



26 NOV 2024

MEMORANDUM

FOR : The Assistant Secretary for Biodiversity
and Concurrent Director

THRU : The OIC Assistant Director
The Action Officer, Admin and Finance
The Head, Human Resources Development Unit

FROM : The Chief
Wildlife Resources Division

SUBJECT : APPROVAL OF TERMS OF REFERENCE AND
HIRING OF COMMUNICATIONS OFFICER FOR THE ABS
PROJECT

Following the resignation of the current Communications Officer effective 21 November 2024, respectfully submitting, for signature and approval, the attached Terms of Reference for the hiring of a Communications Officer for the ABS Project.

For your consideration and approval.


ANSON M. TAGTAG

TERMS OF REFERENCE

GEF-UNDP-DENR Project "Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines" (ABS Project)

Source: UNDP-GEF

Monthly Rate: Php70,000.00

Position: Communications Officer

Duration: January until 30 June 2025
(Renewable subject to performance and availability of funds)

I. Background

The Department of Environment and Natural Resources (DENR) - Biodiversity Management Bureau (BMB), and, with support from the United Nations Development Program (UNDP), will be implementing a project entitled "Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines", otherwise known as the ABS Project. Approved by the Global Environment Facility (GEF) last September 3, 2021.

The ABS Project is a six-year project (until 2027) with grant funding from the Global Environment Facility, with a total funding of USD4,384,000. The project aims to strengthen the implementation of the Nagoya Protocol (NP) 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. The project seeks to increase economic opportunity and biodiversity conservation for local communities and indigenous peoples in the Philippines stemming from fair and equitable sharing of biodiversity benefits through three main components: (1) Strengthening the national framework for implementing ABS in accordance with the Nagoya Protocol; (2) Awareness raising and capacity building for implementation of the national ABS framework: A nation-wide information dissemination, education and public awareness campaign on ABS and its related policies and procedures will be undertaken under this component; and, (3) Demonstrating benefit-sharing agreements: Under this component, a key outcome is to facilitate the negotiation of at least one ABS agreement. The project will support the design and review of ABS agreements so that they are in line with the national ABS framework in accordance with the Nagoya Protocol.

Through these components, the project seeks to increase economic opportunity and biodiversity conservation for local communities and indigenous peoples in the Philippines stemming from fair and equitable sharing of biodiversity benefits thereby contributing to the following impacts: (1) increased wealth creation through safeguarding Philippines' biological resources and its genetic diversity from unfair exploitation; (2) recognition, Respect, Protection and Promotion of Customary Law and Indigenous Knowledge and Practices System on access to genetic resources; and (3) improved management and sustainable use of genetic resources and biodiversity. Further, the project will develop at least 2 bio-products from local genetic resources of Banaba (*Lagerstroemia speciosa*) in Region 3 and Pili tree (*Canarium ovatum* and *Canarium luzonicum*) in Region 5.

As part of the implementation activities of the Project, the DENR-BMB with support from UNDP intends to hire a Communications Officer to be part of the National Project Management Unit (NPMU) lodged at BMB.

II. Scope of Work

With guidance from the National Project Director, and under direct supervision of the National Project Manager, the Communications Officer will carry out the following communications-related duties and responsibilities:

1. Provide leadership in the planning and coordination of KM IEC and training Interventions;
2. Provide guidance to regional counterparts to organize a corps of facilitators and communication planners from agencies who can continue to facilitate participatory planning processes on the long term;
3. Develop CEPA Plan;
4. Organize networks of IEC practitioners who can help plan and develop specific IEC products;
5. Develop key IEC products particularly to promote ABS;
6. Develop communications materials/knowledge management products;
7. Assist in the preparation and finalization reports;
8. Be responsible for the finalization of documentation of good practices that may be used as part of the replication strategy; and
9. Assist in performing other project-related tasks as assigned by the National Project Manager.

III. Qualifications and Professional Requirements:

1. Earned a Bachelor's degree in development communication and other related fields;
2. At least 5 years of experience in development IEC and knowledge products;
3. Basic technical understanding of natural resources management;
4. At least five (5) years of experience and familiarity with application tools of KM such as documentation of best practices would be an advantage;
5. Has the abilities to work effectively with government representatives, development partners and other stakeholders;
6. Fluency in English (reading, writing, speaking);
7. Good in word processing, preferably Word, Excel, Powerpoint; and
8. Must be a Filipino citizen and is residing in the Philippines.

IV. Management and Reporting Requirements

The Communications Officer shall be contracted by the DENR-BMB. He/she shall report to the BMB and shall work closely with the Wildlife Resources Division.

Interested applicants should submit to the undersigned the following:

1. Letter of intent highlighting the following:
 - a. Educational background
 - b. Relevant Work experience

- c. Experience in working with the government agencies and development agencies
2. Personal Data Sheet (CSC Form 212)
3. Photocopy of Transcript of Records and Diploma
4. Sample of completed works (project reports, etc) in electronic copy

Deadline for submission of Expression of Interest is on _

Approved by:



MARCIAL C. AMARO, JR.

Assistant Secretary for Biodiversity
and Concurrent Director

Biodiversity Management Bureau

Department of Environment and Natural Resources

Ninoy Aquino Parks and Wildlife Center

North Ave., Diliman, Quezon City

Email Address: hrdu@bmb.gov.ph; bmbhrdu.application@gmail.com

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GEF-UNDP-DENR Project, "Implementing the National Framework on Access and Benefit-Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines"

**Rating Sheet for the Selection of Communications Officer
(PHP70,000.00)**

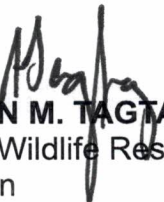
Criteria		Points	Applicant	Applicant
A	Educational Background	15		
	a.1 Bachelor's degree in development communication	15		
	a.2 Bachelor's degree in other communication-related fields	10		
	a.3 Bachelor's degree in non-related fields	5		
B	Work Experience	55		
	b.1 Experience in development of IEC and knowledge products	30		
	b.1.a Five years or more	30		
	b.1.b Less than five years	15		
	b.2 Technical understanding of natural resources management	5		
	b.2.a At least basic understanding	5		
	b.2.b None	0		
	b.3 Experience and familiarity with application tools of KM	10		
	b.3.1. At least five years	10		
	b.3.2. Less than five years	5		
	b.4 Worked with government representatives, development partners and other stakeholders	5		
	b.4.1. With all stakeholders	5		
	b.4.1. With one or two stakeholder groups	0		
	b.5 Proficiency in using word processors, spreadsheets, and presentation tools	5		
	b.5.1. Proficient in all tools	5		
	b.5.2. Proficient in at least 2 tools	0		
3. Quality of Completed Works (Comprehensiveness, Conciseness, Clarity and Elegance of Writing)		15		

4. Interview/ Screening	15		
Overall Rating	100		
Passing Rate	70		

RECOMMENDING APPROVAL:



ANTHONY C.T. M. FORONDA
National Project Manager

NOTED BY:


ANSON M. TAGTAG
Chief, Wildlife Resources
Division


RANDY C. MABANA
Action Officer
Administrative and Finance

APPROVED BY:


MARCIAL C. AMARO, JR.
Assistant Secretary for Biodiversity
and Concurrent Director

