



**REQUEST FOR EXPRESSION OF INTEREST**  
**No. 2025-001**

**PROCUREMENT OF INDIVIDUAL CONSULTANT AS BIODIVERSITY FRIENDLY ENTERPRISE (BDFE) SPECIALIST FOR THE DENR-UNDP/GEF PROJECT ON "INTEGRATED APPROACH OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES"**

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of an individual consultant as Biodiversity Friendly Enterprise (BDFE) Specialist who will assist the Project in delivering targets under PRF indicator 3: Number of direct beneficiaries disaggregated by gender as co-benefits of GEF investment through the implementation of workstreams related to DBDFE, SFM and SLM and Output 3.4.

The BMB-Bids and Awards Committee calls for the submission of eligibility documents of a qualified Consultant interested to bid for the requirement below, to wit:

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Biodiversity Friendly Enterprises (BDFE) Specialist	Eight (8) months	P950,000.00 (Inclusive of tax)

The documents for submission are:

1. Letter of Intent;
2. Curriculum Vitae which includes the following:
  - Educational background
  - Work Experience, particularly related to scope of work
3. Supporting documents and means of verification that will support qualifications reflected in the TOR (sample works, technical reports, others)
4. PhilGEPS Certificate of Registration;
5. BIR Certificate of Registration;
6. Income/Business Tax Return (ITR); and
7. Signed Omnibus Sworn Statement.

Incomplete/non-submission of these requirements shall be grounds for disqualification from the procurement process.

For inquiries, please contact Ms. Rowena F. Bolinas at Telephone No. 89246031 local 210-212 and 8925-8948/. Interested applicants must submit the documents on or before 5:00pm, \_\_\_\_\_ to:

JAN 13 2025

**The Chairperson**

Bids and Awards Committee

Biodiversity Management Bureau

Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City  
Tel. No. 8924-6031 loc. 221, 9246031 local 226 and 8925-8948/0953-760-1979  
Email address: [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph) cc: : [bdcorridorproject@gmail.com](mailto:bdcorridorproject@gmail.com)

Approved for posting:

**ANSON M. TAGTAG**

Chairperson, Bids and Awards Committee



## TERMS OF REFERENCE

### **PROCUREMENT OF CONSULTANCY SERVICES AS BIODIVERSITY FRIENDLY ENTERPRISE (BDFE) SPECIALIST FOR THE DENR-UNDP/GEF PROJECT ON “INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS 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 “**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.

Under this Project, Output 3.4 focuses on Biodiversity-friendly livelihood and business enterprises promoted to avoid biodiversity loss and lead to natural resources use sustainability. In order to address the lack of opportunities for alternative livelihoods for rural communities and stem the impacts of unsustainable practices, this Output will be part of the effort of improving direct financial benefits from biological resources by engaging communities and the private sector in promotion of economically important biodiversity friendly livelihoods and business enterprises within the target clusters. Creation of new and/or enhancing existing value chains will be the strategy to secure local livelihoods. Some value chains identified are non-timber forest products, including bamboo, mushroom and honey, as well as high value fruit trees and other perennials such as banana, cacao and coffee. Activities under this Output will be carried out in partnership with the Department of Trade and Industry (DTI), private sector business houses, NGOs, research institutions, and government-led initiatives such as Oriental Mindoro’s Agri-prenuer incubator.

Using the DENR BDFE Framework, the project will undertake inventories, evaluation and profiling of existing biodiversity-friendly enterprises (agricultural products, NTFPs, ecotourism) to (i) create databases for best practice biodiversity-friendly enterprises; (ii) recognize their practices/operations and provide necessary support; and (iii) use them for knowledge-sharing and learning (see Annex 6 of Project Document). In particular this Output would entail the following: 3.4.1 Setting up through recruitment, partner meetings, agreements and establishment of institutional arrangements; 3.4.2 Inventory and development of database on biodiversity-friendly enterprises; 3.4.3 Identification of biodiversity-friendly enterprises

and analysis of value chains based on market potential, economic and environmental feasibility, and will require mapping of (i) market potential of product/services; (ii) customer requirements; and (iii) the challenges faced by marketers/customers. Based on market data, existing value chain gaps will be assessed, and based on identified gaps and the DA-DENR BFAP and DENR Biodiversity-Friendly Enterprises Frameworks, interventions will be designed and implemented to complement and enhance ongoing interventions of the government, donor agencies and the private sector. Annex 11 of the Project Document provides an indicative list of biodiversity-friendly products/enterprises and services that the project can explore further; 3.4.4 Capacity building and linkages with service providers for supporting small start-up grants for product development, branding and commercialization, including smallholders/IP producers and service providers to help them understand customer requirements, increase productivity, learn business and marketing skills, and develop new products/services. The project will help access technical, financial and infrastructure support (small processing, storage and marketing facilities) from DTI and local programs such as the Agri-prenuer Incubator of Oriental Mindoro. It will also explore the potential of local branding, and GI registration to the extent relevant; 3.4.5 Community grants for co-investment in biodiversity-friendly micro-small-medium enterprises (MSMEs) involving at least five existing or new cooperatives will be organized and/or existing ones supported, to initiate collective production and marketing of biodiversity-friendly products, in partnership with private institutional buyers. The project will directly support co-investment schemes to establish biodiversity friendly MSMEs; 3.4.6 Promoting community-based ecotourism ventures through the following means: (i) assessing tourism opportunities and opportunities for participation of IP communities; (ii) designing and promoting voluntary application of biological corridor tourism certification program for hotels, guesthouses and tourism facilities, tourism activities, and tourism products; and (iii) strengthening selected tourism products and services that recognize biological corridor conservation principles; and 3.4.7 Creating partnerships with lending institutions for financing small biodiversity-friendly businesses to deserving producer groups. The microfinance will be linked to satisfactory performance of, and delivery of outcomes. Other financing mechanisms such as the REDD+ program will also be explored, for bundling ecosystem services and incentives to include LDN and biodiversity, as well as local companies directly benefiting from improved management of the corridors.

## **II. Objective**

The objective of this Consultancy is to assist the Project in delivering targets under PRF Indicator 3: Number of direct beneficiaries disaggregated by gender as co-benefits of GEF investment through the implementation of workstreams related to BDFE, SFM and SLM, and Output 3.4.

## **III. Scope of Work**

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 in Item 2 of Annex "B" of the 2016 Implementing Rules and Regulation of RA 9184.

Specifically, the scope of services is as follows:

1. Develop and/or enhance existing guidelines for the selection, process, implementation, and monitoring of start-up and community grants, consistent with the provisions of the



- DAO 2021-13 and related policies. (mention here related SFM and SLM existing policies/guidelines
2. Set or recommend the amount of grants per selected beneficiaries/grant recipients (e.g. MSMEs, IPOs and non-IPOs).
  3. Identify potential and classify priority BDFEs in EMBC and MBC (e.g. agricultural products, NTFPs, ecotourism) to focus on based on existing profiles (these should also cover for SLM and SFM) including their capacity building needs and level of assistance to provide;
  4. Provide guidelines in the delivery of community grants for co-investment in biodiversity-friendly micro-small-medium enterprises (MSMEs) involving at least five existing or new cooperatives or Peoples Organizations in each corridor to be supported, initiate collective production and marketing of biodiversity-friendly products, in partnership with private institutional buyers;
  5. Based on the ecotourism value chain conducted in the Davao region, and other existing value chain studies that are relevant to identified BDFEs, BDFAPs e.g. non-timber forest products (e.g. bamboo, mushroom and honey), high value fruit trees (e.g. durian in EMBC), and others such as calamansi, banana, coconut (in MBC), abaca, cacao, soya beans and coffee (in EMBC), including promotion activities, are on-going and being facilitated by the Provincial Local Government Units, **document and map** (i) market potential of product/services; (ii) customer requirements; and (iii) the challenges faced by marketers/customers. **Assess gaps, and design interventions** of government, donor agencies and private sector, including social and environmental safeguards requirements for the target beneficiaries.
  6. Build capacity and linkages with service providers for supporting small start-up grants for product development (e.g. ecotourism, etc.), branding and commercialization, including smallholders/IP producers and service providers to help them understand customer requirements, increase productivity, learn business and marketing skills, and develop new products/services. This includes access to technical, financial and infrastructure support (small processing, storage and marketing facilities) from DTI and local programs such as the Agri-prenuer Incubator of Oriental Mindoro, benefiting non-IP and IP groups;
  7. Create partnerships with funding institutions supporting biodiversity-friendly livelihoods and enterprise development, and introduce appropriate savings mechanism, e.g. COMSCA, to relevant beneficiaries;
  8. Act as Resource Person during presentation of outputs/deliverables to NPB and TWG, and other events, including capacity building, as necessary;
  9. Coordinate with other project consultants and other offices, as maybe necessary, in the review and finalization of outputs and deliverables; and
  10. Perform other related tasks as may assigned by the National Project Director and National Project Manager.

#### IV. Outputs and Deliverables

1. Inception Report
2. Manual /Guidelines for the selection, processing, implementation and monitoring and evaluation of start-up and community grants, consistent with the provisions of the DAO 2021-13, (see comment above pls- to mention SLM/SFM relevant policy) and related policies.
3. Updated profiles of selected priority products, target beneficiaries, capacity building needs, level of assistance needed and best practices

4. BDFE Business Plan of at least five existing or new cooperatives/Peoples Organizations in each corridor based on varied commodities to be supported, initiate collective production and marketing of biodiversity-friendly products, in partnership with private institutional buyers.
5. Capacity building plan for small start-up grants for product development (e.g. ecotourism, etc.), branding and commercialization, including smallholders/IP producers and service providers to help them understand customer requirements, increase productivity, learn business and marketing skills, and develop new products/services. This includes access to technical, financial and infrastructure support (small processing, storage and marketing facilities) from DTI and local programs such as the Agri-prenuer Incubator of Oriental Mindoro, benefiting non-IP and IP groups.
6. Documents showing partnership with funding institutions supporting biodiversity-friendly livelihoods and enterprise development, and introduce appropriate savings mechanism, e.g. COMSCA, to relevant beneficiaries
7. Consolidated Final Report no need to mention as consolidated means all reports with Executive Summary.

#### V. Qualifications and Requirements

1. Bachelor's degree in economics, business management, development management and other related courses, additional points for Masteral degree
2. At least 5 years' experience in enterprise development, value chain analysis and capacity building related to managing agriculture or NRM related business
3. Experience working with IP and upland communities and with key lead implementing agencies including DENR, DA, NCIP, DTI and NGO/CSO.
4. Has developed project proposals and enterprise development plans related to agriculture, ecotourism and NRM (must submit proof of sample works/reports)

#### VI. Timetable

The Consultant is expected to deliver the outputs within **8 months** after acceptance of Notice to Proceed (NTP).

#### VII. Contract Price and Schedule of Payment

The approved budget for the Consultancy services is equivalent to **PhP 950,000.00** which shall be paid in tranches based on the following:

<b>PAYMENT TRANCHE</b>	<b>PERCENTAGE</b>	<b>BUDGET BREAKDOWN (PhP)</b>	<b>DUE DATE</b>	<b>SCHEDULE</b>
1. First Tranche	15%	142,500.00	30 days after issuance of Notice to Proceed	After signing of contract and submission and acceptance of Inception Report by the NPD
2. Second Tranche	30%	285,000.00	60 days after acceptance of the Inception Report	Upon submission and acceptance by the NPD of the following: a. Manual/Guidelines for the selection, processing, implementation and monitoring and evaluation of start-up

				<p>and community grants, consistent with the provisions of the DAO 2021-13, (including SLM and SFM) and related policies.</p> <p>Profiles of priority products, target beneficiaries, capacity building needs, level of assistance needed and best practices</p>
3. Third Tranche	30%	285,000.00	60 days after acceptance of the 1 <sup>st</sup> Progress Report	<p>Upon submission and acceptance by the NPD of the following: a) BDFE Business Plan of at least five existing or new cooperatives/POs in each corridor based on varied commodities to be supported, initiate collective production and marketing of biodiversity-friendly products, in partnership with private institutional buyers.</p> <p>Capacity building plan for small start-up grants for product development (e.g. ecotourism, etc.), branding and commercialization, including smallholders/IP producers and service providers to help them understand customer requirements, increase productivity, learn business and marketing skills, and develop new products/services. This includes access to technical, financial and infrastructure support (small processing, storage and marketing facilities) from DTI and local programs such as the Agri-prenuer Incubator of Oriental Mindoro, benefiting non-IP and IP groups.</p>
4. Final Payment	25%	237,500.00	90 days after acceptance of 2 <sup>nd</sup> Progress Report	<p>Upon submission and acceptance by the NPD of the documents showing partnership with funding institutions supporting biodiversity-friendly livelihoods and enterprise development, and introduce appropriate savings mechanism, e.g. COMSCA, to relevant beneficiaries ((see comment above on this)</p>



				Consolidated Final Report including previously submitted reports, with Executive Summary.
	100%	950,000.00		

### VIII. Management and Reporting Arrangements

The Consultant shall be contracted by the BD Corridor Project through the DENR-Biodiversity Management Bureau and shall be under the direct supervision of the BD Corridor National Project Manager, in close coordination with the BMB-Biodiversity Policy and Knowledge Management Division

### IX. Documentary Requirements


Interested applicants should submit the following:

1. Letter of Intent;
2. Curriculum Vitae which includes the following:
  - Educational background
  - Work experience, particularly related to scope of work
3. Supporting documents and means of verifications that will support qualifications reflected in the TOR (sample works, technical reports, others).
4. PhilGEPS Registration
5. BIR Certificate of Registration
6. Income Tax Return (ITR)
7. Omnibus Sworn Statement (*notarization of the OSS should be complied with after the award of the contract but before payment pursuant to Item 6.3 of GPPB 09-2020*)

Please send application not later than \_\_\_\_\_ to:

**THE CHAIRPERSON**  
Bids and Awards Committee  
Biodiversity Management Bureau  
Ninoy Aquino Parks and Wildlife Center  
Quezon Ave. Diliman, Quezon City  
(02) 8-924-6031 loc. 221  
Email: [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph)  
cc: [bdcorridorproject@gmail.com](mailto:bdcorridorproject@gmail.com)

Approved by:

  
**MARCIAL C. AMARO JR.**  
Assistant Secretary for Biodiversity  
And Director, BMB