



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU

Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, 1100 Quezon City
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REQUEST FOR EXPRESSION OF INTEREST
No. 2025-025

**PROCUREMENT OF A CONSULTANCY FIRM FOR THE DEVELOPMENT OF DNER-UNDP/GEF BD
CORRIDOR PROJECT COMMUNICATION MATERIALS**

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a consultancy firm to produce an enhanced package of communication materials, including brochures, briefers, a folder, an archive of high-quality enhanced photos with captions, and an audio visual presentation (AVP) for the project.

The BMB-Bids and Awards Committee calls for the submission of eligibility documents of a qualified Consultant interested to bid for the requirement below, to wit:

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Consulting Firm	three (3) months	P920,000.00 (Inclusive of tax)

The documents for submission are:

- Letter of Intent, outlining projects of a similar nature;
- Curriculum Vitae, including educational background and relevant work experience of the Team Leader/Multimedia Production Specialist and Content Specialist;
- Design portfolio samples in digital copies;
- 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
- PhilGEPS Certificate of Registration of the Firm;
- BIR Certificate of Registration;
- Income/Business Tax Return; and
- Omnibus Sworn Statement.

Incomplete/non-submission of these requirements shall be grounds for disqualification from the procurement process.



UNITED NATIONS DECADE ON
**ECOSYSTEM
RESTORATION**
2021-2030

For inquiries, please contact Ms. Rowena F. Bolinas at Telephone No. 89246031 local 210-212 and 8925-8948/. Interested applicants must submit the documents on or before 5:00pm, _____ to:

JUL 07 2025

The Chairperson

Bids and Awards Committee

Biodiversity Management Bureau

Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City

Tel. No. 8924-6031 loc. 221, 9246031 local 226 and 8925-8948/0953-760-1979

Email address: bacsec@bmb.gov.ph cc: bdcorridorproject@gmail.com

Approved for posting:


ANSON M. TAGTAG

Chairperson, Bids and Awards Committee



**BIODIVERSITY
CORRIDOR**

TERMS OF REFERENCE

PROCUREMENT OF A CONSULTANCY FIRM FOR THE DEVELOPMENT OF DENR-UNDP/GEF BD CORRIDOR PROJECT COMMUNICATION MATERIALS

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 titled **“Integrated Approach in Management of Major Biodiversity Corridors in the Philippines”** or **BD Corridor Project**.

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, and monitoring and evaluation.

Under Component 4 and guided by its framework for knowledge management and communication strategy and National and Corridor Communications Plans, the BD Corridor Project develops communication materials to support the implementation of project components, such as policy and governance, corridor-level and community-level work interventions, gender mainstreaming, and development of knowledge products consistent with the national and corridor communications plans. The Project is updating its existing package of communication materials to be aligned with the Project’s objective of promoting shared understanding and consensus among stakeholders; planning and implementing interventions and innovations in the corridors; and demonstrating and mainstreaming generated knowledge, best practices, and lessons learned.

II. Objective

The BD Corridor Project seeks to engage the services of a Consultancy Firm to produce an enhanced package of communication materials, including brochures, briefers, a folder, an archive of high-quality enhanced photos with captions, and an audio-visual presentation (AVP) for the Project.

The terms of reference would require a level of expertise and attention beyond the optimum in-house capability of the Bureau and is consistent with the Government’s policy not to compete with the private sectors, in accordance with the Implementing Rules and Regulations (IRR) of Republic Act No. 9184.

III. Scope of Work

The Consultancy Firm will work closely with the BD Corridor National Project Management Unit (NPMU) to execute the following tasks:

1. Review, produce and package an enhanced design and layout for the following BD Corridor Project communication materials, including the addition of illustrations, such as simple infographics and other relevant visual elements, as necessary:

- a. Three (3) English Project brochures: BD Corridor Project (highlighting operationalization of IEM), Mindoro Biodiversity Corridor, and Eastern Mindanao Biodiversity Corridor
- b. Five (5) Tagalog brochures/ CEPA materials on the following Project topics: Mindoro Biodiversity Corridor, Biodiversity-Friendly Enterprises (BDFEs), Sustainable Land Management (SLM)/ Biodiversity-Friendly Agricultural Practices (BDFAP), Sustainable Forest Management (SFM), and Indigenous People's participation in MBC conservation
- c. Five (5) Bisaya brochures/ CEPA materials on the following Project topics: Eastern Mindanao Biodiversity Corridor, Biodiversity-Friendly Enterprises (BDFEs), Sustainable Land Management (SLM)/ Biodiversity-Friendly Agricultural Practices (BDFAP), Sustainable Forest Management (SFM), and Indigenous People's participation in EMBC conservation (including translation)
- d. Design and layout of one (1) Project folder to hold the brochures

Design and layout of large-format infographic for MBC Billboard (14 (H) x 13 (W) feet)

2. Develop the BD Corridor Project's official AVP with a total running time of 5-7 minutes, and additional short-form videos (five 30 seconds), following the production phases below:

- a. Pre-Production

Complete all necessary pre-production work, including but not limited to desk research and meetings based on the initial guidelines provided by the Project team:

- Prepare a film production master plan with target dates and deadlines together with the Project team
- Gather relevant secondary data, including review of branding guidelines, campaign messages, and existing AVP materials to ensure theme and story alignment
- Draft, edit, and finalize the AVP script and storyboard, subject to close coordination and review by the Project team
- Coordinate closely with the Project AVP focal person for all matters concerning production schedule, potential leads, shooting locations, itinerary, flights, and accommodations, among other related activities

- b. Production

Conduct all filming activities based on the production plan finalized with the Project team:

- Assess and secure suitable shooting locations and interview pre-identified key informants involved in the Project, including LGU representative/s, community beneficiaries, among other stakeholders
- Capture a variety of shots and angles and B-roll (supplementary footage) and any other visual elements outlined in script/shot list. The videos and photos produced must be of the highest quality. The minimum standard is 1080p or full HD resolution for the AVP

c. Post-Production

Produce the main AVP and render additional short-form videos, together with an archive of high resolution photo highlights with captions, following the review process below:

- Assemble the raw footage into a rough cut (offline edit) subject to an iterative process of review and revisions, followed by a fine cut (online edit) applying visual and sound effects as necessary. The final cut will be delivered after a maximum of two comprehensive cycles of revision.
- Refine the edit with sound design, including narration voice-over, color grading, graphics and visual effects (if any)
- Ensure alignment with the institutional branding of the BD Corridor Project
- Render additional five (5) short-form 30-second videos from the main AVP
- Submit an archive of high-resolution edited photos with captions and raw videos in a provided hard drive

IV. Deliverables

For the abovementioned communication materials, the Consultancy Firm shall submit drafts for review and revision (maximum of two (2) revision cycles) and the final package of approved deliverables.

- Inception report with timeline (Gantt chart) and work plan.
- The final design and layout package for the publication materials include both print-ready files (image or PDF files) and editable files (Photoshop, Illustrator, or InDesign)
- Final design and layout of one (1) Project folder to hold the brochures
- Final design and layout of large-format infographic for MBC Billboard (14 (H) x 13 (W) feet)
- The final package of the 5-7 minute AVP and the five (5) 30-second videos should be in an MP4 file format and must be turned over with the raw videos in a provided hard drive.

- The submitted archive of raw and edited photos and videos and selected photo highlights with captions should be in JPEG or PNG as appropriate, while the videos should be in mp4 file format.

The DENR retains full rights and ownership of all deliverables and materials collected, generated, enhanced, produced by the Consultancy Firm under this engagement.

V. Qualifications of the Firm

The Consultancy Firm must have the following qualifications:

1. Must have a minimum of five (5) years of relevant experience in providing creative services, including the development of AVPs and other multimedia knowledge products, including IEC/CEPA materials (briefers/brochures) for biodiversity conservation and environment-related campaigns and advocacies;
2. Must have five (5) years of experience/professional engagements working with government agencies (specifically with the DENR), non-government organizations, and other agencies involved in the management of environment and natural resources;
3. Must have a strong background in visual storytelling, digital content production, and multimedia design, particularly for corporate, government, or advocacy-related projects with focus on biodiversity conservation;
4. Must have successfully completed at least five (5) biodiversity-related CEPA projects and environment-related campaigns and advocacies; and
5. Must have access to the production equipment, editing software, and skilled professionals in video production, graphic design, and photography to ensure high-quality output.
6. Must have a dedicated team of professionals, including videographers, editors, graphic designers, translators, and content strategists, to meet the technical and creative demands of the engagement.

VI. Qualifications of the Team Members

1. Team Leader / Multimedia Production Specialist

- Any degree/diploma/certificate of training relevant to Fine Arts, Graphic Design, Multimedia Arts, Communications, or any related field; or has equivalent combination of education and training relevant to the role
- At least five (5) years of experience leading multimedia production projects, including the development of AVPs, professional photography, and CEPA knowledge products on integrated ecosystems management (IEM, biodiversity conservation and environment-related campaigns and advocacies)
- Experience in developing creative concepts, producing high-quality outputs, and overseeing end-to-end production processes using Adobe software, and other related multimedia software
- At least five (5) years of experience working with government agencies (specifically with the DENR), non-government organizations, local government units, academe, private sectors, and other agencies involved in the management of environment and natural resources on biodiversity-related campaign and advocacy projects

2. Lead Writer / Content Specialist

- Any degree/diploma/certificate of training relevant to Communications, Social Sciences, or any related field; or has equivalent combination of education and training relevant to the role
- Minimum of five (5) years of experience in science communication, digital storytelling, and multimedia production of IEC/CEPA materials on IEM biodiversity conservation and environment-related campaigns and advocacies
- At least five (5) years of experience working with government agencies (specifically with the DENR), non-government organizations, local government units, academe, private sectors and other agencies involved in the management of environment and natural resources on biodiversity-related campaign and advocacy projects

3. Videographer

- Any degree/diploma/certificate of training relevant to Film, Multimedia Arts, Communications, or any related field; or has equivalent combination of education and training relevant to the role
- Minimum of three (3) years of experience in videography, with a portfolio showcasing AVPs, documentary-style videos, or promotional materials on IEM, biodiversity conservation and environment-related campaigns and advocacies
- Proficiency in professional video editing software such as Adobe Premiere Pro, Final Cut Pro, and motion graphics software
- Experience in producing high-quality visuals, including drone videography and enhanced photography for corporate use

3. Video Editor

- Any degree/diploma/certificate of training relevant to Film, Multimedia Arts, Communications, or any related field; or has equivalent combination of education and training relevant to the role
- Minimum of three (3) years of experience in video editing and production of AVPs, documentary-style videos, or promotional materials on IEM, biodiversity conservation and environment-related campaigns and advocacies
- Proficiency in professional video editing software such as Adobe Premiere Pro, Final Cut Pro, and motion graphics software
- Experience in producing high-quality visuals, including drone videography and enhanced photography for corporate use

4. Photographer

- Any degree/diploma/certificate of training relevant to Photography, Visual Arts, Multimedia Arts, or any related field; or has equivalent combination of education and training relevant to the role
- Minimum of three (3) years of experience in professional photography, particularly for corporate, government, or advocacy-related projects
- Expertise in photo enhancement and digital editing using software such as Adobe Photoshop and Lightroom
- Experience in capturing high-resolution images for publication and marketing materials

VII. Timetable

The Consultancy Firm is expected to deliver the outputs within three (3) months after acceptance of the Notice to Proceed (NTP).

VIII. Contract Price and Schedule of Payment

The approved budget for this service is equivalent to **Php 920,000.00 (Nine Hundred Twenty Thousand Pesos)**, inclusive of tax, which shall be paid in five (5) tranches after submission and acceptance of deliverables.

Deliverables	% of Total Contract Cost	Amount (PHP)	Schedule of Payment
1st Tranche Inception Report	15%	138,000.00	Upon submission of the inception report with timeline (Gantt chart) and work plan
2nd Tranche AVP Script and Storyboard	20%	184,000.00	Upon submission and approval of the script and storyboard
3rd Tranche BD Corridor English brochures (3) and Final design and layout of 1 folder; Approved final design of large-format infographic for MBC Billboard BD Corridor AVP First Draft (offline edit)	25%	230,000.00	Upon submission and approval of the final design package of the publication materials, including the following: 3 English brochures, 1 folder to hold the brochures, and infographic billboard design Upon submission of AVP first draft (offline edit)

4th Tranche BD Corridor Project brochures: 5 Tagalog, and 5 Bisaya (Tagalog content translated into Bisaya) BD Corridor AVP Revised Draft (online edit)	25%	230,000.00	Upon submission and acceptance of the final design package (both print-ready and editable files), including the following: 5 Tagalog and 5 Bisaya brochures Upon submission of AVP second/revised draft (online edit)
5th Tranche BD Corridor Project AVP (5-7 minutes) and five (5) short-form videos (30-seconders) Archive of high-resolution edited photos and raw videos	15%	138,000.00	Upon submission and acceptance of the AVP final cut in MP4 file format and turn-over of edited photos in JPEG format (photo highlights with captions) and raw videos
	100%	920,000.00	

IX. Management and Reporting Arrangements

DENR-BMB shall contract the Consultancy Firm, which shall be under the supervision of the National Project Manager and National Project Director.

This is an output-based engagement. The Consultancy Firm members will not be required to report or be present at the BD Corridor Project- National Project Management Unit (NPMU) office during the contract period, but will be requested to attend meetings and report on progress on the engagement as necessary.

X. Documentary Requirements

Interested applicants should submit to the undersigned the following:

1. Letter of Intent, outlining projects of a similar nature.
2. Curriculum Vitae, including educational background and relevant work experiences of the Team Leader/Multimedia Production Specialist and Content Specialist;

3. Design portfolio samples in digital copies;
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
5. PhilGeps Certificate of Registration
6. BIR Certificate of Registration
7. Omnibus Sworn Statement
8. Income Tax Return

Please send your proposal not later than _____ to:

THE CHAIRPERSON
Bids and Awards Committee
Office of the Director
Ninoy Aquino Parks and Wildlife Center,
North Avenue, Diliman, Quezon City
(02) 8925-8948; (02) 8924-6031 loc. 207
Email: bacsec@bmb.gov.ph;
cc: bdcorridorproject@gmail.com

Approved by:


MARIGLO ROSAÍDA I. LARIRIT
Assistant Director, BMB 