

## TERMS OF REFERENCE

<b>Project</b>	DENR/GEF Project "Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines"		
<b>Source</b>	UNDP GEF	<b>Monthly Rate</b>	PHP 200,000.00 monthly
<b>Position</b>	National Project Manager	<b>Duration</b>	Until End of Project (July 2027)

### I. Background

The Department of Environment and Natural Resources (DENR) – Biodiversity Management Bureau, and, with support from the United Nations Development Program (UNDP), will be implementing a project entitled "Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines", otherwise known as the ABS Project. Approved by the Global Environment Facility (GEF) last September 3, 2021.

The ABS Project is a six-year project with funding grant from the UNEP Global Environment Facility, with a total funding of USD4,384,000. The project aims to strengthen the implementation of the Nagoya Protocol (NP) 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. The project seeks to increase economic opportunity and biodiversity conservation for local communities and indigenous peoples in the Philippines stemming from fair and equitable sharing of biodiversity benefits through three main components: (1) Strengthening the national framework for implementing ABS in accordance with the Nagoya Protocol; (2) : Awareness raising and capacity building for implementation of the national ABS framework: A nation-wide information dissemination, education and public awareness campaign on ABS and its related policies and procedures will be undertaken under this component; and, (3) Demonstrating benefit-sharing agreements : Under this component, a key outcome is to facilitate the negotiation of at least one ABS agreement. The project will support the design and review of ABS agreements so that they are in line with the national ABS framework in accordance with the Nagoya Protocol.

Through these components, the project seeks to increase economic opportunity and biodiversity conservation for local communities and indigenous peoples in the Philippines stemming from fair and equitable sharing of biodiversity benefits thereby contributing to the following impacts: (1) increased wealth creation through safeguarding Philippines' biological resources and its genetic diversity from unfair exploitation; (2) recognition, Respect, Protection and Promotion of Customary Law and Indigenous Knowledge and Practices System on access to genetic resources; and (3) improved management and sustainable use of genetic resources and biodiversity. Further, the project will develop at least 2 bio-products from local genetic resources of Pili tree (*Canarium ovatum* and *Canarium luzonicum*) in Region 5 and Banaba (*Lagerstroemia speciosa*) in Region 3.

As part of the pre-implementation activities of the Project, the DENR-BMB with support from UNDP intends to hire a National Project Manager to part of the National Project Management Unit (NPMU) lodged at BMB.



## **II. Scope of Work:**

The National Project Manager will be responsible for overall management and administration of the Project under the guidance of the National Project Director. S/he will serve as the Project Board Secretary. His/her key responsibilities will include: (i) with the Policy Specialist, lead and manage dialogues among government agency partners on policies, institutional arrangements, national coordination mechanism and administrative and financial related systems and procedures; (ii) provide over-all guidance on Project approach, strategies and interventions at the site-level; (iii) ensure mainstreaming of ABS-related policies, capacity-building, lessons learned, good practices and knowledge management in key agency programs; (iv) leading implementation of feedback mechanisms among IP divisions/units, Project Board and TWG members and Project partners; and (v) provide oversight for SESP risk management, gender mainstreaming, stakeholder engagement processes and, consolidation and monitoring of results indicators both at the national and site levels.

## **III. Detailed duties and responsibilities**

- Manage the overall **conduct** of the project.
- Plan the activities of the project and monitor progress against the approved workplan.
- Execute activities by managing personnel, goods and services, training and low-value grants, including drafting terms of reference and work specifications, and overseeing all contractors' work.
- Monitor events as determined in the project monitoring plan, and update the plan as required.
- Provide support for completion of assessments required by UNDP, spot checks and audits.
- Manage requests for the provision of UNDP financial resources through funding advances, direct payments or reimbursement using the FACE form.
- Monitor financial resources and accounting to ensure the accuracy and reliability of financial reports.
- Monitor progress, manage plan deviations and implement corrections when needed within project board-agreed limits to achieve results.
- Thoroughly review project outputs, including deliverables of consultants to ensure quality and compliance to approved TORs.
- Ensure that changes are controlled, and problems addressed.
- Perform regular progress reporting to the project board as agreed with the board, including measures to address challenges and opportunities.
- Prepare and submit financial reports to UNDP on a quarterly basis.
- Manage and monitor the project risks – including social and environmental risks - initially identified and submit new risks to the Project Board for consideration and decision on possible actions if required; update the status of these risks by maintaining the project risks log;
- Capture lessons learned during project implementation.
- Prepare revisions to the multi-year workplan, as needed, as well as annual and quarterly plans if required.
- Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR.
- Prepare the GEF PIR;
- Assess major and minor amendments to the project within the parameters set by UNDP-GEF;

- Monitor implementation plans including the gender action plan, stakeholder engagement plan, indigenous peoples, and environmental and social management framework;
- Monitor and track progress against the GEF Core indicators.
- Support the Terminal Evaluation process.

#### **IV. Qualifications and Professional Requirements:**

1. Bachelor's Degree related to natural resources management, public administration or another field with direct relevance to the project, Masters or PhD degree is an advantage;
2. With 10 years of experience in managing-foreign funded projects on natural resource management and biodiversity conservation in the Philippines;
3. Familiar and up-to-date with national and local policies relevant to bioprospecting and/or access and benefit sharing, intellectual property rights, etc.;
4. Demonstrated ability to work effectively with a broad range of stakeholders;
5. Demonstrated to work effectively under minimal supervision;
6. Superior skills in organization and management, including experience with planning, budgeting, evaluation, and supervision of consultants and/or employees;
7. With 5 years of familiarity with relevant international laws/treaties such as TRIPs, Nagoya Protocol, UN CBD, and other bilateral trade agreements is an advantage;
8. With 10 years of familiarity and experience in government and UNDP project management processes and requirements;
9. Fluency in English (reading, writing, speaking), knowledge of local dialect would be an advantage; and,
10. Must be a Filipino citizen and is residing in the Philippines.

#### **V. Management and Reporting Requirements**

The NPM shall be contracted by the DENR-Biodiversity Management Bureau. He/she shall report to the Office of the Director and shall work closely with the Wildlife Resources Division, BMB.

#### **Interested applicants should submit to the undersigned the following:**

1. Letter of intent;
2. Curriculum Vitae which includes the following
  - a. Educational background
  - b. Work experience
  - c. Experience in working with the government agencies and multi-lateral development agencies;
3. Sample of completed works (project Reports, etc.) in electronic copy

**Deadline for submission of Expression of Interest is on** May 18, 2025.

Approved by:

  
**MARCIAL C. AMARO, JR.**

Assistant Director for Biodiversity  
and concurrent Director, BMB