



Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines

TERMS OF REFERENCE

DOCUMENTER

A. Background

The Department of Environment and Natural Resources – Biodiversity Management Bureau (DENR-BMB) with support from the United Nations Development Program (UNDP) is implementing a six-year project, *Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines (ABS Project)*. It aims to strengthen the implementation of the Nagoya Protocol (NP) in the Philippines through strengthening the national Access and Benefit Sharing (ABS) framework (Component 1), building national and local capacities (Component 2), and developing critical experience in ABS agreements (Component 3). The project seeks to increase economic opportunity and biodiversity conservation for local communities and indigenous peoples stemming from fair and equitable sharing of biodiversity benefits. Further, the project will develop bio-products from local genetic resources of Banaba (*Lagerstroemia speciosa*) in Region 3 and Pili (*Canarium ovatum* and *Canarium luzonicum*) in Region 5.

A key outcome under Component 3 is the negotiation of at least one ABS agreement. An ABS agreement compliant with the *Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization* is one that secured Free, Prior and Informed Consent (FPIC) and Prior Informed Consent (PIC) from the providers such as Indigenous People/ Indigenous Cultural Communities and Local Communities (IPLCs); and negotiated a Mutually Agreed Terms (MAT) that provides for the fair and equitable sharing of both monetary and non-monetary benefits for the use of the genetic resources and its associated traditional/indigenous knowledge. ABS agreements are seen as unique opportunities for enterprises and industries to participate directly in inclusive development.

As such, the project will support the conduct of Free Prior Informed Consent (FPIC) and Site-selection Consultations with Indigenous Peoples for the ABS Project and Businesspeople, Inc. in Region 3 which are vital processes toward securing F/PIC from the concerned partner IPLCs in the selected project sites and in the overall project implementation.

Results from this activity will directly support the Project in achieving Project Results Indicator 2 (Area of landscapes under improved practices); Indicator 4 (ABS Agreement Negotiated); Indicator 5 (Mechanism for national implementation of ABS improved); Indicator 10 (Biodiversity management plan for in-situ conservation and management of biological resources integrated into pilot agreement). It will also contribute to realizing specific Project Output 3.3 (Negotiate and implement ABS agreement modeling FPIC and PIC processes), Output 1.2 (Clear procedure, protocols and guidelines for bioprospecting, research and development), Output 2.3 (Best practices and lessons of ABS documented and disseminated) and Output 3.4 (In-situ conservation measures to ensure the security of the concerned genetic resources are integrated into the negotiated MAT).

B. OBJECTIVES

The activity will be conducted to achieve the following objectives:

- a. Provide detailed information about the Access and Benefit-Sharing (ABS) Project, particularly on the specific activities under each component;
- b. Provide a platform for concerned users of banaba genetic resources to present their main objectives in accessing the genetic resources and for concerned IPs to raise their issues and concerns;
- c. Negotiate the terms of the FPIC Memorandum of Agreement/ ABS Agreement;
- d. Seek resolution from the IPs for the ABS Project and ABS agreements;
- e. Assess the readiness of the new communities to be selected as additional project sites; and
- f. Capture the immediate gender needs and concerns of the communities, especially women and youth on their involvement in the project activities including their insights into how they may be involved for consideration during implementation

C. Scope of Work, Detailed Tasks, and/or Expected Outputs

Scope of Work: The Documenter will provide documentation services in the conduct of the Free Prior Informed Consent (FPIC), particularly the Consensus building/Decision making, and Site-selection Consultations with Indigenous Peoples for the ABS Project and Businesspeople, Inc. in Region 3.

Specifically, the following tasks and expected outputs during the said activities should be done:

1. Document the conduct of the community consultations, meetings, workshops (i.e., presentations and discussions, responses, and agreements, among others), and outputs taking into account the NCIP AO 3 series of 2012 and sec 35 IPRA, as appropriate.
2. Select and provide captions for 10 high-resolution photos taken during the activities (per activity and site).
3. Finalize and package the overall proceedings of the activities based on the comments and suggestions of PMU, DENR-BMB, and UNDP.

4. Work closely with the Enterprise Development Specialist and Environmental and Social Safeguards Consultant in capturing the proceedings and input in the different activities.
5. Turn over all the recordings and raw files of the photographs, minutes of the meetings, recordings, and attendance sheets (saved in Google Drive).

Schedule of Activities:

Activity	Date	Venue
Free Prior Informed Consent (FPIC), particularly the Consensus building/Decision making, and Site-selection Consultations with Indigenous Peoples for the ABS Project and Businesspeople, Inc. in Region 3	Day 1	Bucao and Calib-ungan Tribal Community, Brgy. Porac, Botolan, Zambales
	Day 2	Ayta Abellen in Maporac, New San Juan, Cabangan, Zambales
	Day 3	Ayta Magbukun in Sitio Kanawan, Barangay Biniritan, Morong, Bataan
	Day 4	Ayta Community in San Marcelino, Zambales
	Day 5	Ayta Community in San Marcelino, Zambales

D. Deliverables

1. The final package of the overall proceeding of the activities conducted in the selected sites.
2. Consolidated documentation (including next steps and agreements) of all the meetings, workshops, and consultation activities.
3. Google Drive link containing raw files of photos, recordings, transcriptions, etc.

E. Minimum Qualification Requirements

1. Must have demonstrated experience in writing, editing, and documentation of consultations, meetings, workshops, or conferences.
2. Must have experience documenting interviews and focus group discussions among Indigenous Peoples and Local Communities; and
3. Fluent in speaking and writing in Filipino and English.

F. Budget and Reporting Schedule

A lump sum payment of **PHP 50,000** to cover preparation work, attendance to the activities, submission of proceedings, and packaging of the documentation report. The payment to the Documenter is after the activities and after the submission and acceptance of the expected outputs. Processing of payment will be done via DENR-BMB processing and direct payment will be made by UNDP-Philippines.

Expenses incurred by the Documenter such as land transportation, food, and hotel accommodation for the duration of the activities shall be charged against the ABS Project, subject to usual accounting rules and regulations.

Scope of Deliverable	Activities	Timeline
Attendance to the activities	Free Prior Informed Consent (FPIC), particularly the Consensus building/Decision making, and Site-selection Consultations with Indigenous Peoples for the ABS Project and Businesspeople, Inc. in Region 3	5 working days
Submission and acceptance of full documentation report from the different activities	Submission of First Draft	10 working days after the last day of the activities
	Submission of Second Draft	3 working days after the provision of PMU comments to the First Draft
	Submission of Final Documentation Report, including turnover of raw files (photographs, minutes of the meetings, recordings, and attendance sheet etc.)	2 working days after PMU approval of the Second Draft
	Total Php 50,000	

Interested applicants should submit the following to the undersigned on or before

Jan. 23, 2025.

1. Letter of Intent
2. Curriculum Vitae which includes the following:
 - a. Educational background
 - b. Relevant work experiences

3. At least two (2) sample documentation works in electronic copy
4. Fully accomplished Personal Data Sheet (PDS) with a recent passport-size picture (CS-Form No. 212, revised 2017) which can be downloaded at www.csc.gov.ph
5. Clear copy of Diploma/ Transcript of Records (TOR)
6. BIR Registration (for issuance of BIR Service/Sales Invoice)

Approved by:



MARCIAL C. AMARO, JR.

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and Concurrent Director, BMB

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