



**BIODIVERSITY  
CORRIDOR**

## **TERMS OF REFERENCE**

### **HIRING OF COMMUNICATIONS STAFF FOR THE DENR-UNDP/GEF PROJECT ON INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES OR BD CORRIDOR PROJECT**

#### **I. Background and Rationale**

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 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 engagement of the Communications Staff is necessary to provide technical and administrative assistance on matters related to Communications, Education and Public Awareness (CEPA), Knowledge Management (KM) and related information management, including achieving the target for PRF Indicator 13, which measures the level of awareness on Integrated Ecosystem Management (IEM) within the biodiversity corridors as indicated by the KAP survey.

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

The Communications Staff is tasked to do the following:

1. Coordinate and assist in planning, coordinating, implementing, and monitoring Knowledge Management (KM) and Communication. Education and Public Awareness (CEPA) activities in collaboration with the key members of the NPMU, CPMUs, IA-TWG, NPB, CAACs, Project Consultants, and partner agencies;

2. Coordinate with and assist in developing CEPA platforms, organizing activities and events to enhance Project visibility and information management, and creating knowledge products by transforming consultants' reports, policy directives, and technical data into accessible media formats;
3. Contribute to and/or write CEPA-KM-related sections of various project reports (monthly, quarterly, annual), and prepare relevant PowerPoint presentations;
4. Prepare news and feature articles, press releases, quote cards, social media cards, and other materials for posting in various media platforms on a regular (at least weekly) basis;
5. Prepare KM and CEPA-related activity designs, messages, annotated agenda, and scripts, as needed;
6. Lead in organizing and documenting the National Project Board and Inter-Agency Technical working Group (IATWG) meetings, and in preparing and communicating highlights to key decision-makers;
7. Update communications and KM-related sections of the Project Operations Manual;
8. Attend project-related meetings, workshops, and events, and perform other tasks and responsibilities as assigned by the NPM and/or NPD; and,
9. Perform other related tasks as may be assigned by the National Project Manager or National Project Director.

### **III. Qualifications and Professional Requirements**

- Bachelor's degree in development communications, journalism, natural science, social science and related fields;
- At least two (2) years of experience in communications, natural resources management (NRM) and local governance-oriented activities, including involvement in CEPA and KM-related interventions;
- Experience working with national government agencies (NGAs), local government units (LGUs), civil society organizations (CSOs), academe, and development partners;
- Basic technical understanding of NRM and socio-economic development, monitoring and evaluation (M&E), CEPA and KM; and,
- Technical skills in the production of CEPA/KM products, digital media content creation and management.

### **IV. Remuneration**

The Communications Staff shall have a monthly salary equivalent to **Twenty-Six Thousand Fifty-Two Pesos (Php 26,052.00)** and 5% premium of total salary, inclusive of taxes and other benefits.

## **V. Management and Reporting Arrangements**

The Communications Staff shall be contracted by the DENR-Biodiversity Management Bureau (BMB) following the government selection process. He/She shall report to the NPMU stationed at the DENR-BMB. He/she shall likewise report to the Director and National Project Director, DENR-BMB and shall be under the direct supervision of the National Project Manager.

## **VI. Documentary Requirements**

Interested applicants should submit the following to the undersigned:

1. Letter of Intent/ Application Letter;
2. Curriculum Vitae which includes the following:
  - Educational background;
  - Work experiences, particularly related to scope of work;
  - Qualifications and experiences relevant to the position requirements; and
  - Character references.

Please send application not later than June 26, 2025 to:

### **The Director**

Biodiversity Management Bureau  
Ninoy Aquino Parks and Wildlife Center  
North Avenue, Diliman, Quezon City  
Telefax No. 89204486

Email: [bmbhrdu.application@gmail.com](mailto:bmbhrdu.application@gmail.com) , [bdcorridorproject@gmail.com](mailto:bdcorridorproject@gmail.com)

Approved by:



**MARCIAL C. AMARO, JR.**

Assistant Secretary for Biodiversity and  
Concurrent Director, BMB