



**REQUEST FOR EXPRESSION OF INTEREST**  
**No. 2024-016**

**Procurement of Subject Matter Expert for Syllabus Topic on Integrated Ecosystem Management (IEM) for the DENR-UNDP/GEF Project on Integrated Approach in Management of Major Biodiversity Corridors in the Philippines or BD Corridor Project**

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of Subject Matter Expert for Syllabus Topic on Integrated Ecosystem Management (IEM) for the DENR-UNDP/GEF Project on Integrated Approach in Management of Major Biodiversity Corridors in the Philippines or BD Corridor Project.

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Technical Consultant	Eight (8) months	P100,000.00 (Inclusive of tax)

The documents for submission are:

1. Letter of Intent;
2. Curriculum Vitae to include the following:
  - a) Educational Background;
  - b) Work experience, particularly related to the scope of work; and,
  - c) Qualifications and experiences relevant to the position requirements
3. Samples of relevant completed works (e.g. sample works, technical reports) in electronic copies.
4. PHILGEPS Certificate of Registration;
5. BIR Certificate of Registration;
6. Omnibus Sworn Statement
  - *Notarized 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*
7. Income Tax Return

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

For inquiries, please contact Ms. Rowena F. Bolinas at Telephone No. 9246031 local 207 and 8925-8948. Interested applicants must submit the documents on or before 5:00pm, \_\_\_\_\_ to:

APR 12 2024

**The Chairperson**

Bids and Awards Committee

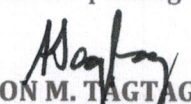
Biodiversity Management Bureau

Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City

Tel. No. 8924-6031 loc. 221, 9246031 local 207 and 8925-8948

Email address: [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph) [bdcorridorproject@gmail.com](mailto:bdcorridorproject@gmail.com)

Approved for posting:

  
ANSON M. TAGTAG

Chairperson, Bids and Awards Committee

## **TERMS OF REFERENCE**

### **PROCUREMENT OF SUBJECT MATTER EXPERT FOR SYLLABUS TOPIC ON INTEGRATED ECOSYSTEM MANAGEMENT (IEM) 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 (4) 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.

The sustainability and dissemination of innovations within protected areas (PAs), Ancestral Domains, local government units (LGUs), and other implementing entities hinge significantly on the capacity of LGUs and regional offices of National Government Agencies (R/NGAs) to incorporate project learnings and strategies in their core plans and programs. Consequently, capacity-building programs are essential for LGUs and other stakeholders, ensuring their awareness of recent developments and policies in environmental protection and biodiversity conservation for seamless integration into the Comprehensive Land Use Plan (CLUP).

The Department of Human Settlements and Urban Development (DHSUD), through the Environmental, Land Use and Urban Planning and Development Bureau (ELUPDB) has requested assistance from the Project to update selected Syllabus Topics. These topics include:

- A. Integrated Ecosystem Management (IEM);
- B. Integrating Forest Land Use into the CLUP;
- C. Biodiversity;
- D. Ancestral Domain and Indigenous People;
- E. Green Growth;
- F. Sustainable Land Management (SLM); and
- G. Gender Sensitivity and Responsiveness.

These modules have been used in training sessions for the preparation of CLUPs and Zoning Ordinances (ZOs) of LGUs. However, since its roll-out in 2015, these syllabus

topics have not undergone updates. Therefore, it is imperative to include new developments and policies to enhance their relevance and effectiveness.

## **II. Objective**

The objective of hiring a Subject Matter Expert is to comprehensively review and enhance the existing Syllabus Topic on **IEM**, initially developed by the Housing and Land Use Regulatory Board (HLURB), now DHSUD, in 2015. The enhanced module shall be utilized in the capacity development of partners and stakeholders at the national, local, and corridor levels, aiming to provide up-to-date knowledge and strategies for effective environmental planning and management.

## **III. Scope of Work**

The scope of work outlined in this Terms of Reference (TOR) 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.

Specifically, the scope of services includes:

1. Conducting desk research on current developments and practices in **IEM**;
2. Reviewing the existing Syllabus Topic on **IEM** developed by DHSUD;
3. Updating and enhancing the Syllabus Topic using DHSUD's format and incorporating the biodiversity corridor approach, as appropriate;
4. Presenting the updated Syllabus Topic for peer review and revising it based on inputs, recommendations, and post-training evaluations;
5. Developing training materials, including but not limited to presentations, videos, and workshop templates;
6. Serving as Resource Person and Facilitator on the Syllabus Topic during the actual training;
7. Preparing a comprehensive training report on the Syllabus Topic, inclusive of feedback from the participants; and
8. Performing other related tasks as may be assigned by the BD Corridor National Project Director and the National Project Manager.

## **IV. Qualifications and Requirements**

1. Master's Degree or Bachelor's Degree in environment and natural resource management, environmental science, biodiversity conservation, socio-economic development, political science, or other related fields;
2. At least five (5) years of experience in conducting capacity building related to the assigned topic;
3. At least five (5) years of experience collaborating with LGUs, Indigenous Peoples (IP) groups, and key lead implementing agencies including NCIP, DENR, DA, DTI, and CSO/NGO;
4. Submission of sample works directly aligned with the scope of work outlined in the TOR.



## V. Timetable

The Subject Matter Expert shall work with BD Corridor National Project Management Unit (NPMU), Corridor Project Management Unit (CPMU), Biodiversity Management Bureau, and DHSUD ELUPDB for eight (8) months.

DELIVERABLE	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT
• Assessment Report (Inception Report)								
• 1 <sup>st</sup> Draft of Training Module								
• 2 <sup>nd</sup> Draft of Training Module • Training Materials for 1 <sup>st</sup> Cluster Training								
• Training of Trainers 1 <sup>st</sup> Cluster (Mindanao Corridor)								
• 3 <sup>rd</sup> Draft of Training Module								
• Training of Trainers 2 <sup>nd</sup> Cluster (Luzon Corridor)								
• Enhanced Training Module • Training Materials • Policy on Adapting the Training Module in DHSUD Capacity Development Program								

## VI. Contract Price and Schedule of Payment

The approved contract budget is **PhP 100,000.00**.

Outputs/Deliverables	Tranches	Amount	Schedules
• Inception Report	15%	PhP 15,000.00	After signing of contract and submission and acceptance of Inception Report
• 1 <sup>st</sup> Draft of Training Module • 2 <sup>nd</sup> Draft of Training Module • Training Materials for 1 <sup>st</sup> Cluster Training • Training of Trainers 1 <sup>st</sup> Cluster (Mindanao Corridor)	30%	PhP 30,000.00	After submission and acceptance of the training modules, materials and training report
• 3 <sup>rd</sup> Draft of Training Module • Training of Trainers 2 <sup>nd</sup> Cluster (Luzon Corridor)	30%	PhP 30,000.00	After submission and acceptance of the training modules, materials, and training report

<ul style="list-style-type: none"> <li>• Enhanced Training Module</li> <li>• Training Materials</li> </ul> <p>Policy on Adapting the Training Module in DHSUD Capacity Development Program</p>	25%	PhP 25,000.00	Upon submission and acceptance of completion report on all deliverables and outputs
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### VII. Management and Reporting Arrangements

The Subject Matter Expert shall be contracted by the BD Corridor Project through the DENR-BMB and shall be under the direct supervision of the DHSUD-ELUPDB and BD Corridor National Project Manager, in close coordination with the BMB-BPKMD.

### VIII. Documentary Requirements

Interested applicants should submit the following:


1. Letter of Intent;
2. Curriculum Vitae which should include:
  - Educational background
  - Work experience, particularly related to the scope of work
  - Qualifications and experiences relevant to the position requirements
3. Samples of relevant completed works (e.g. sample works, technical reports) in electronic copies.
4. PhilGEPS Registration
5. BIR Certificate of Registration
6. Omnibus Sworn Statement
7. Income Tax Return

Please submit your application no later than \_\_\_\_\_ to:

**THE CHAIRPERSON**

Bids and Awards Committee  
**Biodiversity Management Bureau**  
 Ninoy Aquino Parks and Wildlife Center  
 North Avenue, Diliman, Quezon City  
 (02) 8925-8948; (02) 8924-6031 loc. 207  
 Email: [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph);  
 cc: [bdcorridorproject@gmail.com](mailto:bdcorridorproject@gmail.com)

Approved by:

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


**PROCUREMENT OF SUBJECT MATTER EXPERT FOR SYLLABUS TOPIC ON  
INTEGRATED ECOSYSTEM MANAGEMENT FOR THE DENR-UNDP/GEF  
PROJECT ON INTEGRATED APPROACH IN MANAGEMENT OF MAJOR  
BIODIVERSITY CORRIDORS IN THE PHILIPPINES OR BD CORRIDOR  
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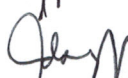
**Evaluation Criteria**

<b>Criteria</b>	<b>Weight</b>	<b>Condition 1</b>	<b>Condition 2</b>
<b>Education</b>	<b>30%</b>		
<ul style="list-style-type: none"> <li>• Master's degree in environment and natural resource management, biodiversity conservation, socio-economic development, and political science</li> </ul>	30		
<ul style="list-style-type: none"> <li>• Bachelor's degree in environment and natural resource management, biodiversity conservation, socio-economic development, and political science or other related courses</li> </ul>	20		
<b>Experience</b>	<b>70%</b>		
<ul style="list-style-type: none"> <li>• At least 5 years experience in conducting capacity building related to the topic assigned;               <ul style="list-style-type: none"> <li>○ Above 5 years</li> <li>○ 5 years</li> </ul> </li> </ul>	(25)  25 20		
<ul style="list-style-type: none"> <li>• At least 5 years' experience working with LGUs, IP groups and with key lead implementing agencies including NCIP, DENR, DA, DTI, LGUs and CSO/NGO               <ul style="list-style-type: none"> <li>○ Above 5 years</li> <li>○ 5 years</li> </ul> </li> </ul>	(25)  25 20		
<ul style="list-style-type: none"> <li>• Sample works related to the scope of work as stated in the Terms of Reference               <ul style="list-style-type: none"> <li>○ More than 2 sample works</li> <li>○ 2 sample works</li> </ul> </li> </ul>	(20)  20 15		
<b>TOTAL SCORE</b>	<b>100%</b>		
<b>PASSING SCORE</b>	<b>70%</b>		
<b>OTHER REQUIREMENTS</b>			
Letter of Intent			
Curriculum Vitae			
Sample Works			


PhilGEPS Registration			
BIR Certificate of Registration			
Omnibus Sworn Statement			
Income tax Return			
<b>EVALUATION RESULT</b>			

Prepared by:


  
**ROWENA F. BOLINAS**  
 End-User

  
**ALITA D. SANGALANG**  
 Member, TWG


  
**ESTEVEN U. TOLEDO**  
 Vice-Chairperson, TWG

  
**ELPIDIO B. GELERA, JR.**  
 Member, TWG

  
**MELODY ANN L. MALANO**  
 Member, TWG

  
**DARWIN R. TEJERERO**  
 Chairperson, TWG

Approved by:

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