



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

TERMS OF REFERENCE

PROCUREMENT OF A VIDEO DOCUMENTER WORLD WILDLIFE DAY 2025

A. Background

The Department of Environment and Natural Resources – Biodiversity Management Bureau (DENR-BMB), with support from the United Nations Development Programme (UNDP) and funding grant from the Global Environment Facility (GEF), is implementing a six-year project titled, *Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines (ABS Project)*.

The ABS Project is structured for the collaborative involvement of diverse stakeholders, encompassing government agencies, the private sector, academic institutions, Indigenous Peoples, and Local Communities (IPLCs), among others. To solidify the commitment of these partners to the project's effective execution, Memorandums of Agreement (MOAs) will be executed. Additionally, ABS agreements, which delineate the terms of access to and usage of genetic resources and the equitable benefit-sharing between users (like researchers, universities, and industries) and providers (namely IPLCs) of these resources, will be endorsed with the support of the ABS Project.

In line with this, the United Nations General Assembly declared 3 March, the day of signing of the Convention, as World Wildlife Day (WWD). All Parties, including DENR-BMB, are called upon to observe the annual celebration of the World Wildlife Day to raise awareness of the world's wild fauna and flora and recognize the intrinsic value and innumerable contributions to sustainable development and human well-being.

This year's WWD celebration will focus on sustainable finance for wildlife conservation. With the theme **“Wildlife Conservation Finance: Investing in People and Planet”**, the celebration aims to raise awareness on the existing successes and potential solutions for financing the long-term conservation of wild animals and plants. There will also be a Ceremonial Signing of the MOA between DENR and the National

Commission on Indigenous Peoples (NCIP), and a Ceremonial Signing of the ABS Agreement between Businesspeople Inc., MAO-CADT, and NCIP Region 3.

The result of this engagement will directly support the Project in achieving Project Results Indicator 8 (Gender-responsive and culture-sensitive CEPA plan); and will directly contribute to realizing Project Output 2.1 (Awareness campaign targeted to different ABS stakeholders).

B. Objective and Scope of Work

The project seeks to engage the services of an individual or firm to document World Wildlife Day 2025 and highlight the Ceremonial Signing of the Memorandum of Agreement (MOA) between DENR and NCIP, and the Ceremonial Signing of the ABS Agreement among Businesspeople Inc., MAO-CADT, and NCIP Region 3 through video. This strategic initiative is aimed at producing video documentation, including a same-day edited video, to serve as one of the knowledge products for the project.

The scope of work outlined in this Terms of Reference surpasses the optimum in-house capability of the procuring entity. It aligns with the Government's policy not to compete with the private sector, as outlined in Item 2 of Annex "B" of the 2016 Implementing Rules and Regulation of Republic Act (RA) 9184.

C. Detailed Tasks

The video documenting individual or firm will closely collaborate with the ABS Project Management Unit, particularly with the Communications Officer, and is responsible for delivering the following:

- Document the World Wildlife Day 2025 through video.
- Produce a high-definition 3-5 minute Same-Day-Edit (SDE) video.
- Produce a finalized 5-minute video highlights complete with Filipino and English subtitles, and appropriate open-source background music.
- Produce a video highlighting the Ceremonial Signing of the MOA among DENR and NCIP, and the Ceremonial Signing of the ABS Agreement among Businesspeople Inc., MAO-CADT, and NCIP Region 3.
- Finalize and package the videos complete with Filipino and English subtitles, ensuring they are ready for use and sharing.

D. Deliverables

The deliverables for this engagement are:

- One (1) high-definition 3-5 minute SDE to be presented during the same event.

- One (1) finalized 5-minute video highlights of the event complete with Filipino and English subtitles.
- One (1) finalized video highlighting the Ceremonial Signing of the MOA among DENR and NCIP, and the Ceremonial Signing of the ABS Agreement among Businesspeople Inc., and MAO-CADT, and NCIP Region 3 with WWD 2025 snippets.
- The final package should be in a physical storage device (USB or hard drive) containing all raw video files of the deliverables, compatible with electronic production, and ready for use and sharing.

Note: DENR-BMB retains full rights to all materials (including RAW files) of this production.

E. Minimum Qualification Requirements

The video documenter if team/firm should have the following qualifications:

- Has a team of experienced videographers who are proficient in using videography equipment, including DSLR cameras, drones, lighting gear, microphones, and editing softwares.
- Has at least 3 years of experience in producing audiovisual presentations and animated video explainers with preference given to those who have produced videos on biodiversity for government or non-government organizations; and
- Has at least 3 sample high quality audiovisual presentations and animated video explainers produced for government agencies, non-government and academic institutions involved in the biodiversity/natural resources/economic/social and development sectors;

The video documenter if individual should have the following qualifications:

- A minimum of 3 years of professional videography experience with government agencies, non-government organizations, international organizations, and corporate institutions.
- At least 3 years of proficiency in using videography equipment, including DSLR cameras, drones, lighting gear, microphones, and editing software.
- An impressive portfolio showcasing a broad range of videography skills. This should include examples of both indoor and outdoor shoots across various types of work such as portraits, events, and documentaries.
- At least 3 examples of SDE videos produced for government agencies, non-government organizations, and corporate institutions. Preference will be given to those with experience in the biodiversity, natural resources, economic, social, and development sectors.
- A Bachelor's degree in Visual Journalism, Photography, Film, Multimedia Arts, Fine Arts, or any related field would be an advantage.

F. Budget, Reporting and Payment Schedule

The nature of this engagement is output-based. The video documenter firm or individual is required to be present at the event venues. There's no requirement for regular reporting or office presence during the contract period. However, the documenter may be called upon to attend meetings and provide progress updates as needed.

A total payment of **Php 50,000** will cover preparation work, equipment, software, hardware storage device, and professional fees. The documenter's payment will be issued following the submission and acceptance of the expected outputs. The DENR-BMB will handle the processing of payments, while the UNDP Philippines will make the direct payments.

G. Payment Schedule

Scope of Activities	Deliverables	Timeline
Documentation of the whole day events through video	Take video highlights of WWD 2025 Produce and present the 3-5 minute SDE video	1 day
Submission and acceptance of the following: <ul style="list-style-type: none"> Finalized 5-minute video highlights complete with subtitles (English & Filipino) The final package should include raw video files of the deliverables, compatible with electronic 	Submit first draft of the 5-minute video highlights complete with subtitles, and video highlighting the signing of the MOA with WWD 2025 snippets.	5 working days
	Submission of Second Draft	3 working days after the provision of PMU

production, and ready for use.		comments to the first draft
	Submission of a physical storage device (USB or hard drive) containing the final 5-minute video highlights complete with subtitles, and final video highlighting the signing of the MOA with WWD 2025 snippets.	2 working days after PMU approval of the Second Draft
Total	Php 50,000	10 working days spread across 3 months

H. Documentary Requirements

Interested applicants should submit to the undersigned the following:

1. Letter of Intent;
2. Company Profile with team profile and projects completed if firm, or Curriculum Vitae, including educational background, and relevant work experiences if individual.
3. Portfolio containing at least three (3) sample Same-Day-Edit (SDE) videos and event photo coverages.
4. A fully accomplished Personal Data Sheet (PDS) of the individual or team leader with a recent passport-sized picture (CS-Form No. 212, revised 2017), which can be downloaded from www.csc.gov.ph.
5. A clear copy of your Diploma or Transcript of Records (TOR).

Please send application not later than 19 FEB 2025 to:

Approved by:



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