

TERMS OF REFERENCE

HIRING OF PROJECT STAFF TO PERFORM COORDINATION/FACILITATION TASKS FOR THE ABS PROJECT AT THE NATIONAL COMMISSION ON INDIGENOUS PEOPLES (NCIP) FOR THE “IMPLEMENTING THE NATIONAL FRAMEWORK IN ACCESS AND BENEFIT SHARING OF GENETIC AND ASSOCIATED TRADITIONAL KNOWLEDGE IN THE PHILIPPINES” OR ABS PROJECT

Six (6) months

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 “**Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines**” or **ABS Project**. The Project aims to strengthen the implementation of the Nagoya Protocol in the Philippines by strengthening the national Access and Benefit Sharing (ABS) framework, building national and local capacities, and developing critical experience in ABS agreements.

This Project has three components, namely:

- Component 1: Strengthening the national framework for implementing ABS in accordance with the Nagoya Protocol;
- Component 2: Awareness raising and capacity building for implementation of the national ABS framework; and
- Component 3: Demonstrating benefit-sharing agreements.

In all of these components, the role of the NCIP is vital particularly in achieving the project mandatory indicators and outputs of the project. In parallel, these project indicators and outputs also complement the NCIP 11 building blocks, as shown below.

Project Indicators and Outputs	NCIP Building Blocks
Component 1: Strengthening ABS framework (Indicator 1, 3, 5, 6, 7, 8, 9, 10) <ul style="list-style-type: none">• Output 1.1 : Joint Revised DAO on ABS• Output 1.2 : Inter-agency protocols on ABS• Output 1.2 : NCIP General Guidelines on Community Protocol• Output 1.3 : TK Database/IKSP Registry, Inter-operable database, linked with ABS Clearinghouse• Output 1.4: Access and Benefit-Sharing national roadmap developed	<ul style="list-style-type: none">• Building Block 5: ADSDPP Formulation• Building Block 7: Institutionalization of CP: FPIC & EPR• Building Block 9 :Efficient & Enhanced MOA/MOU/MOC Formulation
Component 2: ABS Awareness-raising and capacity-building (Indicator 7, 8) <ul style="list-style-type: none">• Output 2.1: Awareness raising campaign implemented targeted to different ABS	<ul style="list-style-type: none">• Building Block 5: ADSDPP Formulation• Building Block 6: IP Wealth Management-CRMDP Formulation

<p>stakeholders (user, providers, research institutions, etc.)</p> <ul style="list-style-type: none"> • Output 2.2: Integrated training program and other capacity-building measures for staff of relevant ABS agencies and stakeholders undertaken • Output 2.3: Best practices and lessons of ABS documented and disseminated and traditional knowledge of IPLC cataloged and made accessible to all stakeholders. 	<ul style="list-style-type: none"> • Building Block 9 :Efficient & Enhanced MOA/MOU/MOC Formulation • Building Block 10: Socio-Economic Activities with IP Cooperatives
<p>Component 3: Demonstration of ABS agreements (Indicator 1, 2, 4, 5, 9, 10, 11)</p> <ul style="list-style-type: none"> • Output 3.1: Research and development conducted for identified species (Pili and Banaba) • Output 3.2: Strategic roadmap developed for the identification and creation of benefits based on genetic resource development • Output 3.3: Negotiated and implemented ABS agreement modeling FPIC and PIC processes • Output 3.4: In-situ conservation measures to ensure the security of the concerned genetic resources are integrated into the negotiated MAT. 	<ul style="list-style-type: none"> • Building Block 2: Registration & Accreditation of IPO • Building Block 5: ADSDPP Formulation • Building Block 6: IP Wealth Management- CRMDP Formulation • Building Block 7:Institutionalization of CP: FPIC & EPR • Building Block 9 :Efficient & Enhanced MOA/MOU/MOC Formulation • Building Block 10: Socio-Economic Activities with IP Cooperatives

In the interest of facilitating and coordinating the accomplishment of these deliverables and the identified outputs and in accordance with recommendations from the Project Management Team Review, there is a need to contract a Project Staff that will serve as the Project Technical Officer to facilitate the engagement of various offices within the NCIP, including the Commission En Banc and its respective offices, and coordination with partner Indigenous Peoples/Indigenous Cultural Communities (IP/ICCs) of the project.

This Project Technical Officer will directly reporting to the Foreign-Assisted Projects and International Relations Office (FAPIRO) and will also perform other tasks that may be assigned by the Director of the said Office, relevant to the accomplishment of ABS Project deliverables.

II. Objectives

The engagement of a Project Technical Officer is necessary to hasten the coordination and facilitation work of all documents and communications and foster tighter coordination and integration of ABS Project activities with the activities of the NCIP's various Offices that will contribute to the realization of the various outputs and deliverables of the ABS Project components identified in part I above.

III. Scope of Work and Detailed Tasks

The Project Technical Officer will work with the ABS Project Management Unit (PMU) and in consultation with NCIP FAPIRO and other relevant NCIP Offices. The detailed tasks include but are not limited to the following:

1. Coordinate with the various Offices of NCIP, including the Office of the Chairperson of the Commission, and the Commission En Banc and the individual Commissioners, and project partner IP/ICCs to ensure that the ABS Project deliverables and outputs requiring involvement or interventions of NCIP are accomplished in a timely manner;
2. Act as a liaison between the NCIP and DENR-BMB ABS Project to facilitate the implementation of certain ABS Project activities related to the engagement of Indigenous Peoples;
3. Provide technical inputs, as may be necessary to address concerns of the various NCIP Offices in relation to the decision-making and/or approval of certain ABS Project components' outputs and deliverables;
4. Assist the ABS PMU in logistical and administrative arrangement in the implementation of project activities where NCIP is involved;
5. Identify, suggest, and/or initiate, as necessary, activities to enhance and increase NCIP's support and collaboration in realizing the Project outputs and deliverables.
6. Assist and/or facilitate adherence of project-related activities to the UNDP Social and Environmental Standards (SES), particularly with the implementation and monitoring of the Environmental and Social Management Framework (ESMF), Indigenous Peoples Planning Framework (IPPF), and Indigenous Peoples Plan (IPP), through constant coordination with the project Environmental and Social Safeguards Specialist and Stakeholder Engagement and Gender Specialist; and
7. Perform other tasks, as may be necessary, relevant to meeting project outputs and deliverables as instructed by the ABS Project, including the NCIP FAPIRO.

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

IV. Deliverables

1. Monthly work plan to be undertaken in pursuit of the deliverable under the TOR.
2. Regular monthly reports of activities undertaken in pursuit of this TOR;
3. Google Drive link containing raw files of photos, recordings, minutes of the meeting, transcriptions, etc.

V. Minimum Qualification and Requirements

1. A bachelor's degree in natural resources management, social sciences or public administration or any related course;
2. At least two (2) years of experience working inside an office setting engaging with various offices and preparing analytical reports upon instruction
3. Must have demonstrated experience in documenting consultations, workshops, meetings, or conferences;
4. Excellent in written English and technical writing; and
5. Membership in a particular indigenous peoples' community is an advantage.

III. Timetable

The Project Technical Officer will be hired for six (6) months, renewable, until the end of the project, and upon satisfactory performance. The six-month period will commence upon the signing of the contract.

IV. Monthly Salary

The approved budget for this service is equivalent to **PHP 35,000/month and benefits, plus 5% monthly premium**, for all the work that will need to be done under the TOR. Processing of payment will be done through DENR-BMB through ABS Project and direct payment will be made by UNDP Philippines.

Travel expenses to be incurred by the project staff in the performance of duties under this TOR such as transportation, food, and accommodation for the duration of the contract area are charged against the ABS Project, subject to usual government accounting rules and regulations.

The payment to the project staff is on a monthly basis and upon the submission and approval of the monthly accomplishment report.

VI. Management and Reporting Arrangements

The Project Staff shall be contracted by the DENR- Biodiversity Management Bureau and shall be under the direct supervision of the ABS Project Management Unit, in close coordination with the BMB-Wildlife Resources Division.

VII. Documentary Requirements

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

May 27, 2025:

1. Letter of Intent;
2. Curriculum Vitae that highlights the qualifications and professional requirements mentioned in Section V above;
3. At least two (2) samples of completed work related to writing and preparing narrative reports, and the like;
4. At least two (2) sample documentation works in electronic copy;
5. 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;

6. Clear copy of Diploma/ TOR;
7. Notarized Omnibus Sworn Statement; and

Approved:



MARCIAL C. AMARO, JR.

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