



Republic of the Philippines  
Department of Environment and Natural Resources  
**BIODIVERSITY MANAGEMENT BUREAU**

Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, 1100 Quezon City  
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**REQUEST FOR EXPRESSION OF INTEREST**  
**No. 2025-012**

**PROCUREMENT OF SUBJECT MATTER EXPERT FOR SYLLABUS TOPIC ON ANCESTRAL  
DOMAIN AND INDIGENOUS PEOPLE 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 Subject Matter Expert for Syllabus Topic on Ancestral Domain and Indigenous People for the DENR-UNDP/GEF Project on "Integrated Approach of Major Biodiversity Corridors in the Philippines"

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>
Individual Consultant	Eight (8) months	P120,000.00 (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 verifications that will support qualifications reflected in the TOR (sample of works, technical reports, others);
4. PhilGEPS Certificate of Registration;
5. BIR Certificate of Registration;
6. Income Tax Return; 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:

**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. TASTAG**

Chairperson, Bids and Awards Committee



UNITED NATIONS DECADE ON  
**ECOSYSTEM  
RESTORATION**  
2021-2030

## TERMS OF REFERENCE

### **PROCUREMENT OF SUBJECT MATTER EXPERT FOR SYLLABUS TOPIC ON ANCESTRAL DOMAIN AND INDIGENOUS PEOPLE FOR THE DENR-UNDP/GEF PROJECT ON INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES OR BD CORRIDOR PROJECT**

#### **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 (4) 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.

The sustainability and dissemination of innovations within protected areas (PAs), Ancestral Domains, local government units (LGUs), and other implementing entities hinge significantly on the capacity of LGUs and regional offices of National Government Agencies (R/NGAs) to incorporate project learnings and strategies in their core plans and programs. Consequently, capacity-building programs are essential for LGUs and other stakeholders, ensuring their awareness of recent developments and policies in environmental protection and biodiversity conservation for seamless integration into the Comprehensive Land Use Plan (CLUP).

The Department of Human Settlements and Urban Development (DHSUD), through the Environmental, Land Use and Urban Planning and Development Bureau (ELUPDB) has requested assistance from the Project to update selected Syllabus Topics. These topics include:

- A. Integrated Ecosystem Management (IEM);
- B. Integrating Forest Land Use into the CLUP;
- C. Biodiversity;
- D. Ancestral Domain and Indigenous People;
- E. Green Growth;
- F. Sustainable Land Management (SLM); and
- G. Gender Sensitivity and Responsiveness.

These modules have been used in training sessions for the preparation of CLUPs and Zoning Ordinances (ZOs) of LGUs. However, since its roll-out in 2015, these syllabus

topics have not undergone updates. Therefore, it is imperative to include new developments and policies to enhance their relevance and effectiveness.

## **II. Objective**

The objective of hiring a Subject Matter Expert is to comprehensively review and enhance the existing Syllabus Topic on **Ancestral Domain and Indigenous People**, initially developed by the Housing and Land Use Regulatory Board (HLURB), now DHSUD, in 2015. The enhanced module shall be utilized in the capacity development of partners and stakeholders at the national, local, and corridor levels, aiming to provide up-to-date knowledge and strategies for effective environmental planning and management.

## **III. Scope of Work**

The scope of work outlined in this Terms of Reference (TOR) 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 includes:

1. Conducting desk research on current developments and practices in **Ancestral Domain and Indigenous People (ADIP)**;
2. Reviewing the existing Syllabus Topic on **Ancestral Domain and Indigenous People** developed by DHSUD;
3. Updating and enhancing the Syllabus Topic using DHSUD's format and incorporating the biodiversity corridor approach, as appropriate;
4. Presenting the updated Syllabus Topic for peer review and revising it based on inputs, recommendations, and post-training evaluations;
5. Developing training materials, including but not limited to presentations, videos, and workshop templates;
6. Serving as Resource Person and Facilitator on the Syllabus Topic during the actual training;
7. Prepare a comprehensive training report on the Syllabus Topic, inclusive of feedback from the participants; and
8. Performing other related tasks as may be assigned by the BD Corridor National Project Director and the National Project Manager.

## **IV. Expected Deliverables**

1. 1st Draft of Syllabus Topic
2. 2nd Draft of Syllabus Topic
3. Delivery of Syllabus Topic during Training
4. 3rd and final Draft of Syllabus Topic

## **V. Qualifications and Requirements**

1. Bachelor's Degree in environment and natural resource management, social science and other related fields, Masteral Degree is an advantage;
2. At least three (3) years of experience in conducting capacity building related to the assigned topic;

3. At least three (3) years of experience collaborating with LGUs, Indigenous Peoples (IP) groups, and other agencies or institutions like NCIP, DENR, DA, DTI, and CSO/NGO;
4. Submission of sample works directly aligned with the scope of work outlined in the TOR.

## VI. Timetable

The Subject Matter Expert shall work with BD Corridor National Project Management Unit (NPMU), Biodiversity Management Bureau Biodiversity Policy and Knowledge Management Division (BMB-BPKMD), and DHSUD ELUPDB for eight (8) months.

DELIVERABLE	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1st Draft of Syllabus								
2 <sup>nd</sup> Draft of Syllabus								
Delivery of Syllabus during consultations								
3rd and Final Draft of Syllabus								

## VII. Contract Price and Schedule of Payment

The approved contract budget is **PhP 120,000.00**

Payment Tranche	Percentage	Budget Breakdown (Php)	Due Date	Schedules
1st Draft of Syllabus	15 %	18,000.00	30 days after issuance of Notice to Proceed	After signing of contract and submission and acceptance of 1st Draft of Syllabus
2 <sup>nd</sup> Draft of Syllabus	30 %	36,000.00	60 days after acceptance of the 1st draft of syllabus	After submission and acceptance of 2nd Draft of the Syllabus
Delivery of Syllabus during consultations	30 %	36,000.00	60 days after acceptance of the 2nd draft of syllabus	After delivery of the Syllabus during consultations, and training report
3rd and Final Draft of Syllabus	25%	30,000.00	90 days after delivery of the Syllabus during consultations, and training report	Upon submission and acceptance of 3rd and Final Draft of Syllabus
<b>TOTAL</b>	<b>100%</b>	<b>120,000.00</b>		



## **VIII. Management and Reporting Arrangements**

The Subject Matter Expert shall be contracted by the BD Corridor Project through the DENR– BMB and shall be under the direct supervision of the BD Corridor National Project Manager, in close coordination with the BMB–BPKMD.

## **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 concurrent Director, BMB