



**REQUEST FOR EXPRESSION OF INTEREST  
No. 2025-014**

**HIRING OF FACILITATOR FOR THE CY 2025 MID YEAR ASSESSMENT AND PLANNING  
WORKSHOP UNDER THE DENR-UNDP/GEF PROJECT ON "INTEGRATED APPROACH IN  
MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES"**

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to Procurement the Services of a Facilitator who will assist in the preparations, actual and post-activities of the Biodiversity (BD) Corridor Project's FOR CY 2025 Mid-Year Assessment and Planning Workshop.

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

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Facilitator	May 25-31, 2025	P120,000.00 (Inclusive of tax)

The documents for submission are:

1. Letter of Intent;
2. Curriculum Vitae to include the following:
  - a) Educational Background;
  - b) Work experience, particularly in facilitation; and,
3. Proof or certificates of proven engagements (at least 2 workshops/seminar);
4. At least with a bachelor's degree in education, social work, natural resource management psychology, or any other related fields;
5. Has at least three years' experience in facilitating multi-stakeholder workshops, trainings, seminars, etc.;
6. Proficient in Filipino and English Languages.
7. PHILGEPS Certificate of Registration;
8. BIR Certificate of Registration;
9. Omnibus Sworn Statement; and;
10. Income Tax Return.

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. 9246031 local 207 and 8925-8948. Interested applicants must submit the documents on or before 5:00pm, \_\_\_\_\_ to:

APR 28 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 207 and 8925-8948

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**

### **HIRING OF FACILITATOR FOR THE CY 2025 MIDYEAR ASSESSMENT AND PLANNING WORKSHOP UNDER THE DENR-UNDP/GEF PROJECT ON “INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES”**

**Date :** May 25 to 31, 2025 (inclusive of travel time)  
**Approved Budget Cost :** Php 120,000.00 (80 man-hours @ Php 1,500.00/hour)

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#### **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 Project. 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                                                                                          |
| Component 4 | Knowledge management, gender mainstreaming, learning, monitoring and evaluation                                                                                                                                   |

To address the issues and challenges in the implementation of the BD Corridor Project, it is important to conduct the Midyear Assessment for CY 2025 and the Planning Workshop for the 2nd semester of 2025. The workshop provides a platform for project management units to present and discuss their accomplishments in relation to the 2025 Annual Work Plan (AWP) and assess progress toward project targets outlined in the Project Results Framework. It also aims to review and refine sub-activities in the 2025 AWP in response to emerging developments affecting the delivery of major project outputs. Additionally, the workshop will reassess the Multi-Year Work Plan (MYWP) to ensure that project activities align with the remaining budget. Furthermore, it will serve as a forum for addressing challenges and facilitating knowledge exchange among PMUs, consultants, DENR-FASPS, and UNDP, enabling the sharing of project data, best practices, innovations, and lessons learned.

The following are the objectives of said activity:

1. Assess the performance of the Project as of 15 May 2025 vis-à-vis the Project Results Framework;
2. Discuss issues and concerns in the implementation of the Project;
3. Recalibrate the Project’s acceleration strategies with clear timeline to achieve end-of-project targets;

4. Update the status of management responses (key actions) to the findings in the Midterm Review; and
5. Revise the 2025 AWP and the MYWP with detailed activities and corresponding budgetary requirements for each component and output.

To ensure smooth program flow and achievement of the above objectives, a Facilitator will be engaged for this undertaking.

## **II. Scope of Work**

The Facilitator shall undertake the following activities:

1. Pre-Workshop Activity (20 hours)
  - Attend meetings to discuss preparations for the CY 2025 Midyear Assessment and Planning Workshop
  - Provide recommendations on the enhancement of the workshop or activity design/programme of activities
2. Actual Activity (50 hours)
  - Facilitate and moderate the Program, presentations, workshop groups, plenary presentations, Q&As/ open forums, and synthesis;
  - Provide expert advice/guidance to substantiate the discussions;
  - Summarize key discussion points; and
  - Participate in daily debriefings (pre and post).
3. Post-Workshop Activity (10 hours)
  - Prepare and submit a summary report on the highlights of the assessment and planning workshop which covers major discussions and key agreements during the plenary sessions of the planning workshop 5 days after the activity
  - Review and provide inputs and comments on the Year End Assessment and Planning Workshop Documentation Report, particularly inputs in the plenary presentations and discussions; and
  - Attend post workshop meetings.

## **III. A. Documentary Requirements**

1. Letter of Intent
2. Curriculum Vitae which includes: (a) Educational Background; and (b) Work Experience, particularly in facilitation
3. At least proof or certificates of proven engagements (at least 2 workshops/seminars)

### **B. Qualifications and Requirements**

1. At least with a bachelor's degree in education, social work, natural resource management psychology, or any other related fields
2. Has at least three years' experience in facilitating multi-stakeholder workshops, trainings, seminars, etc
3. Proficient in Filipino and English Languages

## **IV. Institutional Arrangement**

The Facilitator shall be contracted by BMB and shall work closely with the BD Corridor Project-National Project Management Unit (NPMU) in the pre, actual, and post activities of the CY 2025 Midyear Assessment and Planning Workshop.

## V. Expected Outputs and Deliverables


The approved budget for this engagement is Php 120,000.00. Payment shall be made in accordance with the following deliverables:

Deliverables/Outputs	Target dates	Percent	Review and Approval Required
1. Facilitator's report on the conduct of the CY 2025 Midyear Assessment and Planning Workshop to include a summary of the highlights of the workshop which covers major discussions and key agreements during the plenary sessions of the planning workshop	Within 5 days after the completion of the CY 2025 Midyear Assessment and Planning Workshop	90%	Acceptance and approval by the National Project Manager, BD Corridor Project and Director, BMB
2. Facilitator's comments and inputs on the Workshop Documentation Report	Within 10 days after the submission of the Documenter of the Workshop Documentation Report	10%	Acceptance and approval by the National Project Manager, BD Corridor Project and Director, BMB

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

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

Approved by:

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