

TERMS OF REFERENCE

Project	DENR/GEF Project "Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines"		
Source	UNEP GEF	Monthly Rate	PHP 70,000.00/month
Position	Planning and Monitoring and Evaluation Officer	Duration	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 implementation activities of the Project, the DENR-BMB, as the Implementing Partner of the Project, intends to hire a Planning and Monitoring and Evaluation Officer to part of the National Project Management Unit (NPMU) lodged at BMB.

II. Scope of Work

(as M&E Officer)

- Monitor project progress and participate in the production of progress reports ensuring that they meet the necessary reporting requirements and standards.
- Ensure project's M&E meets the requirements of the Government, the UNDP Country Office, and UNDP-GEF.
- Develop project-specific M&E tools as necessary.
- Oversee and ensure the implementation of the project's M&E plan, including periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results.
- Oversee/develop/coordinate the implementation of the stakeholder engagement plan.
- Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results.
- Facilitate mid-term and terminal evaluations of the project, including management responses.
- Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products.
- Support project site M&E and learning missions.
- Visit project sites as and when required to appraise project progress on the ground and validate written progress

(as Planning Officer)

- Preparation of work plan and budget.
- Ensuring alignment of activities in the approved workplan.
- Risk management and addressing bottlenecks and issues in implementing activities Partnership building.
- Participation and monitoring of activities; and,
- Review of project progress and capturing the outputs and accomplishments.

III. Qualifications and Professional Requirements:

- Bachelor's degree related to natural resources management, public administration or another field with direct relevance to the project.
- With 5 years of experience in project planning, monitoring and evaluation; With 5 years of experience and familiarity in government and UNDP project processes and requirements.
- Has the abilities to work effectively with government representatives, development partners and other stakeholders.
- Fluency in English (reading, writing, speaking);
- Good in word processing, preferably Word, Excel, Power-point; and
- Must be a Filipino citizen and is residing in the Philippines

IV. Management and Reporting Requirements

The Planning and Monitoring and Evaluation Officer 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 in on May 18, 2025.

Approved by:



MARCIAL C. AMARO, JR.

Assistant Director for Biodiversity
and concurrent Director, BMB