



Republic of the Philippines  
**Department of Environment and Natural Resources**  
**BIODIVERSITY MANAGEMENT BUREAU**  
Ninoy Aquino Parks and Wildlife Center  
Quezon Avenue, Diliman, Quezon City  
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417  
Website: <http://www.bmb.gov.ph> E-mail: [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph)

**REQUEST FOR EXPRESSION OF INTEREST**  
**No. 2023-011**

**PROCUREMENT OF A VIDEO CONSULTING TEAM/FIRM FOR THE DEVELOPMENT OF THE ABS PROJECT'S AVP'S AND VIDEO EXPLAINER**

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a Video Consulting Team/Firm who will assist for the development of the ABS Project AVP'S and Video explainer.

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Consulting Team/Firm	Six (6) Months	P512,000.00 (Inclusive of tax)

The documents for submission are:


1. Letter of intent;
2. Profile of the team/firm to include of the following:
  - a) Basic information such as current email address, contact number, list of members that will be involved in the project with their educational background, work experience, relevant engagements, and previous completed projects similar to the scope of work and deliverables of this project;
  - b) List of related previous work/projects at least (2) two AVP and (2) two animated videos ;
  - c) Supporting documents and means of verification that will support qualifications reflected in the TOR (e.g. portfolio, certificates, diploma, etc.);
3. PHILGEPS Certificate of Registration;
4. Mayor's Permit
5. BIR Income Tax Return (ITR)
6. 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 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 A VIDEO CONSULTING TEAM/FIRM FOR THE DEVELOPMENT OF THE ABS PROJECT'S AVPs AND VIDEO EXPLAINER**

#### **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 Communication Strategy and Plan, as well as its Communication, Education, and Public Awareness (CEPA) campaign, producing informative audio-visual presentations and video explainers are needed for campaign awareness and to improve the Project's perceived value to its key stakeholders and the public. These will be shared in DENR-BMB and UNDP websites and social media pages and will be shared with stakeholders during seminars, workshops, and conferences.

The result of this engagement will directly support the Project in achieving Project Results Indicator 8 (Gender-responsive and culture-sensitive CEPA plan); and will directly contribute to realizing Project Output 2.1 (Awareness campaign targeted to different ABS stakeholders).

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

The Project intends to engage the services of a video consulting team/firm to: (i) develop a 7-minute full and a 2-minute cut audiovisual presentations on the ABS Project; (ii) develop a 3-minute animated video explainer and three 30-second short clips on ABS.

The audio-visual presentations will showcase an overview of the Project's background and rationale, outputs/outcomes, and targets for the next 6 years of implementation. The animated video explainer and 30-second short clips will provide an engaging explanation on the concept of access and benefit sharing of the Nagoya Protocol in the Philippine context.

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 in Item 2 of Annex "B" of the 2016 Implementing Rules and Regulation of RA 9184.

#### **C. Detailed Tasks**

The video consulting team/firm will work closely with the ABS Project Management Unit in close collaboration with the Communications Officer, and will be responsible for the following tasks:



<b>Animated video explainer on ABS – (1) 3-minute full; (3) 30-second short clips</b>	
Duration: 3 months	
Pre-production stage	<ul style="list-style-type: none"> <li>● Review related materials on Access and Benefit Sharing of the Nagoya Protocol;</li> <li>● Develop the video production plan which outlines the overall concept, topics to be discussed, and schedule of activities from pre-production, animation, and editing;</li> <li>● Develop the overall concept, storyboard, and script for the animated video explainer and 30-second short clips for social media.</li> </ul>
Production Stage	<ul style="list-style-type: none"> <li>● Execute the approved overall concept, storyboard, and script complete with graphics, animation, sound, voice-over, and subtitles in both English and Filipino.</li> </ul>
Post-production Stage	<ul style="list-style-type: none"> <li>● Produce the 3-minute animated video explainer and 3 30-second short clips for social media, integrating suggestions and feedback from the PMU, DENR-BMB, and UNDP.</li> <li>● The said video shall be compliant with GEF-UNDP-DENR's branding and production guidelines.</li> </ul>

<b>AVPs of the ABS Project – (1) 7-minute full; (1) 2-minute cut</b>	
Duration: 3 months	
Pre-production stage:	<ul style="list-style-type: none"> <li>● Review all related materials on the ABS Project;</li> <li>● Develop the video production plan which outlines the overall concept, topics to be discussed, shot list, personnel and other materials needed, and schedule of activities from pre-production, filming, and editing;</li> <li>● Develop the overall concept, storyboard, and script for AVPs.</li> </ul>
Production Stage	<ul style="list-style-type: none"> <li>● Execute the approved overall concept, storyboard, and script complete with footage, interviews, animation, sound, voice-over, and subtitles in both English and Filipino;</li> <li>● Shoot video footage, B-rolls, and photos (where possible) in Region III (Bataan, Zambales, Pampanga) and V (Albay, Camarines Sur, Sorsogon) Project sites and lead the coordination and conduct of interviews with the Project's key stakeholders and informants.</li> </ul>
Post-production Stage:	<ul style="list-style-type: none"> <li>● Produce the 7-minute full video and a 2-minute cut, integrating suggestions and feedback from the PMU, DENR-BMB, and UNDP;</li> <li>● The said video shall be compliant to GEF-UNDP-DENR's branding and production guidelines.</li> </ul>

This is an output-based engagement. The video consulting team/firm 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 report to the Project regarding progress as necessary.

#### **D. Deliverables/Expected Outputs**

This engagement will be for a period of six (6) months, commencing upon signing of the contract.

1. Approved overall concept, storyboard, and script for the 3-minute animated video explainer and three (3) 30-second short clips on ABS;
2. Final 3-minute animated video explainer and three (3) 30-second short clips on ABS in MP4 format;
3. Approved overall concept, storyboard, and script for the 7-minute and 2-minute AVPs of the ABS Project
4. One final 7-minute and a 2-minute AVPs on the ABS Project in MP4 format;
5. All edited and RAW materials -- high definition video footages, still photos, recorded sound and narration, graphics and animation -- must be submitted; and
6. Signed consent and release form of all interviewees and respondents.



**Note: DENR-BMB retains full rights of all materials and footage (RAW and edited) in this production. Still photos should be submitted to BMB immediately after production shoot at each project site.**

**E. Minimum Qualification Requirements**

1. The video consulting team/firm should have the following qualifications:
  - Has at least 3 years of experience in producing audiovisual presentations and animated video explainers with preference given to those who have produced videos on biodiversity for government or non-government organizations;
  - Has at least 4 sample high quality audiovisual presentations and animated video explainers produced for government agencies, non-government and academic institutions involved in the biodiversity/natural resources/economic/social and development sectors; and
  - Has at least 2 years proven experience working with DENR, GEF, and UNDP, or other international organizations.
  
2. The team/firm should have the following team members:

Team Members	Minimum Qualification Requirements
Videographer (Team Leader)	<ul style="list-style-type: none"> <li>• A bachelor's degree in Communications, Fine Arts, Multimedia Arts, Social Sciences, Humanities or any related field; or has equivalent combination of education and training relevant to the role;</li> <li>• Has at least 5 years experience in developing and executing creative concepts, narratives, messages through audiovisual presentations and learning videos;</li> <li>• Has at least 5 years experience in videography, filmmaking, cinematography, and photography;</li> <li>• Has at least 2 years experience operating drone for both videography and photography.</li> </ul>
Video Editor/ Video Animator	<ul style="list-style-type: none"> <li>• Any degree/diploma/certificate of training relevant to video animation, video editing, graphic design or any related field;</li> <li>• Has at least 5 years experience in video animation, video editing, photo editing, illustrating, and graphic design; and</li> <li>• Has at least 5 years experience using tools and apps (Adobe Premiere Pro, Photoshop, Lightroom, After Effects, and others) for video animation, video editing, photo editing, and graphic design.</li> </ul>
Script Writer	<ul style="list-style-type: none"> <li>• A bachelor's degree in English, Communications, Journalism, Humanities, Social Sciences or any related field;</li> <li>• Has at least 5 years experience in script and concept writing for audiovisual presentations, short films, and/or learning videos; and</li> <li>• Has at least 2 written outputs produced on biodiversity conservation, environmental issues, and/or wildlife related concerns.</li> </ul>

**F. Method of Evaluation**

Applicants will be evaluated using Quality-Based Evaluation (QBE) based on RA 9184 and its IRR which will only consider a sample of works in the ranking of consulting firms.

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

A total payment of **Php 512,000** is allocated for the procurement to cover preparation work, equipment, supplies, and materials, travel costs, meetings, professional fees of the team including additional cameraman, assistants and voice over artist/s, conduct of all activities, and overall production and packaging of the final videos, among others.

The video consulting team/firm is expected to bear the costs of equipment, editing tools, and materials (video cameras, microphones, audio recorders, drones, tripods, data storage devices, etc) in the conduct of this engagement.

The payment to the video consulting team/firm is made in tranches after the submission and acceptance of the expected outputs. Processing of payment will be done through DENR-BMB, and direct payment will be made by UNDP Philippines.

#### Contract Price and Schedule of Payment

Outputs/Deliverables	% of Total Contract Cost	Budget Breakdown (Php)	Payment Target Date
<b>For the animated video explainer on ABS</b>			
<ul style="list-style-type: none"> <li>- <b>One (1) 3 minute animated video</b></li> <li>- <b>Three (3) 30-second short clips for social media posts</b></li> </ul>			
<b>1<sup>st</sup> Tranche</b> Submission of the ff: video production plan, overall concept, storyboard, and script  Development of one (1) 3-minute animated video explainer and three (3) 30-second short clips	<b>10%</b>	<b>51,200</b>	Upon submission and approval of the ff:  <ul style="list-style-type: none"> <li>● Final video production plan, overall concept, storyboard, and script</li> <li>● First draft of the 3-minute animated video explainer and three (3) 30 second short clips</li> </ul>
<b>2<sup>nd</sup> Tranche</b>  Completion of the ff activities: Presentation of the 1 <sup>st</sup> and 2 <sup>nd</sup> draft to DENR- BMB and UNDP  One (1) final 3-minute animated video explainer and three (3) 30- second short clips	<b>20%</b>	<b>102,400</b>	Upon final submission and acceptance of the 3- minute animated video explainer and three 30-second short clips including all edited and raw footages and graphics
<b>For the AVPs on the ABS Project</b>			
<ul style="list-style-type: none"> <li>- <b>One (1) 7-minute full video</b></li> <li>- <b>One (1) 2-minute cut video</b></li> </ul>			



<p><b>3<sup>rd</sup> Tranche</b> Submission of the ff: video production plan, overall concept, storyboard, and script</p> <p>Completion of the ff activities: Shoot video footages, B-rolls, and photos in Region III (3 days) and Region V (3 days) Project sites; development of graphics and animation for the AVPs</p>	<p><b>30%</b></p>	<p><b>153,600</b></p>	<p>Upon submission and approval of the ff:</p> <ul style="list-style-type: none"> <li>● Final video production plan, overall concept, storyboard, and script</li> <li>● First draft of the 7-minute full and 2-minute cut AVPs</li> <li>● Signed consent and release forms of all interviewees and respondents</li> </ul>
<p><b>4<sup>th</sup> Tranche</b></p> <p>Presentation of the 1<sup>st</sup> and 2<sup>nd</sup> draft to DENR- BMB and UNDP</p> <p><b>Completion of the ff:</b> Final 7-minute full and 2-minute cut AVPs</p>	<p><b>40%</b></p>	<p><b>204,800</b></p>	<p>Upon final submission and acceptance of the 7- minute full and 2- minute cut AVPs including all edited and raw footages photos, animation, graphics</p>
<p><b>TOTAL AMOUNT</b></p>	<p><b>100%</b></p>	<p><b>Php 512,000</b></p>	

#### H. Documentary Requirements

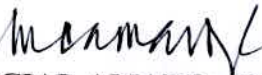
Interested applicants should submit to the undersigned the following:

1. Letter of intent;
2. Profile of the team/firm to include the following:
  - Basic information such as current email address, contact number, list of members that will be involved in the project with their educational background, work experience, relevant engagements, and previous completed projects similar to the scope of work and deliverables of this Project;
3. List of related previous work/projects [at least (2) two AVPs and (2) two animated videos]
4. Supporting documents and means of verification that will support qualifications reflected in the TOR (e.g. portfolio, certificates, diploma, etc.)

Please send application not later than MAR 22 2023 to:

THE CHAIRPERSON  
Bids and Awards Committee  
OIC, 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 AMARO, JR.**

Director

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