



TERMS OF REFERENCE

HIRING OF PROJECT FINANCIAL AND ADMINISTRATION OFFICER (PFAO) FOR THE DENR-UNDP/GEF PROJECT ON PROTECTING PRIORITY COASTAL AND MARINE ECOSYSTEMS TO CONSERVE GLOBALLY SIGNIFICANT ENDANGERED, THREATENED AND PROTECTED MARINE WILDLIFE IN SOUTHERN MINDANAO

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 Program (UNDP), is implementing the project entitled **“Protecting priority coastal and marine ecosystems to conserve globally significant endangered, threatened and protected marine wildlife in southern Mindanao”** or ETP-MW. The project aims to strengthen management effectiveness and address the underrepresentation of marine protected areas designed to conserve ETP marine wildlife and sustain ecosystem services for human well-being. The project comprises three complementary components, namely:

- Component 1: Strengthen the enabling conditions for the establishment and effective management of a network of MPAs that conserve endangered, threatened and protected marine wildlife (ETP MW);
- Component 2: Conservation of ETP MW and priority habitats within targeted Marine Protected Areas (MPAs); and
- Component 3: Achieving impacts through changed behavior and knowledge management.

The project will specifically contribute to marine turtle and dugong conservation efforts in the southern Mindanao region through: (i) building the systemic, institutional and individual capacities of the national, regional and local institutions and organizations responsible for the conservation of marine turtles and dugong in Marine Protected Areas (MPAs); (ii) strengthening the ecological representativeness and management effectiveness of three individual MPAs with important populations of marine turtles and dugongs in Mayo Bay, Pujada Bay and Malita-Don Marcelino; (iii) promoting environmentally-friendly income generating activities, and rolling-out of feasible funding mechanisms, in these three MPAs; (iv) promoting livelihood development, increasing involvement, and raising awareness in targeted coastal communities around these three MPAs; and (v) locally linking individual MPAs with marine turtle and dugong populations into two provincial-level Marine Protected Area Networks (MPANs).

It is envisaged that the establishment, expansion, and effective management of three project supported MPAs will lead to an incremental improvement in marine turtle nesting, a reduction in dugong mortalities, and the maintenance of the ecological integrity of dugong and turtle habitats. The linking of these three MPAs into

provincial and regional MPANs will further improve the capacities of the individual MPAs in the network to conserve dugong and marine turtle populations more effectively in each MPA. The knowledge developed in the implementation of this project will be used to guide the further expansion and improved management of MPAs conserving marine turtle and dugong populations in the Philippines.

As part of the project's implementation activities, the DENR-BMB, with support from UNDP, intends to hire a Project Financial and Administration Officer (PFAO) to be part of the Project Management Unit (PMU) lodged at BMB. Under the direct supervision of the Technical Coordinator, the PFAO will be responsible for financial management, procurement, and administrative tasks in support of the implementation of individual project components, as well as overall project auditing, reporting, and governance across the three components.

II. Objectives

The objective of hiring the Project Financial and Administration Officer (PFAO) is to monitor financial resources to ensure compliance with the approved project budget and annual budgets, oversee the production of quarterly and annual financial reports, and take overall responsibility for the accuracy and reliability of the project's accounting system.

III. Scope of Work

With guidance from the National Project Director, and under direct supervision of the Technical Coordinator, the Project Financial and Administration Officer will carry out the following financial management and administrative management tasks in support of the overall project auditing, reporting, and governance across the 3 components:

1. Facilitate procurement and recruitment processes, and manage timely payments to service providers;
2. Process and track all payment requests and maintain accurate financial records;
3. Organize and provide logistical support for meetings, field visits, trainings, and workshops;
4. Maintain and file all correspondence, communications, and project documentation in hard and electronic copies;
5. Monitor project budgets, workplans, expenditures, and ensure proper financial planning and reporting;
6. Validate and certify financial documents, including FACE forms, before submission to UNDP;
7. Ensure compliance of fund use with GEF fiduciary standards, approved budgets, and applicable procedures;
8. Provide timely and reliable financial information to support project management decisions and audits;
9. Maintain an updated inventory of project equipment, assets, and co-financing commitments;

10. Support the preparation and submission of quarterly, annual, and final financial reports;
11. Assist in the preparation of annual budgets, workplans, and operational plans; and
12. Perform other tasks as stated in the Project Document.

IV. Qualifications and Requirements

1. Bachelor's degree in Operations, Accounting, Financial Management, Human Resources Management, or related fields; Master's units are an added advantage;
2. At least 3 years of relevant work experience in a large scale project management setting involving multi-lateral/ international funding agencies. Previous experience with UNDP project will be a definite asset;
3. Familiarity and experience with government financial and procurement processes;
4. Demonstrated skills in operations, budgeting, accounting, financial and human resources management;
5. Proficiency in the use of computer software applications particularly MS Excel;
6. Demonstrated ability to work in a multicultural environment, and establish harmonious and effective working relationships, both within and outside the organization;
7. Excellent command of English;
8. Fluency in English (reading, writing, speaking), knowledge of local dialect would be an advantage; and
9. Must be a Filipino citizen and is residing in the Philippines.

V. Compensation

The Project Financial and Administration Officer shall receive monthly compensation of ₱51,304 inclusive of tax, chargeable against Project funds.

VI. Management and Reporting Arrangements

The Project Financial and Administration Officer shall be under the direct supervision of the Technical Coordinator, in close coordination with the BMB-Coastal and Marine Division, Wildlife Resource Division, and Administration and Finance Unit.

VII. Duty Station

The Technical Coordinator will be stationed at DENR-BMB, Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City.

VIII. Documentary Requirements

Visayas Avenue, Diliman, Quezon City 1100, Philippines
www.denr.gov.ph

Interested applicants should submit the following:

1. Letter of Intent
2. Curriculum Vitae, which includes the following:
 - Educational background
 - Work experience, particularly related to Scope of Work
 - Qualifications and experience relevant to the position requirements
3. Sample of relevant completed works (sample works, technical reports, others)
in e-copies.

Please send your application via email, following these instructions:

- EMAIL SUBJECT: "**Application for ETP-MW Technical Coordinator - SURNAME, NAME**"
- Not later than July 17, 2025
- Addressed to:

**The Undersecretary for Legal and Administration
and Supervising Undersecretary for the Biodiversity Management Bureau**
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
North Avenue, Diliman, Quezon City
Telefax No. 89204486
Email: bmbhrdu.application@gmail.com
CC: cmd@bmb.gov.ph

Approved by:



ATTY. ERNESTO D. ADOBO, CESO I
Undersecretary for Legal and Administration and
Supervising Undersecretary for the BMB