

Environmental Management Specialist TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB - DENR) intends to engage the services of an Environmental Management Specialist for the review and preparation of documents and assist in the conduct of activities for the implementation of the NIPAS Act, as amended, and other programs of the Bureau.

Service Description	:	Environmental Management Specialist
Duration	:	1 February to 31 December 2025
Approved Budget for Contract	:	PhP 1,269 per day for every eight (8) hours (inclusive of taxes)

I. Scope of Work

The Environmental Management Specialist is tasked to perform the following functions:

1. Search, gather and compile data and reference materials necessary for the formulation of policies and preparation of plans and programs for the management and development of protected areas and other effective area-based conservation measures;
2. Compile and consolidate work plans and budget proposals of protected areas under the NIPAS;
3. Compile, consolidate, and validate protected area reports on, among others, Protected Area Suitability Assessment, Boundary demarcation, Biodiversity Assessment and Monitoring, Ecotourism, Socio-economic assessment and monitoring, Community-based Programs, sustainable financing, and protected area facilities and infrastructures;
4. Monitor progress of protected areas and field offices in the implementation of activities for the implementation of the NIPAS Act, as amended; and
5. Perform other tasks as may be deemed necessary and/or assigned by the immediate supervisor or the BMB Management Authorities.

II. Qualifications and Professional Requirements

1. Bachelor's degree in any of the following: forestry, biology, biodiversity/natural resources management, economics, and other related courses;
2. Familiarity with the National Integrated Protected Areas System Act, as amended, environmental agreements, biodiversity conservation-related concerns, and policies, planning and monitoring and evaluation tools;
3. Computer skills with sound knowledge of word processing, spreadsheets, presentation programs, Google Workspace, and online meeting platforms. Basic knowledge in mapping and/or remote sensing is an advantage;
4. Fluency in technical writing;
5. Ability to quickly grasp procedures and standards in the performance of assigned responsibilities;

6. Ability to work with minimum supervision; and
7. Must be a Filipino citizen and is residing in the Philippines.

III. Management and Reporting Arrangements

The Environmental Management Specialist shall be contracted by the Biodiversity Management Bureau. He/she shall report to the National Parks Division.

I. Documentary Requirements

Interested applicants shall submit the following:

1. Letter of intent;
2. Curriculum Vitae or, if currently working in the government, Personal Data Sheet;
3. Photocopy of Transcript of Records

Interested applicants may submit their application not later than January 29, 2025 to:

MARCIAL C. AMARO, JR.

Assistant Secretary for Biodiversity and
concurrent Director

Ninoy Aquino Parks and Wildlife Center

Quezon Avenue, Diliman, Quezon City

Telephone Nos.: (632) 8924-6031 to 35

Fax: (632) 8924-0109, (632) 8920-4417

Website: <http://www.bmb.gov.ph>

Email Address: bmb@bmb.gov.ph, npd@bmb.gov.ph

Approved:


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