

## TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB) intends to engage the services of a Project Officer under the AFoCO-DENR FRESH Project ("Ensuring Functioning of Cultural Ecosystem Services in an Urban Setting: Assimilating Nature for Forest Healing and Experiential Learning in Ninoy Aquino Parks and Wildlife Center [AFoCO/029/2022])" of the Ninoy Aquino Parks and Wildlife Center which also serves as the Project Site Management Office.

Service Description	:	<b>Project Officer (Communication, Education and Public Awareness)</b>
Project Duration	:	<b>01 February 2025 – 30 September 2025</b>
Approved Budget for Contract	:	<b>PHP 3,204.05 per day (PHP 70,489.10 per Month; inclusive of taxes)</b>

### 1. Requirements:

The candidate should meet the following minimum requirements:

- 1.1. A degree either in Environmental Science, Social Sciences, Economics, Development Communication, Communication Arts, Forestry, Biology, and/or other related fields;
- 1.2. Three (3) years of professional experience in social, cultural, and economic assessments, community organizing and development, capacity-building and livelihood development;
- 1.3. Proven experience in project management, including planning, project implementation, and project monitoring and evaluation;
- 1.4. Experience in development communication and communications planning;
- 1.5. Skills in creative lay-out, graphic design, photography, technical and feature writing, and development of education and public awareness materials;
- 1.6. Knowledge on the use of Adobe Creative Cloud Suit Software, and other relevant and appropriate softwares, as well as maintaining webpages;
- 1.7. With working experience with the government, academe, non-government organizations involved in the promotion and public awareness on biodiversity, environment and natural resources sector;
- 1.8. Familiar with government procurement system and procedure;
- 1.9. Familiar with basic government accounting and auditing rules and regulations;
- 1.10. Strong leadership and management skills, as well as organizational and time management skills;
- 1.11. Excellent analytical and problem-solving skills;
- 1.12. Excellent written and oral communication skills; and,
- 1.13. Ability to work independently and as part of a team.

### 2. Major Responsibilities:

- 2.1. Develop a communications plan specific to the AFoCO-DENR FRESH Project;

- 2.2. Design, develop, and facilitate the procurement of a wide range of communication products such as but not limited to posters, write-ups, infographics, Audiovisual presentations, social media content, tokens and other related collaterals or CEPA materials;
- 2.3. Create and maintain a database of creative and visual materials on the AFoCO-DENR FRESH Project;
- 2.4. Ensure the timely implementation of projects, activities and targets specified in the Project Document and Work and Budget Plan, and prepare the corresponding documents to implement the said projects, activities and targets;
- 2.5. Prepare the terms of reference (TOR) or scope of work for the hiring of assisting professional to develop Forest Bathing as a Tourism product;
- 2.6. Prepare guidelines and protocols on forest bathing;
- 2.7. Organize and facilitate meetings, workshops, and other capacity building activities under the AFoCO-DENR FRESH Project; and immediately prepare the required proceedings, minutes of meetings, and/or record of discussions;
- 2.8. Compile and prepare the required progress, accomplishment and completion reports of AFoCO – DENR FRESH Project;
- 2.9. Serve as technical staff of NAPWC's foreign and local-assisted special projects;
- 2.10. Provide support to NAPWC's CEPA programs and projects; and,
- 2.11. Perform other tasks as may be assigned from time to time by the immediate supervisor.

**3. Deliverables:**

- 3.1. Communication Plan for the AFoCO-DENR FRESH Project.
- 3.2. Relevant and appropriate CEPA products.
- 3.3. TOR for the development of Forest Bathing Tourism Product.
- 3.4. Guidelines and Protocols on Forest Bathing.
- 3.5. Quarterly, Semi-Annual, Annual and Completion Reports of the AFoCO-DENR FRESH Project.
- 3.6. Activity Design on each project, activity and targets.
- 3.7. Minutes of Meetings and Records of Discussion; Workshop and Training Proceedings and Activity Completion Reports.
- 3.8. Completed Staff Work

**4. Applications must include:**

- 4.1. A letter of intent
- 4.2. A curriculum vitae (personal information including current/active email address, current/active mobile number, educational background, work experience, relevant accomplishments and three (3) references)
- 4.3. Samples of previous work
- 4.4. Photocopy of Transcript of Records and Diploma.

The deadline for submission of application is **04 FEBRUARY 2025**.

Qualified Applicants are advised to hand in or send through courier/email their application to:

**MARCIAL C. AMARO, JR. *CESO II***  
Assistant Secretary for Biodiversity and  
Concurrent Director, Biodiversity Management Bureau  
Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman Quezon City  
Telephone Nos. (63-2) 8924 6031 to 35 locals 216, 236, 240, 246  
Email address: [bmbhrdu.application@gmail.com](mailto:bmbhrdu.application@gmail.com) ; [bmbhrdu@bmb.gov.ph](mailto:bmbhrdu@bmb.gov.ph) ;  
[hrdu@bmb.gov.ph](mailto:hrdu@bmb.gov.ph) cc: [napwc@bmb.gov.ph](mailto:napwc@bmb.gov.ph)

**APPROVED:**



**MARCIAL C. AMARO, JR. *CESO II***  
Assistant Secretary for Biodiversity and  
Concurrent Director, Biodiversity Management Bureau