training and admin assistant	<ul style="list-style-type: none"> • At least a BA/BS degree in Communications, Economics, Business Administration, Information Technology, and related fields. • At least 2 years of professional experience as admin and training assistant

VII. Payment Schedule

The consultancy firm shall receive a total remuneration of Php 750,000 inclusive of tax and travel expenses which will be paid in tranches based on the following release terms:

Tranche	% of the Budget	Equivalent Amount (Php)	Fund Release Terms
1st Tranche	15%	112,500	Upon signing and issuance of the Notice to Proceed and submission of the Inception Report
2nd Tranche	35%	262,500	Upon submission and acceptance of the Reports on Capacity Assessment of the target PO and Rapid Assessment for the viability of existing livelihoods including a list of existing livelihoods in the two pilot sites based on the inventory conducted.
3rd Tranche	35%	262,500	Upon submission and acceptance of the approved Capacity Needs Assessment (CNA) tool for BDFE, Reports on the Conduct of consultation workshop for the identification of existing and other potential livelihoods in degraded peatlands and Enhancement Training for the existing community livelihoods in the two pilot sites.
4th Tranche	15%	112,500	Upon the submission and acceptance of a Final Report to include: the approved BDFE capacity development plan for PO enterprises

VIII. Applicants must submit the following:

- Letter of Intent
- A write-up about the firm to include the following:
 - Basic personal information of each team member, including current email address, telephone or fax number
 - Curriculum Vitae/Educational Background of members who will be involved in the project;
 - Experiences in conceptualizing programs and projects, writing proposals, feasibility studies, baseline surveys, market research, and business plans.

- Experiences in training design development, conducted and facilitated courses related to institutional and organizational development, management, business, finance, and economics
- Experiences in providing technical assistance, conducting monitoring and evaluation, facilitated project development, and organized trade fairs/exhibits with peoples' organizations and non-government organizations
- Experience in working in government agencies and multi-lateral development agencies; and
- Sample of completed works in electronic copy.
- Relevant accomplishments
- List of related ongoing/previous works and projects
- SEC/DTI/CDA Registration
- Business/Mayor's permit
- PhilGEPS Certificate of Registration of the Firm
- Income/Business Tax Return
 - Omnibus Sworn Statement

Please send application not later than _____ to:

The Chairperson

Bids and Awards Committee


Biodiversity Management Bureau – Department of Environment and Natural Resources

Ninoy Aquino Pars and Wildlife Center Cpd., North Avenue, Diliman, Quezon City

Telephone No. 89258950; Fax No. 89246031 local 221

Email address: bacsec@bmb.gov.ph / bmb@bmb.gov.ph


Approved:


MARCIAL C. AMARO, JR., CESO II
Director, In concurrent capacity as
Assistant Secretary for Policy, Planning, and
Foreign-Assisted and Special Projects

**Procurement of Consulting Firm for the Biodiversity-Friendly Enterprise (BDFE) and
Business Development Services (BDS) of the ESBenePeat Project**

DETAILED COST BREAKDOWN

ITEMS	COST
Professional fees	
a. Team	285,000
leader/Economist/Enterprise	265,000
Development Expert	60,000
b. Senior Trainer/Lead Facilitator	
c. Training and admin assistant	
Administrative cost (Travel cost, accommodation cost, supplies, communications, etc.)	140,000
TOTAL	Php 750,000

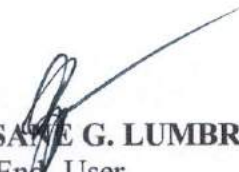

ZOISANE GEAM G. LUMBRES
End-user, Project Coordinator

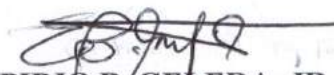
Procurement of Consultancy Firm for the Biodiversity-Friendly Enterprise (BDFE) and Business Development Services (BDS) of the ESBenePeat Project
 Activity: Biodiversity-Friendly Enterprises (BDFE) Business Development Services (BDS)
 Capacity Building


Technical Evaluation Criteria


CRITERIA		WEIGHTS	
I. Work Experience of Team Members		55	
	Educational Background	30	
1. Team Leader/Economist /Enterprise Development Expert	A master's degree in Economics, Business Administration, and related fields;	15	
	Other Masters Degree	10	
	Actual experience in business development, entrepreneurship, business planning, and financial management, among others		
	a. more than 8 years of experience	5	
	b. 5-8 years of experience	3	
	Actual experience in curriculum and training design development, conduct and facilitation of courses related to institutional and organizational development, management, business, finance, and economics.		
	a. more than 8 years of experience	5	
	b. 5-8 years of experience	3	
	Actual experience on trainings related to business development services [BDS]		
	a. More than 8 years	5	
	b. 5-8 years	3	
	Educational Background	15	
2. Senior Trainer/Lead Facilitator	A master's degree in Economics, Business Administration, and related fields or equivalent experience	5	
	Other Masters Degree	3	
	Have at least 5 years of consultancy experience in business development, entrepreneurship, business planning, financial management, curriculum and training design development, conduct and facilitation of courses related to institutional and organizational development, management, business, finance and economics		
	a. More than 10 years	5	
	b. 5-10 years of experience	3	
	Actual consultancy experience on trainings related to business development services [BDS]		
	a. More than 8 years	5	
b. 5-8 years	3		
3. Training and Admin Assistant	Educational Background	10	
	At least a BA/BS degree holder in Communications, Economics, Business Administration, Information Technology, and related fields.	5	
	Other BS Degree	3	
	Actual professional experience as admin and training assistant		
	a. More than 5 years	5	
	b. 2-5 years of experience	3	


II. Firm's Quality of Completed Works to Duties/Responsibilities		35	
1	Professional experience in business development services, entrepreneurship, business planning, and financial management, among others.		
	a. More than 5 years	10	
	b. 2-5 years of experience	5	
2	Should have provided technical assistance, conducted monitoring and evaluation, facilitated project development, and organized trade fairs/exhibits with peoples' organizations and non-government organizations.		
	a. More than 10 years experience	10	
	b. 5-10 years experience	5	
3	Experience on conceptualizing programs and projects, writing proposals, feasibility studies, baseline surveys, market research, and business plans		
	a. More than 10 years experience	10	
	b. 5-10 years experience	6	
III. Quality of Sample Work Submitted (please indicate 2.5 if the criteria are very satisfactory and 1.5 if it's satisfactory)		10	
1	Curriculum and training design		
	a. First sample material	1.5 or 2.5	
	b. Second sample material	1.5 or 2.5	
2	Proposal/ feasibility studies/ baseline surveys/market research/ business plans		
	a. First sample material	1.5 or 2.5	
	b. Second sample material	1.5 or 2.5	
OVERALL RATING PASSING RATE		100	
PASSING RATE		70	



ZOISANE G. LUMBRES
 End- User


ELPIDIO B. GELERA, JR
 Member, TWG


ALITA D. SANGALANG
 Member, TWG

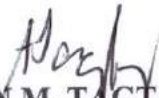

MELODY ANN MALANO
 Member, TWG



ESTEBAN U. TOLEDO
 Vice-Chairperson, TWG


DARWIN R. TEJERERO
 Chairperson, TWG

Recommended by:

Approved by:


ANSON M. TAGTAG
 Chairperson, BAC


MARCIAL C. AMARO, JR.
 Director, In Concurrent Capacity as
 Assistant Secretary for Policy, Planning and
 Foreign-Assisted and Special Projects