



REQUEST FOR EXPRESSION OF INTEREST
No. 2024-028

**HIRING OF FACILITATOR FOR THE MID YEAR ASSESSMENT AND PLANNING WORKSHOP FOR
2ND SEMESTER 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 Procurement the Services of a Facilitator who will assist in the preparations, actual and post-activities of the Biodiversity (BD) Corridor Project's Mid-Year Assessment and 2024 Planning Workshop.

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Facilitator	May 26 –June 1, 2024	P120,000.00 (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 in facilitation; and,
3. Proof or certificates of proven engagements (at least 2 workshops/seminar);
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, ~~MAY 13 2024~~ to:

The Chairperson

Bids and Awards Committee

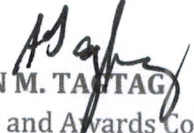
Biodiversity Management Bureau

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

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

Email address: bacsec@bmb.gov.ph cc: bdcorridorproject@gmail.com

Approved for posting:


ANSON M. TAITAG

Chairperson, Bids and Awards Committee

TERMS OF REFERENCE

HIRING OF FACILITATOR FOR THE MIDYEAR ASSESSMENT AND PLANNING WORKSHOP FOR 2ND SEMESTER CY 2024 UNDER THE DENR-UNDP/GEF PROJECT ON "INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES"

Date : **May 26-June 1, 2024 (inclusive of travel time)**
Approved Budget Cost: **Php 120,000.00 (80 man-hours @ Php 1,500.00/hour)**

I. Background and Objectives

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 Midyear 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. It also aims to calibrate the activities and budget allocations based on the project commitments and shall serve as venue to assess the project performance relative to the midterm evaluation.

The following are the objectives of said activity:

1. Assess the progress of the BD Corridor Project from inception up to the 1st half of CY 2024;
2. Identify achievements, challenges, and lessons learned;
3. Plan and strategize for the 2nd Semester 2024 and remaining period of the Project;

4. Discuss and provide inputs in the preparation of re-calibrated AWP 2024 based on the workshop agreements; and,

Identify actions to catch up on the remaining activities and commitments of the Project. 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 BD Corridor Project Midyear Assessment and Planning Workshop for 2nd semester CY 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 activity's 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. 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.
4. Familiarity with DENR programs, projects, and activities (i.e., BD Corridor Project) is an advantage.

IV. Institutional Arrangement

The Facilitator shall be contracted by BMB and shall work closely with the BD Corridor Project-National Project Management Unit (NPMU), together with the Eastern Mindanao Biodiversity Corridor (EMBC) PMU as the host region, in the pre, actual, and post activities of the Midyear Assessment and Planning Workshop.


Other expenses such as food, accommodation, and transportation of the engaged Facilitator will be charged under the BD Corridor Project funds, on top of the professional fee reflected in this TOR, subject to usual accounting and auditing rules and regulations.

V. Expected Outputs and Deliverables

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 BD Corridor Project Midyear Assessment and Planning Workshop for 2 nd semester CY 2024 submission of inputs and comments on the Documentation Report	Within 10 days after the preparation/ submission of the Workshop Documentation Report	100%	Acceptance and approval by the National Project Manager, BD Corridor Project and Director, BMB

Approved by:


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