



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, 1100 Quezon City
Tel. Nos.: (632) 8924-6031 to 35 | Fax: (632) 8924-0109, (632) 8920-4417
Website: <https://bmb.gov.ph> | E-mail Address: bmb@bmb.gov.ph

REQUEST FOR EXPRESSION OF INTEREST
No. 2023-030

**PROCUREMENT OF EDITOR/WRITER FOR THE OPERATIONS MANUAL FOR THE
"IMPLEMENTING THE NATIONAL FRAMEWORK IN ACCESS AND BENEFIT SHARING OF
GENETIC AND ASSOCIATED TRADITIONAL KNOWLEDGE IN THE PHILIPPINES"**

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of an Editor/Writer to further develop/write and improve the overall quality of writing of the ABS Project Operations Manual.

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Editor/Writer	Fifteen (15) Days	P150,000.00 (Inclusive of tax)

The documents for submission are:

1. Letter of Intent
2. Curriculum Vitae, with professional references, that highlights the qualifications and professional requirements mentioned in Section V
3. Three (3) samples of verifiable editing services of edited operations manuals, procedures or guidelines in electronic copy
4. Fully Accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS-Form No. 212, revised 2017) which can be downloaded at www.csc.gov.ph;
5. Clear Copy of Diploma/TOR
6. PhilGEPS Registration (Red)
7. Notarized Omnibus Sworn Statement; and
8. BIR Certificate of Registration

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

For inquiries, please contact Mr. Anthony Charles Thomas M. Foronda/Ms. Sheena Rubin at Telephone No. 8924-6031 local 222. Interested applicants must submit the documents on or before 5:00pm, **AUG 08 2023** 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

[cc: phl.abs.project@gmail.com](mailto:phl.abs.project@gmail.com)

Approved for posting:


ANSON M. TALA-TAG

Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

PROCUREMENT OF EDITOR/ WRITER FOR THE OPERATIONS MANUAL FOR THE “IMPLEMENTING THE NATIONAL FRAMEWORK IN ACCESS AND BENEFIT SHARING OF GENETIC AND ASSOCIATED TRADITIONAL KNOWLEDGE IN THE PHILIPPINES”

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 “**Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines**” or **ABS Project**. The Project aims to strengthen the implementation of the Nagoya Protocol in the Philippines by strengthening the national Access and Benefit Sharing (ABS) framework, building national and local capacities and developing critical experience in ABS agreements.

This Project has three components, namely:

- Component 1: Strengthening the national framework for implementing ABS in accordance with the Nagoya Protocol;
- Component 2: Awareness raising and capacity building for implementation of the national ABS framework; and
- Component 3: Demonstrating benefit-sharing agreements

An Operations Manual was highlighted as one of the requirements of the project during the BMB-UNDP-Project Manager meeting (10 March 2022), pre-inception meeting (31 May 2022), and ad hoc meeting (14 June 2022). Budget for the development of the manual was included in the provisional 2022 Annual Work Plan.

The development of an operations manual for the GEF-UNDP-DENR ABS Project was implemented through a series of facilitated writeshops, resulting to a compilation of draft manuscripts with flowcharts/figures based on discussions between DENR-BMB relevant units, UNDP-PHL, and the ABS PMU members. The services of an editor/writer is needed to fully develop/write, as well as improve the quality of the operations manual. The editor/writer shall also ensure correct sentence construction and overall language clarity.

II. Objectives

The engagement of the Editor/Writer is necessary to assist in the process of the development of the ABS Project Operations Manual highlighting the following: a) Administrative and Finance Process Flow with timeframe and organizational chart,

including (i) contract management strategy stipulating arrangements for multi-year individual and firm contracts; (ii) adaptive management strategy in relation to health concern, calamity, and disaster protocols; b) Monitoring and Evaluation; c) Grievance and Redress Mechanism; d) Stakeholder Engagement plan; e) Environmental Social Management Framework; f) Gender Analysis and Gender Action Plan; g) Indigenous people's Framework; and e) others as identified during the conduct of the writeshops.

The ABS Project Operations Manual is a required reference to help DENR-BMB employees and its service providers perform their jobs accurately and efficiently. It contains the established standard methods for producing things and safely providing services. The ABS Project Operations Manual will provide long-term guidance for implementing projects that are using a direct payment modality.

III. Scope of Work

The Editor/Writer is tasked to do the following:

1. Further develop/ write, and improve the overall quality of writing of the ABS Project Operations Manual;
2. Find writing issues, and suggests ways to improve them; and
3. Review and refine grammar, syntax, clarity, and punctuation.

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.

IV. Output

1. Final edited ABS Project Operations Manual in editable MS Word file ready for layout.

V. Qualifications and Professional Requirements

1. A bachelor's degree on any course related to the scope of work.
2. At least two (2) years of experience in editing admin and finance-related documents;
3. Experience in editing DENR and/or UNDP admin and finance-related manual, procedures, and/or guidelines would be an advantage;
4. Excellent in written English; and
5. Good interpersonal skills.

VI. Timetable

The Editor/Writer is expected to submit the deliverable within 15 working days commencing upon the signing of contract.

VII. 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 applicants.

VIII. Contract Price and Schedule of Deliverables

The approved budget for this service is equivalent to **PhP 150,000.00** which shall be paid in full upon receipt and acceptance of service of the final delivery of output.

Processing of payment will be done through DENR-BMB, and direct payment will be made by UNDP Philippines.

Note: DENR-BMB shall retain full rights to all materials/contents produced and compiled during the entire engagement.

Deliverable	Schedule
1st edited version	Seven (7) calendar days after receipt of the draft zero ABS Project Operations Manual from the ABS PMU
2nd edited version	Five (5) calendar days after receipt of consolidated feedback on the 1st edited version of the ABS Project Operations Manual from the ABS PMU
Final edited version	Three (3) calendar days after receipt of consolidated feedback on 2nd edited version from the ABS PMU

IX. Management and Reporting Arrangements

The Editor/Writer shall be contracted by the DENR- Biodiversity Management Bureau and shall be under the direct supervision of the ABS National Project Manager, in close coordination with the BMB-Wildlife Resource Division.

X. Documentary Requirements

Interested applicants should submit the following to the undersigned on or before _____:

1. Letter of Intent;
2. Curriculum Vitae, with professional references, that highlights the qualifications and professional requirements mentioned in Section V above

3. Three (3) samples of verifiable editing service of edited operations manuals, procedures or guidelines in electronic copy.
4. Fully Accomplished Personal Data Sheet (PDS) with a recent passport-sized picture (CS-Form No. 212, revised 2017) which can be downloaded at www.csc.gov.ph;
5. Clear copy of Diploma/ TOR;
6. PhilGEPS registration (Red);
7. Notarized Omnibus Sworn Statement; and,
8. BIR Certification of Registration;

Approved:



MARCIAL C. AMARO, JR.

Director

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

Biodiversity Management Bureau

Department of Environment and Natural Resources

Ninoy Aquino Parks and Wildlife Center

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