

## TERMS OF REFERENCE

### **HIRING OF TWO (2) PROJECT STAFF TO PERFORM COORDINATION/FACILITATION TASKS FOR THE ABS PROJECT AT THE REGIONAL SITES 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 Programme (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 a Regional ABS Project Coordinator is key in the coordination and facilitation of activities at the site level to achieve the output and deliverables under the different Project components in a timely manner, thus the procurement of two Project staff to serve as Regional ABS Project Coordinator, one each for DENR Region 3 and DENR Region 5. The position is responsible for engaging various offices and stakeholders in the implementation of the ABS Project regional workplans. The Regional ABS Project Coordinators will help in identifying, preparing, implementing, and monitoring the regional/agency-based work plan in support of the implementation of the project activities.

#### **II. Objectives**

The engagement of Regional ABS Project Coordinators is necessary to facilitate the implementation of ABS regional work plans help foster a well-coordinated stakeholders' participation in project implementation, and ensure that ABS Project activities are integrated in the regional development process for sustainability.

#### **III. Scope of Work and Detailed Tasks**

The Regional ABS Project Coordinators will work with the ABS Project Management Unit (PMU), in coordination with the DENR Region 5, particularly, the Office of the Assistant Regional Director for Special Concern (OARDSC), for the assigned coordinator in Region 5; and with the DENR

Region 3, particularly, the Conservation and Development Division (CDD), for the assigned coordinator in Region 3. The detailed tasks include, but are not limited to the following:

1. Assist the DENR Regional Offices in the implementation of regional activities of the ABS Project, ensuring agency partners' activities are implemented in an judicious, and timely manner;
2. Support the regional partners in preparing and developing agency-focused annual work and financial plans and in identifying activities that can support the realization of the ABS Project deliverables;
3. Coordinate with the various offices of the regional partners, including that of DENR Regional Office, PENROs, CENROs, to ensure that the ABS Project deliverables and output are progressing, taking into account the usual pace of the project deliverables;
4. Liaise between the ABS Project Management Unit and DENR Regional Offices to immediately address day-to-day issues and concerns towards effective and efficient implementation of the ABS Project activities with the different stakeholders;
5. Provide technical inputs, as may be necessary, to resolve immediate or intermittent questions that the various agencies need to address in relation to decision making and/or approval of the various ABS Project components' outputs and deliverables;
6. Prepare highlights of meetings, workshops, and other related activities to capture agreements and next steps for follow-up;
7. Assist the ABS Project Management Unit on logistical and administrative matters related to the implementation of activities at the site level;
8. Monitor the implementation of regional work/agency work to ensure that it is aligned and within the agreed timelines, budget and deliverables;
9. Assist and/or facilitate in the adherence of project-related activities to the UNDP Social and Environmental Standards (SES) through the supervision of the project Environmental and Social Safeguards Specialist and Stakeholder Engagement and Gender Specialist; and
10. Perform other tasks as may be necessary to meet project outputs; as instructed by the ABS PMU, including with the DENR Regions 3, and 5;

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

#### **IV. Deliverables**

1. Prepare regular weekly activities to be undertaken and coordinate with other stakeholders for support to be undertaken relevant to the ABS regional work plan implementation;



2. Prepare monthly reports detailing coordination activities, lessons learned, and recommendations undertaken in pursuit of this TOR;
3. Regular updates and coordination of activities in their respective regions; and
4. Coordination with the ABS Project Management Unit and DENR-BMB.

#### **V. Minimum Qualification and Requirements**

1. A bachelor's degree in natural resources management, public administration, business management, or any social science-related courses;
2. At least two (2) years of experience working on special projects engaging with various offices and agencies, institutions, and organizations;
3. Experienced in facilitating and implementation of regional or provincial project activities;
4. Must have demonstrated experience in documenting consultations, workshops, meetings, or conferences;
5. Excellent in written English and technical writing skills.
6. Preferably, a resident in the assigned region or area.

#### **VI. Timetable**

The Regional ABS Project Coordinators 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.

#### **VII. Monthly Salary**

The approved budget for this service is equivalent to **PHP 35,000.00/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 incurred by the ABS Project Regional Coordinators in the performance of duties under this TOR such as transportation, food, and accommodation for the duration of the contract are charged against the ABS Project, subject to usual accounting rules and regulations.

The payment to the Regional ABS Project Coordinators is on a monthly basis and upon the submission and approval of the monthly report.

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

The Regional ABS Project Coordinator 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 assigned DENR Regional Offices. The Regional ABS Project Coordinators will officially and regularly report at their respective DENR Regional Office assignment.

#### **IX. 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 above;
3. At least two (2) sample documentation works in electronic copy;
4. 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](http://www.csc.gov.ph);
5. Clear copy of Diploma/ TOR;
6. Notarized Omnibus Sworn Statement; and

Approved:



**MARCIAL C. AMARO, JR.**

Assistant Secretary for Biodiversity  
And Concurrent Director  
Department of Environment and Natural Resources  
Ninoy Aquino Parks and Wildlife Center  
North Ave., Diliman, Quezon City  
Email Address: [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph); [director@bmb.gov.ph](mailto:director@bmb.gov.ph);  
 [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph); [phl.abs.project@gmail.com](mailto:phl.abs.project@gmail.com)