

## TERMS OF REFERENCE

### **HIRING OF INFORMATION MANAGEMENT OFFICER FOR THE DENR-UNDP/GEF PROJECT ON INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES OR BD CORRIDOR PROJECT**

#### **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**. 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; and
- Component 4: Knowledge management, gender mainstreaming, learning, monitoring and evaluation.

Under Component 4, the Project will develop an information management system (IMS) that integrates data, information, and knowledge generated from biodiversity corridors, as well as harmonizes existing databases and information and knowledge sharing platforms of DENR and partner agencies.

Data and information at the corridor level will be digitized and managed in the IMS to support the documentation of species, habitats, threats, and conservation actions, ultimately improving the overall national and sub-national capacity to effectively address threats and risks. Through the IMS, relevant information and knowledge will be made available to existing key information and knowledge management systems of partner government agencies to serve the needs of local government units and communities. The IMS will also ensure that information collection is inclusive and that best practices are captured, documented, and shared widely to promote scaling up and replication.

#### **II. Objective**

The objective of hiring the Information Management Officer is to provide assistance in the development and operationalization of the IMS. He/she will work closely with the consulting firm engaged by the Project to develop and pilot test the IMS. He/she will also work with the National Project Management Unit, Corridor Project Management Units, and partner agencies and offices to promote cross-agency and cross-sectoral collaboration in setting up the standards for collecting, managing, and sharing information and knowledge on biodiversity corridor planning, natural resources management, and related best practices.

### **III. Scope of Work**

The scope of services is as follows:

1. Review BD Corridor project documents, its annexes, and related policies to identify approaches and strategies in implementing information and knowledge management systems on and in biodiversity corridors;
2. Assist in the situational review and analysis of current information and knowledge management systems in the DENR and its bureaus and offices, partner government agencies and units, and other stakeholders;
3. Monitor the conduct of activities of the consulting firm contracted to develop the harmonized, integrated, open-source, and biodiversity corridor-focused IMS;
4. Provide support in gathering relevant data, information, and inputs needed for various features of the IMS, including features for managing knowledge resources and monitoring of biodiversity threats and enforcement actions;
5. Assist in the pilot testing of the IMS, ensuring it complies with relevant regulations and best practices in data and information management in the environment and natural resources sector;
6. Support the conduct of bootcamp trainings for the DENR, partner government agencies and units, and other stakeholders on topics and subject matters related to the IMS;
7. Coordinate with the DENR-BMB Biodiversity Planning and Knowledge Management Division on matters related to IMS, as may be necessary;
8. Coordinate with project staff, consultants, and other offices, as may be necessary, in the review and finalization of the consulting firm's outputs and deliverables;
9. Assist in maintaining the IMS after completion and turnover from the consulting firm, identifying errors and issues encountered and coordination with the consulting firm for troubleshooting and fixing;
10. Provide support to other needs of the Project related to collecting, storing, managing, and sharing of digital data and resources beyond the scope of the IMS; and
11. Perform other related tasks as may be assigned by the National Project Director and National Project Manager.

### **IV. Qualifications and Requirements**

1. Bachelor's degree in computer science, information technology, computer engineering, information systems, software engineering, data science, or other related fields
2. At least 3 years' experience in developing information system and/or knowledge management systems, preferably in the environment and natural resources sector
3. At least 3 years' experience working with database systems, data modeling, SQL, and other relevant tools or programs for developing information and/or knowledge management systems
4. Ability to analyze complex data requirements and translate them into efficient database solutions
5. Familiarity with the environment and natural resources sector and understanding of its specific data and information needs and challenges

### **V. Compensation**

The Information Management Officer shall receive a monthly compensation of **PHP 30,799.00** and 5% premium of total salary inclusive of tax, chargeable against Project funds.

## VI. Management and Reporting Arrangements

The Information Management Officer shall be under the direct supervision of the BD Corridor Project National Project Manager, in close coordination with the BMB-Biodiversity Policy and Knowledge Management Division.

## VII. Documentary Requirements


Interested applicants should submit the following:

1. Letter of Intent
2. Curriculum Vitae, which includes the following:
  - Educational background
  - Work experience, particularly related to Scope of Work
  - Qualifications and experiences relevant to the position requirements
3. Sample of relevant completed works (sample works, technical reports, others) in e-copies.

Please send application not later than JAN 05 2024 to:

**The Director**  
Biodiversity Management Bureau  
Ninoy Aquino Parks and Wildlife Center  
North Avenue, Diliman, Quezon City  
Telefax No. 89204486  
Email: [bmbhrdu.application@gmail.com](mailto:bmbhrdu.application@gmail.com),  
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Approved by:

  
**MARCIAL C. AMARO, Jr.**  
Assistant Secretary for International Affairs  
and in concurrent capacity as OIC BMB Director