



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  
Tel Nos.: (632) 8924-6031 to 35 | Fax: (632) 8924-0109, (632) 8920-4417  
Website: <https://bmb.gov.ph> | Email Address: [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph)



**REQUEST FOR EXPRESSION OF INTEREST**  
**No. 2025-026**

**PROCUREMENT OF A CONSULTANCY FIRM FOR THE DEVELOPMENT OF CAPACITY NEEDS  
ASSESSMENT ON BDFE FOR PACBRMA HOLDERS/POs, DOCUMENTATION OF THREE (3) BDFE  
CASE STUDIES OF PACBRMA HOLDERS SPECIFIC TO ECOTOURISM SERVICES AND FACILITATION  
OF TWO-CLUSTER WORKSHOPS**

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a consultancy firm with facilitator on capacity building as well as development of tools, the focus was primarily on orientation on the guidelines on BDFE and its process, as well as business development services for DENR facilitators only.

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	thirty (30) man-days	P250,000.00 (Inclusive of tax)

The documents for submission are:

- Letter of Intent
- Company /Firm profile detailing experience and previously completed projects similar to the scope of work, detailed task, and deliverables of this engagement; in response to the 5 item qualification requirement under paragraph IV
- Curriculum Vitae of each team member, which includes and highlights the following:
  - a. Educational background;
  - b. Relevant work experiences to the role/assignment in the team;
  - c. Experience in conducting C/TNA and preparing capacity development plans, writing training modules and implementing training relevant to the business development and BDFE; and
  - d. At least five (5) days samples of completed works related to engagement in electronic copy.
- PhilGEPS Certificate of Registration of the Firm;
- BIR Certificate of Registration; 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 Mr. Reneo B. Vicente at Telephone No. 89246031 local 232-234 and 8925-8948/. Interested applicants must submit the documents on or before 5:00pm, ~~JUL 08 2025~~ to:

**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](mailto:bacsec@bmb.gov.ph) cc: [npd@bmb.gov.ph](mailto:npd@bmb.gov.ph)

Approved for posting:

  
**ANSON M. TAGTAG**

Chairperson, Bids and Awards Committee

## **TERMS OF REFERENCE**

### **Procurement of a Consulting Firm for the Development of Capacity Needs Assessment on BDFE for PACBRMA holders/POs, Documentation of Three (3) BDFE Case Studies of PACBRMA holders specific to Ecotourism Service, and Facilitation of Two-Cluster Workshops**

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a Business Development Consulting Firm for the conduct of two (2) clusters Capacity Building Workshop on Organizational Development, Product Enhancement and Marketing of Ecotourism under the BDFE Program including Capacity Needs Assessment tools for selected Protected Area Community-based Resource Management Agreement (PACBRMA) holders (POs) as well as Development of relevant Tools and modules specifically for POs with ecotourism services.

**Description:** Consulting Firm for the Development of Capacity Needs Assessment on BDFE for PACBRMA holders/POs, Documentation of Three (3) BDFE Case Studies of PACBRMA holders specific on Ecotourism Service, and Facilitation of Two-Cluster Workshops

**Duration :** The engagement of the consulting firm will cover a period of one month from the receipt of Notice to Proceed with a required actual number of thirty (30) man-days

**Total :** PhP 250,000.00 (inclusive of tax)  
**Contract Cost**

## **I.BACKGROUND AND RATIONALE**

Republic Act 7586 or the National Integrated Protected Areas System Act (NIPAS) of 1992, as amended by Republic Act 11038 or the Expanded NIPAS Act of 2018 established the NIPAS as the system of classifying and administering all designated protected areas to maintain essential ecological processes and life-support systems, to preserve genetic diversity, to ensure sustainable use of resources found therein, and to maintain their natural conditions to the greatest extent possible.

To promote fair and equitable sharing of benefits and provide livelihood opportunities, and in turn add a layer of protection through social fencing or stewardship by the local communities, the Department of Environment and Natural Resources (DENR), through the Biodiversity Management Bureau (BMB), has developed various guidelines and tools on the implementation of Biodiversity Friendly Enterprises (BDFEs) including technical assistance to DENR regional and field personnel, and financial assistance to several People's Organizations in protected areas.

The implementation of Biodiversity-Friendly Enterprise (BDFE) started from the Coastal and Marine Ecosystems Management Program (CMEMP) under the Coastal



The implementation of Biodiversity-Friendly Enterprise (BDFE) started from the Coastal and Marine Ecosystems Management Program (CMEMP) under the Coastal and Marine Division of the Biodiversity Management Bureau (BMB). It aims to promote sustainable economic activities by micro and small enterprises by People's Organizations (POs) using coastal and marine resources. Initially, most of the activities focused on coastal areas, as the targeted People's Organizations were primarily located in these regions.

Between 2019 and 2020, the BMB engaged a Business Development Consulting Firm to conduct two key training programs: Business Development and Social Preparation Training to educate DENR BDFE Facilitators (CENRO, PENRO, Regional Staff, and BMB Core Group) on BDFE concepts and principles (November 2019–February 2020), and Social Preparation and Business Planning Training to equip facilitators with the tools to assist POs in creating enterprise development plans (December 2020–April 2021). During these sessions, participants recognized the need for specialized training in Product Development and Marketing to enhance the creativity and marketability of POs' biodiversity-friendly products and services.

Recognizing the need for the implementation of BDFE in terrestrial protected areas (PAs), the same trainings were extended to DENR staff involved in the management of terrestrial PAs in 2023 and 2024. In 2023, the BMB BDFE Core Group (BBCore) conducted several cluster trainings on Business Development Services, and Social Preparation and Business Development in 2024. The trainings were extended to DENR regional and field office BDFE facilitators, including some Protected Area Superintendent and Assistant PASus.

The success of BDFEs depends significantly on the organizational capacities of stakeholders, specifically the Peoples' Organizations, including their ability to manage resources, plan sustainably, and align activities with biodiversity conservation goals. The development of organizational capacities is critical for the long-term sustainability and effectiveness of BDFEs. Many stakeholders, including people's organizations (POs), cooperatives, and local government units (LGUs), lack the institutional structures and skills required for efficient management. Organizational development initiatives focus on strengthening governance, enhancing stakeholder collaboration, and building technical expertise to ensure that BDFEs contribute positively to community well-being and biodiversity conservation. Hence, topics of organizational development are critical in the implementation of BDFEs.

To ensure better implementation, similar trainings will be offered to active PACBRMA (Protected Area Community-Based Resource Management Agreement) holders. For CY 2025, the capacity building will focus on activities/enterprises related to ecotourism.

This expansion of training and capacity-building efforts in both coastal and terrestrial ecosystems supports a holistic approach to biodiversity-friendly enterprise development across diverse ecosystems. This ensures the integration of sustainable practices into the economic activities of local communities, enhancing both environmental protection and economic growth.

## **II.OBJECTIVE AND SCOPE OF WORK**

While there have been previous engagements with facilitators on capacity building as well as development of tools, the focus was primarily on Orientation on the Guidelines on BDFE and its process, as well as Business Development Services for DENR facilitators only. Therefore, there is a need to enhance and adapt existing materials for terrestrial and other conservation areas.

In light of this, the Bureau intends to engage the services of a consulting firm to:

- a. Serve as resource person/s and facilitate the conduct of the two-cluster workshops together with the BBCore Group to include topics on Organizational Foundations; Financial Resilience and Planning for Sustainability; Innovation, Collaboration, and Investment Planning; and Integration, Planning, and Implementation Alignment;
- b. Develop three (3) BDFE case studies, specifically for ecotourism services of PACBRMA holders including relevant framework and business prototype, including inspiring stories; and
- c. Develop Capacity Needs Assessment for PACBRMA holders (POs) with ecotourism services and analyze the CNA results together with the BBCore Group.

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.DELIVERABLES AND REPORTING ARRANGEMENTS**

The consulting firm will work closely with the National Parks Division, and will be responsible for the following tasks:

1. Serve as resource person/s and facilitate the conduct of the two cluster workshops together with the BBCore Group on Organizational Development, Product Development, and Marketing of Ecotourism enterprises under Biodiversity-Friendly Enterprise (BDFE).
  - a. Prepare presentation materials for the specific sessions; and
  - b. Facilitate the conduct of the two-cluster workshops.
2. Documenting three (3) case studies highlighting ecotourism services to include the following:
  - a. Template for case study, including conceptual framework and prototype of business model; and
  - b. Inspiring stories of the People's Organizations (POs).

3. Development of a Capacity Needs Assessment tool for PACBRMA holders (POs):

- a. Facilitate the conduct of the CNA for the PO participants; and
- b. Assist the BMB BDFE Core Group in the review, evaluation and refinement of the tool.

The consultancy firm is expected to submit the following deliverables:

1. Report on the two (2) cluster capacity building trainings conducted/facilitated;
2. Final and approved CNA tool, including report with analysis; and
3. Final documentation of the 3 case studies, including framework/concept used.

This is an output-based engagement. The consultancy firm is not required to report or be present at the Office during the contract period but will be required to attend meetings regarding the progress of this engagement, and other necessary coordinations including additional field exposure, if needed.

#### IV. QUALIFICATION REQUIREMENTS

The Consulting Firm should have:

1. **At least 5 years experience** in business development, entrepreneurship, business planning, financial management, among others.;
2. Should have at least **10 engagements** in providing technical assistance, conduct of monitoring and evaluation, facilitating project development and organizing trade fairs/exhibits with peoples' organizations and non-government organizations;
3. Should have prepared/developed at least **10 technical reports** on conceptualizing programs and projects, writing proposals, capacity building, feasibility studies, baseline surveys, market research and business plans;
4. Supported the DENR in the implementation of Biodiversity-Friendly Enterprises; and
5. A team composed of members with the following experience:

Team members	Minimum Qualification Requirements
Team Leader/Capacity Development Expert	<ol style="list-style-type: none"><li>1. At least an MA/MS degree holder in Economics, Business Administration and related fields; PhD degree will be an advantage;</li><li>2. Should have at least 24 hours of training related to business development and management;</li><li>3. Should have at least 5 years experience in curriculum and training design development, conduct and facilitation of courses related to institutional development, management, business, finance and economics; experience on training related to the implementation of Biodiversity-Friendly Enterprises; and</li></ol>

	4. Experience in conducting and facilitating training activities
Facilitator/Writer	1. at least a BA/BS degree holder in Communications, Economics, Business Administration and related fields; 2. should have at least 12 hours of training related to facilitation/moderation of business development related events; 3. should have at least 5 years experience in facilitation/moderation of activities related to institutional and organizational development, management, business, finance and economics; 4. With experience on training related to the implementation of Biodiversity-Friendly Enterprises; and 5. With knowledge of the environment and natural resource management, biodiversity conservation and management.

## VI. PAYMENT SCHEME

The consulting firm shall receive a total remuneration of Php 250,000.00 inclusive of tax which will be paid in tranches based on the following release terms:

Tranche	% of the Budget	Equivalent Amount (PhP)	Fund Release Term
First Payment	50%	125,000	Upon issuance of Notice to Proceed and submission of the initially approved CNA tool, template for the case studies, and the draft presentations for the capacity building workshops.
Final Payment	50%	125,000	Upon the submission and acceptance of the following: <ol style="list-style-type: none"> <li>1. Final Approved Report that includes the following: CNA Report for PACBRMA holders/POs, Report on the 2 cluster workshops including the evaluation report (feedback report from participants) in electronic copy.</li> <li>2. Final report/documentation of the 3 case studies for PACBRMA and BDFE highlighting ecotourism services, including inspiring stories and relevant framework and prototype business model (terrestrial and marine).</li> <li>3. Electronic copy of CNA tool for POs with ecotourism services.</li> </ol>

### Other Provision:

The DENR-BMB shall cover the airfare expenses incurred by the firm in relation to the capacity building workshop conducted at the selected sites.



Interested firms must submit the following:

1. Letter of Intent
2. Company/firm profile detailing experience and previously completed projects similar to the scope of work, detailed task, and deliverables of this engagement; in response to the 5 item qualification requirement under paragraph IV.
3. Curriculum Vitae of each team member, which includes and highlights the following:
  - a. Educational background;
  - b. Relevant work experiences to the role/assignment in the team;
  - c. Experience in conducting C/TNA and preparing capacity development plans, writing training modules, and implementing training relevant to the business development and BDFE;
  - d. At least five (5) samples of completed works related to engagement in electronic copy;
4. PHILGEPS Certificate of Registration;
5. BIR Certificate of Registration (2303); and
6. Sign and Notarized Omnibus Sworn Statement.

Applications should be sent not later than \_\_\_\_\_ to:

**The Chairperson**

Bids and Awards Committee

Biodiversity Management Bureau – Department of Environment and Natural  
Resources

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

Telephone No. 925 8950; Fax 924 6031 local 226

Email Address: [bacsec@bmb.gov.ph](mailto:bacsec@bmb.gov.ph) / [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph)

cc: [cawed@bmb.gov.ph](mailto:cawed@bmb.gov.ph)

Approved:

  
**MARIGLO ROSAÍDA I. LARIRIT**  
Assistant Director