

TERMS OF REFERENCE

HIRING OF PROJECT TECHNICAL ASSISTANT FOR THE DENR-UNDP/GEF PROJECT ON INTEGRATED APPROACH IN MANAGEMENT OF BIODIVERSITY CORRIDORS IN THE PHILIPPINES

I. Background and Rationale

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 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.

III. Scope of Work

The Project Technical Assistant will provide technical, technological and coordinative assistance under the directives of the National Project Manager and National Project Director. He/She shall have the following tasks:

1. Assist in coordinating and linking with the Project’s target institutions/individuals including possible partners to facilitate timely completion of required documents needed for project implementation and promote proper coordination of tasks and relative activities;
2. Lead or assist in organizing meetings, consultations, workshops, and training sessions, both internal to the DENR and with other concerned agencies;
3. Extend necessary technical and technological support, including but not limited to organizing and providing secretariat services in meetings, workshops, and training;
 - Lead or assist in coordinating all project-related activities, including the preparation of Activity Designs, official correspondence such as letters of invitation, memos, Statements of Work (SOWs), and Notices of Meeting (NOMs), and dissemination of information and communication and coordination with agencies, partners, and other stakeholders;
 - Prepare background materials for meetings, discussions, briefings, etc.
 - Draft PowerPoint presentations, correspondences and other documents relating to project implementation;
 - Document, prepare, and draft minutes of meetings and workshop proceedings, as may be necessary;
 - Maintain presentations, files, and documentation of workshops, roundtables, meetings, etc.;
4. Lead and/or assist in the organization and conduct of National Project Board (NPB) and Technical Working Group (TWG) meetings;
5. Support the overall monitoring and documentation of all project activities and initiatives;
 - Provide technical support in the preparation of work and financial plans, monitoring and evaluation reports;
5. Assist in reviewing and packaging technical reports e.g., consultant’s reports, policy studies technical guidance notes, case studies, etc., as required;
6. Assist in compiling and indexing all pertinent records, documents, and reference materials related to the project;
7. Provide support in the preparation and dissemination of knowledge products and other information materials;
8. Attend meetings and workshops, as may be necessary;

9. Assist in the development of Terms of References for various technical Consultants, including reviewing project documents, annexes, and relevant consultants' reports related to the services to be procured;
10. Serve as focal staff for youth engagement, and assist in the mapping and conduct of youth-led initiatives of the Project, in collaboration with other partners; and,
11. Carry out any other tasks as needed to ensure the smooth implementation of the project.

III. Qualifications and Requirements

The Project Technical Assistant shall have: (i) a university degree in environmental science, social science, business administration, public administration or related fields (ii) at least one year of experience in environment and natural resources-related work, project administration and management, report writing and packaging; (iii) must be an analytical and critical thinker, detail-oriented, an independent worker, requires minimum supervision, a team player, can write well, tech savvy, responsive and has fast turnaround time, (iv) proficiency in MS Office applications, Google forms and Google sheets, and other IT applications preferred.

IV. Compensation

The Project Assistant shall receive a monthly compensation of **Twenty-Six Thousand Fifty-Two Pesos (Php 26,052.00)** inclusive of tax, chargeable against the project funds.

V. Management and Reporting Arrangements

The Project Technical Assistant shall be under the direct supervision of the BD Corridor Project National Project Manager, in close coordination with the BMB-Biodiversity Policy and Knowledge Management Division.

VI. Documentary Requirements

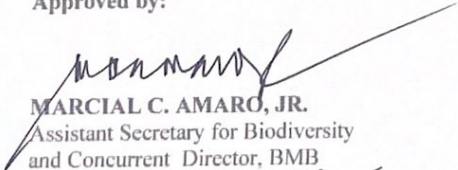
Interested applicants should submit the following to the undersigned:

1. Letter of Intent;
2. Curriculum Vitae which includes the following:
 - Educational background
 - Work experience, particularly related to scope of work
 - Qualifications and experiences relevant to the position requirements

Please send application not later than January 17, 2025 to:

The Director
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
North Avenue, Diliman, Quezon City
Telephone No. 8294-4082
Email: bmbhrdu.application@gmail.com, bdcorridorproject@gmail.com

Approved by:


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

