



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**  
**No. 2023-012**

**PROCUREMENT OF AN INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF A TRAINING NEEDS ASSESSMENT TOOL AND CAPACITY DEVELOPMENT PLAN FOR THE ACCESS AND BENEFITS SHARING (ABS) PROJECT**

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of an Individual Consultant for the Development of a Training Needs Assessment Tool and Capacity Development for the Access Benefits Sharing (ABS) Project.

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>
Individual Consultant	Three (3) Months	P440,000.00 (Inclusive of tax)

The documents for submission are:

1. Letter of intent;
2. Curriculum Vitae detailing experience and previously completed work similar to the scope of work, detailed task, and deliverable of the project, which includes the following:
  - a) Educational background;
  - b) Work experience
  - c) Sample of completed work in electronic copy (training needs assessment tool, TNA report, and capacity development plan)
3. PHILGEPS Certificate of Registration;
4. BIR Certificate of Registration; and
5. 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. Anthony Charles Thomas Foronda at Telephone No. 8924-6031 local 222. Interested applicants must submit the documents on or before 5:00pm MAR 22 2023 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](mailto:bacsec@bmb.gov.ph)

Approved For Posting:

  
**MERIDEN E. MARANAN**  
Vice-Chairperson  
Bids and Awards Committee



## **TERMS OF REFERENCE**

Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines

### **PROCUREMENT OF AN INDIVIDUAL CONSULTANT FOR THE DEVELOPMENT OF A TRAINING NEEDS ASSESSMENT TOOL AND A CAPACITY DEVELOPMENT PLAN FOR THE ACCESS AND BENEFITS SHARING (ABS) PROJECT**

#### **A. Background and Rationale**

The GEF-UNDP-DENR Project on Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines or the Access and Benefit Sharing Project (ABS Project) is a 6-year Global Environment Facility (GEF) funded project implemented by the DENR-BMB with support from the United Nations Development Programme (UNDP).

The Project aims to strengthen the implementation of the Nagoya Protocol (NP) in the Philippines by strengthening the national Access and Benefit Sharing (ABS) framework, building national and local capacities through capacity-building and awareness-raising activities, and developing critical experience in ABS agreements. The project seeks to increase economic opportunity and biodiversity conservation for local communities and indigenous peoples in the Philippines stemming from the fair and equitable sharing of biodiversity benefits through three main components.

In accordance with the Project's capacity development framework plan emanating from the result of the UNDP capacity assessment from the stakeholders during the project preparation phase, a training needs analysis tool development and the development of a gender-responsive and culturally sensitive capacity development plan are needed to guide the capacity development activities of the project towards improving the existing capacity of the stakeholders to engage, develop, implement, and monitor policies and program relevant to the effective implementation of Nagoya Protocol and Access to Benefit Sharing regime.

The result of this engagement will directly support the Project in achieving Project Result Indicator 7 (Improved capacity of relevant agencies and stakeholders for ABS Implementation as measured by an increase in UNDP's ABS Capacity Development Scorecard) and will directly contribute to realizing Project Output 2.2 (Integrated Training Program and other capacity building measures for staff relevant to ABS agencies and stakeholders undertaken).

#### **B. Objective and Scope of Work**

The Project intends to engage the services of a capacity development consultant to (i) develop appropriate Training Needs Analysis (TNA) Assessment Tools relevant to Nagoya Protocol and Access and Benefit Sharing, (ii) conduct of the TNA Assessment, and analysis of the results and (iii) develop a Gender Responsive and Culturally Sensitive Capacity Development Plan for the ABS Project based on the result and analysis of competencies derived from the TNA Assessment.

The training needs analysis tool will identify the specific capacity needs of the stakeholders at the individual, institutional, and systemic levels. Specifically, identify topics or themes relevant to the Nagoya Protocol, Access and Benefits Sharing, and other competencies relevant to the effective implementation of policies and programs on biodiversity protection, monitoring, and sustainable use and conservation, among others.

The scope of work of this Terms 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 into Item 2 of Annex “B” of the 2016 Implementing Rules and Regulation of RA 9184.

### C. Detailed Tasks

The consultant will work closely with the ABS Project Management Unit, in close collaboration with the Stakeholders Engagement and Gender Specialist and will be responsible for the following tasks:

Development of the TNA Assessment Tool/s	<ul style="list-style-type: none"> <li>● Review related materials on Nagoya Protocol and Access and Benefit Sharing and capacity building targets post-2020 Global Biodiversity Framework on CBD.</li> <li>● Examine the UNDP’s result of capacity assessment during the project phase preparation phase.</li> <li>● Review different training and capacity needs analysis tools available, including that of UNDP capacity assessment tool.</li> <li>● Categorize different capacities as to the individual, institutional, and systemic or enabling environment and proposed specific topics or themes for capacity implementations.</li> <li>● Determine and design TNA Assessment tools appropriate for different stakeholders, competent national authorities and indigenous peoples, and local communities, if appropriate.</li> <li>● Prepare and design appropriate TNA Assessment tools in English and Tagalog</li> <li>● Validate and finalize the TNA Assessment tools for administration to the stakeholders (National Agencies, Region 3, Region 5)</li> </ul>
Conduct of the Training Needs Analysis (TNA)	<ul style="list-style-type: none"> <li>● With the assistance of the PMU, administer the TNA Assessment tool for the different stakeholders, competent national authorities, other stakeholders and indigenous people, and local communities.</li> </ul>
Consolidation and Analysis of the Result of the Training Needs Analysis	<ul style="list-style-type: none"> <li>● Prepare a TNA report detailing (i) the results of the TNA Assessment disaggregated by stakeholder groups, (ii) an analysis of the results disaggregated by, sex/gender, age, and stakeholder groups, (iii) conclusions generated from the analysis, and (iv) recommendations to improve capacity scores, among others.</li> <li>● Present the TNA Report to the UNDP, ABS-PMU, DENR-BMB, and other relevant stakeholders.</li> </ul>
Development of an Integrated and Gender Responsive and Culturally Sensitive Capacity Development Plan	<ul style="list-style-type: none"> <li>● Prepare an integrated capacity development plan taking into account individual, institutional, and systemic levels.</li> <li>● Provide appropriate recommendations for the effective mode of delivery of capacity development interventions.</li> <li>● Integrate gender-responsive and culture-sensitive capacity intervention/s into the capacity development plan.</li> </ul>

This is an output-based engagement. The consultant will not be required to report regularly or be present at the Project’s office during the contract period but will be requested to attend meetings and share updates to the Project Management Office regarding the progress of this engagement as necessary.

### D. Deliverables/Expected Outputs



This engagement will be for a period of Three (3) months commencing upon submission and approval of the proposal for this engagement and signing of the contract.

1. Final and approved TNA Assessment Tools in English and Tagalog for different stakeholders.
2. Final and approved TNA report detailing (i) the results of the TNA Assessment disaggregated by sex/gender, age, and stakeholder group, (ii) an analysis of the results disaggregated by stakeholder groups, (iii) conclusions generated from the analysis, and (iv) recommendations to improve capacity scores, among others
3. Final and approved capacity development plan highlighting specific topics/themes, session objectives, duration of the training, targets participants, mode of delivery, capacity indicators, targets, output, and timeline

#### **E. Minimum Qualification Requirements**

1. The consultant should have the following qualifications:

- A master's degree in Human Resources, Psychology, Training and Development, Social Sciences, or other related fields.
- Minimum of 5 years of experience working on learning and development, human resource management, and capacity development programs or project.
- Minimum of 5 years of experience in assessing and conducting human resource capacity development needs, and developing and designing capacity development plans of an NGO, project, UN agency, or similar international organization relevant to natural resource management, biodiversity and environmental conservation.
- Demonstrated knowledge and understanding of the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA) and the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits (NP-ABS), environment and natural resource management, and biodiversity conservation.
- Have at least 2 training need analysis tools developed and 2 capacity development plans prepared for an organization or a project.

#### **F. Method of Evaluation**

Applicants will be evaluated using Quality-Based Evaluation (QBE) based on RA 9184 and its IRR which will only consider the technical qualification and a sample of works in the ranking of the applicants. Only the top three individual consultants will be short-listed.

#### **G. Budget, Reporting, and Payment Schedule**

A total payment of **Four Hundred Forty Thousand Pesos Only (Php 440,000.00)**, inclusive of taxes, is allocated for the procurement to cover preparation work, meetings, travel costs, and professional fees of the consultant in the conduct of all the activities and preparation of the TNA, analysis reports, and the integrated capacity development plan.

The payment to the consultant is made in tranches after the submission and acceptance of the expected outputs/deliverables.

<b>Expected Output</b>	<b>% of Total Value</b>	<b>Specific Deliverables for Specific Outputs</b>	<b>Amount</b>

	10%	<p>Upon submission and acceptance of the Inception Report which includes the following:</p> <ul style="list-style-type: none"> <li>● Proposed activities over the period of engagement, methodology, timetable, site, and how this will contribute to the expected output)</li> </ul>	<b>P44,000</b>
Progress Report No. 1	30%	<p>Upon submission and acceptance of Progress Report No. 1 which includes the following:</p> <ul style="list-style-type: none"> <li>● Draft TNA Tools in English and Tagalog for different stakeholders</li> <li>● Final and approve Training Needs Analysis Tools in English and Tagalog for different stakeholders.</li> </ul>	<b>P 132,000</b>
Progress Report No. 2	40%	<p>Upon submission and acceptance of Progress Report No. 2 which includes the following:</p> <ul style="list-style-type: none"> <li>● Conduct of TNA tools to stakeholders at the national level, in Region 5, and Region 3.</li> <li>● Draft report on the training needs analysis.</li> <li>● Final report on the training needs analysis detailing (i) the results of the TNA Assessment disaggregated by sex/gender, age, and stakeholder group, (ii) an analysis of the results disaggregated by stakeholder groups, (iii) conclusions generated from the analysis, and (iv) recommendations to improve capacity scores, among others.</li> </ul>	<b>P176,000</b>
Final Report	20%	<p>Upon submission and acceptance of the Final Report which includes the following:</p> <ul style="list-style-type: none"> <li>● Final and approve capacity development plan highlighting specific topics/themes, session objectives, duration of the training, targets participants, mode of delivery, capacity indicators, targets, outputs, and timeline.</li> </ul>	<b>P88,000</b>



	<b>100%</b>		<b>P440,000.00</b>
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**H. Documentary Requirements**

Interested applicants should submit following:


1. Letter of intent;
2. Curriculum vitae detailing experience and previously completed work similar to the scope of work, detailed task, and deliverable of the project, which includes the following:
  - a. Educational background
  - b. Work experience
  - c. Sample of completed work in electronic copy (training needs assessment tool, TNA report, and capacity development plan)
3. PhilGEPS
4. BIR Registration
5. Omnibus Sworn Statement

Please send the application no later than MAR 22 2023 to:

**THE CHAIRPERSON**

Bids and Awards Committee  
 Office of the Director  
 Biodiversity Management Bureau, DENR  
 Ninoy Aquino Parks and Wildlife,  
 North Ave. Diliman, Quezon City  
 (02) 8-925-8948, (02) 8-924-6031 loc. 207  
 Email: [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph)  
 cc: [phl.abs.project@gmail.com](mailto:phl.abs.project@gmail.com)

Approved by:

  
**MARCIAL C. AMARO, JR.**  
 Director  
 In concurrent capacity as Assistant Secretary for  
 Policy, Planning and Foreign-Assisted Special Projects  
 Biodiversity Management Bureau  
 Department of Environment and Natural Resources  
 Ninoy Aquino Parks and Wildlife Center  
 North Ave., Diliman, Quezon City