

## TERMS OF REFERENCE

### **PROCUREMENT OF TECHNICAL WRITER/ DOCUMENTER FOR THE SERIES OF STAKEHOLDER CONSULTATION WORKSHOPS ON THE REGIONAL ABS PILI ROADMAP DEVELOPMENT 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.

One of the key outputs of Component 3 is the development of a regional ABS Pili roadmap mapped with a gender-smart value chain in Region 5. The gender-smart value chain will identify and analyze the activities that could add value to the bio-products; the role of women, men, and other stakeholders in the value chain; and the issues and opportunities as the basis for possible interventions. Priority interventions along the value chain will form part of the targets in the strategic roadmap for the identification and creation of benefits based on genetic resource development. The roadmap will represent the direction of stakeholders’ priorities towards high-value product development (e.g., medicine, industrial, cosmetics, etc.) and commercialization of identified genetic resources. This activity will directly support the achievement of Indicator 11: Gender-smart and ABS compliant value chain for identified genetic resources mapped, and Outputs 3.1: Research and development conducted for identified species (pili) and 3.2: Strategic roadmap for the identification and creation of benefits based on GR development.

As such, the project will support the conduct of the Series of Stakeholder Consultation Workshops on the Regional ABS Pili Roadmap Development in Bicol region, wherein representatives from the different sectors of the industry such as the local government units (LGUs), regional government offices, academic and research society, non-government organizations (NGOs), private sector, and local communities will be invited to provide technical inputs to the roadmap. The consultation workshops are as follows:

**Activity 1: Integration and Consolidation Workshop for the Regional ABS Pili Roadmap**

**Activity 2: Multi-stakeholder Validation Workshop for the Regional ABS Pili Roadmap**

The above activities aim to achieve the following: (a) present the draft harmonized regional ABS pili roadmap to the stakeholders; (b) review the gender-smart value chain maps of selected product forms and determine the key players and their functions in the value chain of Pili; (d) validate the unified vision and mission, strategic goals and priorities, including action plan/s consisting of specific areas to focus on, stakeholders involved, timeline, and estimated budget; and (e) validate and finalize the regional ABS pili roadmap to the stakeholders.

The service of a technical writer/ documenter is needed in the documentation of the above-mentioned workshops and integration to the draft regional ABS pili roadmap to make a comprehensive report.

## II. Objectives

The engagement of the technical writer/ documenter is necessary to capture the proceedings and outputs of all the workshops, consolidate all available data collected from partner stakeholders, and integrate them into the draft regional ABS Pili roadmap. The technical writer/ documenter will also provide technical and editing inputs to ensure a comprehensive and coherent roadmap report.

## III. Scope of Work and Detailed Tasks

The Technical Writer/ Documenter will work with the ABS Project Management Unit, particularly in close collaboration with the Enterprise Development Specialist. The detailed tasks include but are not limited to the following:

1. Provide documentation services in the conduct of the following workshops/ activities (i.e. capture discussions, recommendations, and workshop outputs, including photo documentation of each activity):

Activity	Tentative Schedule and Venue
a. Integration and Consolidation Workshop for the Regional ABS Pili Roadmap	Second Quarter (1-2 days) Venue to be Determined
b. Multi-stakeholder Validation Workshop for the Regional ABS Pili Roadmap	Third Quarter (1-2 days) Venue to be Determined

2. Review the initial draft of a harmonized regional ABS Pili roadmap and integrate all available data collected from partner stakeholders, collected secondary data, including the outputs of the above-mentioned activities and the documentation report of the previously conducted consultation workshops;
3. Edit the draft regional ABS Pili roadmap to ensure a comprehensive and coherent report;
4. Presentation of outputs (i.e. drafts of regional ABS Pili roadmap) to the ABS PMU and other relevant stakeholders, if necessary;
5. Finalize and package the overall roadmap report based on the comments and suggestions of ABS PMU, DENR-BMB, Sorsogon State University (SorSU), and UNDP; and
6. Turn over all the recordings and raw files of the photographs, minutes of the meetings, recordings, and attendance sheets (saved in Google Drive).

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. Deliverables**

1. Final packaged regional ABS Pili roadmap report;
2. Draft regional ABS Pili roadmap report incorporating the workshop outputs/ proceedings and all available data;
3. Documentation reports of all the workshops/ activities; and
4. Google Drive link containing raw files of photos, recordings, transcriptions, etc.

#### **V. Minimum Qualification and Requirements**

1. A bachelor's degree in development communication, or any related course;
2. At least two (2) years of experience in writing and editing technical reports preferably related to roadmaps, value chains, strategic plans, and development plans;
3. Must have demonstrated experience in documenting consultations, workshops, meetings, or conferences;
4. Excellent in written English and technical writing; and
5. Residency in the Bicol region is an advantage.

#### **VI. Timetable**

The Technical Writer/ Documenter is expected to submit the deliverables within four (4) months commencing upon the signing of the 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 120,000 to cover preparation work such as secondary data gathering, attendance to the workshops/ activities, review of available data and documentation reports, submission of documentation reports/ proceedings, and packaging of the regional ABS Pili roadmap. Processing of payment will be done through DENR-BMB, and direct payment will be made by UNDP Philippines.

Expenses incurred by the Technical Writer/ Documenter such as transportation (as needed), food and hotel accommodation for the duration of the activities shall be charged against the ABS Project, subject to usual accounting rules and regulations.

The payment to the Technical Writer/ Documenter is through tranches after the submission and acceptance of deliverables, to wit:

<b>Scope of Activities</b>	<b>Deliverables</b>	<b>Percentage of Total Contract Cost</b>	<b>Breakdown of Budget (PhP)</b>	<b>Target Date for Payment</b>
<p>1. Review of the initial draft harmonized regional ABS Pili roadmap and integration of all available data</p> <p>2. Attendance to the workshop:</p> <ul style="list-style-type: none"> <li>- Integration and Consolidation Workshop for the Regional ABS Pili Roadmap</li> </ul>	<p>First draft of the regional ABS Pili roadmap report incorporating the workshop outputs and all available data</p> <p>Documentation report of the workshop</p>	20%	24,000	Upon submission and approval of the first draft and documentation report
<p>Attendance to the workshop:</p> <ul style="list-style-type: none"> <li>- Multi-stakeholder Validation Workshop for the Regional ABS Pili Roadmap</li> </ul>	<p>Second draft of the regional ABS Pili roadmap report incorporating the workshop outputs, all additional data, and comments (to the first draft) from ABS PMU, DENR, SorSU, and UNDP</p> <p>Documentation report of the workshops</p>	30%	36,000	Upon submission and approval of the second draft and documentation reports
<p>Submission and acceptance of final packaged regional ABS Pili roadmap report</p>	<p>Final packaged regional ABS Pili roadmap report incorporating comments (to the 2nd draft) from ABS PMU, DENR, SorSU, and UNDP</p> <p>Google Drive link containing raw files of photos, recordings, transcriptions, etc.</p>	50%	60,000	Upon submission and approval of the final packaged report and Google Drive link for the raw files
<b>Total</b>		<b>100%</b>	<b>120,000</b>	

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

## VIII. Management and Reporting Arrangements

The Technical Writer/ Documenter shall be contracted by the DENR- DENR-Biodiversity Management Bureau and shall be under the direct supervision of the ABS Project Management Unit, in close coordination with the BMB-Wildlife Resources Division.

## IX. Documentary Requirements

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

1. Letter of Intent;
2. Curriculum Vitae that highlights the qualifications and professional requirements mentioned in Section V above;
3. At least two (2) samples of completed work related to writing and editing technical reports related to roadmaps, value chain studies, strategic plans, and development plans, among others, in electronic copy;
4. At least two (2) sample documentation works in electronic copy;
5. 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](http://www.csc.gov.ph);
6. Clear copy of Diploma/ TOR;
7. PhilGEPS registration (Red);
8. Notarized Omnibus Sworn Statement; and
9. BIR Certification of Registration.

Approved:



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