



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
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REQUEST FOR EXPRESSION OF INTEREST
No. 2023-040

HIRING OF FACILITATOR FOR THE CY 2023 YEAR-END ASSESSMENT AND PLANNING WORKSHOP FOR CY 2024 UNDER THE DENR-UNDP/GEF PROJECT ON "INTEGRATED APPROACH IN MANAGEMENT OF MAJOR 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 a Facilitator for the CY 2023 Year-End Assessment and Planning Workshop for CY 2024.

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Facilitator	November 13-17, 2023	P120, 000.00 (Inclusive of tax)

The documents for submission are:


1. Letter of intent;
2. Curriculum Vitae which includes the following:
 - Educational Background
 - Work Experience, particularly in facilitation
3. At least proof or certificates of proven engagements (at least 2 workshops/seminars)

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

For inquiries, please contact Ms. Jeanna Lane M. Bago 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
cc: bdcorridorproject@gmail.com

Approved for posting:


ANSON M. TACTAG
Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

HIRING OF FACILITATOR FOR THE CY 2023 YEAREND ASSESSMENT AND PLANNING WORKSHOP FOR CY 2024 UNDER THE DENR-UNDP/GEF PROJECT ON “INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES”

Date : **November 13-17, 2023 (exclusive of travel time)**
Approved Budget Cost: **Php 120,000.00 (80 man-hours @ Php 1,500.00/hour)**

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 |
| Component 4 | Knowledge management, gender mainstreaming, learning, monitoring and evaluation |

The Project will conduct a Yearend Assessment and Planning Workshop to identify courses of actions and set directions for addressing implementation issues and concerns while taking into consideration the completion of planned targets and budget for a smooth project operation.

The following are the objectives of said activity:

1. Assess performance of the Project as of 4th Qtr. CY 2023 vis-à-vis Project Results Matrix and provide action plan with timeline to catch-up midterm and end-of-project targets;
2. Agree and finalize courses of actions in addressing issues and concerns, especially on the remaining targets/activities, financial utilization, and spot check findings; and

3. Draft 2024 Annual Work Plan with detailed activities and corresponding budgetary requirements for each component/output.

To ensure smooth program flow and achievement of the above objectives, a Facilitator will be engaged for this undertaking.

II. Scope of Work

The Facilitator shall:

1. Pre-Workshop Activity (20 hours)

- Attend meetings to discuss preparations for the 2023 Yearend Assessment and Planning Workshop for 2024; and
- Provide recommendations on the enhancement of the workshop or activity design/program.

2. Actual Activity (50 hours)

- Facilitate and moderate the Program, presentations, workshop groups, plenary presentations, Q&As, and synthesis;
- Facilitate the plenary discussion on Project operational issues and concerns;
- Provide expert advice/guidance to substantiate the discussions;
- Summarize key discussion points; and
- Participate in daily debriefings (pre and post).

3. Post-Workshop Activity (10 hours)

- Review and provide inputs and comments on the Yearend Assessment and Planning Workshop Documentation Report, particularly inputs in the plenary presentations and discussions; and
- Attend post workshop meetings.

III. A. Documentary Requirements

1. Letter of Intent
2. Curriculum Vitae which includes: (a) Educational Background; and (b) Work Experience, particularly in facilitation
3. At least proof or certificates of proven engagements (at least 2 workshops/seminars)

B. Qualifications and Requirements

1. At least with a bachelor's degree in education, social work, natural resource management psychology, or any other related fields.
2. Has at least three years' experience in facilitating multi-stakeholder workshops, trainings, seminars, etc.
3. Proficient in Filipino and English Languages.

IV. Institutional Arrangement

The Facilitator shall be contracted by BMB and shall work closely with the BD Corridor Project-National Project Management Unit (NPMU) in the pre, actual, and post activities of the Yearend Assessment and Planning Workshop.

V. Expected Outputs and Deliverables

The Facilitator shall submit a Completion Report to the Director, BMB through the BD Corridor Project NPMU, in hard and soft copies.

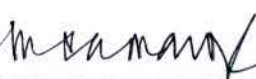
The approved budget for this engagement is Php 120,000.00. Payment shall be made in accordance with the following deliverables:

Deliverables/Outputs	Target dates	Percent	Review and approval required
Facilitation of the 2023 Yearend Assessment and Planning Workshop for 2024 and submission of inputs and comments on the Documentation Report	Within 10 days after the submission of the Documenter of the Workshop Documentation Report	100%	Acceptance and approval by the National Project Manager, BD Corridor Project and Director, BMB

Please send application not later than _____ to:

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

Approved by:


MARCIAL C. AMARO, JR.
Assistant Secretary for International Affairs
and concurrent OIC Director, BMB

