



TERMS OF REFERENCE

HIRING OF TECHNICAL COORDINATOR 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 Technical Coordinator to be part of the Project Management Unit (PMU) lodged at BMB. The full-time Technical Coordinator, serving as the Project Manager, will be the senior-most representative of the PMU and will oversee the project's overall day-to-day management on behalf of the Implementing Partner. This includes mobilizing all project inputs and supervising project staff, responsible parties, consultants, and sub-contractors. The TC will also be directly responsible for institutional liaison and communications (Output 1.1.1), coordination of project training programs (Output 1.1.3) and coordination of knowledge management activities (Output 3.1.2).

The Technical Coordinator will report to the National Project Director (NPD) and will report on a periodic basis to the Project Board (PB), as required.

II. Objectives

The objective of hiring the Technical Coordinator (TC) is to act as the liaison person between the project and DENR-BMB, DA-BFAR and DILG. This TC will be specifically responsible for *inter alia*: (a) evaluating the convergence operations plans and identifying opportunities for project-support; (b) identifying and prioritizing the staffing, specialist expertise and equipment needs of the respective divisions of DENR-BMB and DA-BFAR; (c) linking these priority needs to the project resources; (d) supporting organizational restructuring, planning and budgeting processes; (e) preparing recommendations on ensuring the inclusion of ETP MW conservation issues into DENR-BMB/DA-BFAR convergence operational plans; and (f) supporting the DENR and DA in the establishment and administration of the ETP-MW sub-working group (within the DA-BFAR-DENR-BMB Convergence Technical Working Group).

III. Scope of Work

With guidance from the National Project Director, the Technical Coordinator shall:

1. Lead and oversee the work of all project staff, consultants, sub-contractors, and partners, ensuring the quality and timely delivery of outputs in line with the approved Project Document.
2. Manage day-to-day project activities, including planning, monitoring, and adjusting the project workplan to achieve targets and desired outcomes.

3. Supervise financial and administrative aspects of the project in coordination with the Project Finance and Administration Officer (PFAO), ensuring compliance with approved budgets, financial reports, and accounting requirements.
4. Act as the main liaison with government agencies, UNDP, NGOs, CSOs, and donor organizations to maintain strong partnerships and facilitate institutional communication and coordination.
5. Lead the development, implementation, and monitoring of training programs, capacity-building activities, and knowledge-sharing initiatives related to the project.
6. Provide guidance in the preparation of required project reports, including progress reports, annual and financial reports, and other documentation needed by the Project Board, National Project Director, UNDP, and oversight bodies.
7. Ensure effective implementation of the project's communications and knowledge management components, including the development and dissemination of technical materials and best practices.
8. Support project evaluations (mid-term and terminal), risk management, and monitoring and evaluation activities to ensure project quality and accountability.
9. Maintain good working relationships with key stakeholders at local, national, and regional levels, promoting knowledge exchange and collaboration.
10. Provide secretariat and technical support to the Project Board as needed.
11. Perform other tasks as stated in the Project Document.

Qualifications and Requirements

1. Bachelor's Degree related to natural resources management, public administration or another field with direct relevance to the project; Master's or PhD degree is an advantage;
2. With 10 years of experience in managing foreign-funded projects on natural resource management and biodiversity conservation in the Philippines;
3. Familiar and up-to-date with national and local policies relevant to bioprospecting and/or access and benefit sharing, intellectual property rights, etc.;
4. Demonstrated ability to work effectively with a broad range of stakeholders;
5. Demonstrated to work effectively under minimal supervision;
6. Superior skills in organization and management, including experience with planning, budgeting, evaluation, and supervision of consultants and/or employees;
7. With 10 years of familiarity and experience in government and UNDP project management processes and requirements;
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.

IV. Compensation

Technical Coordinator shall receive monthly compensation of ₱160,469 inclusive of tax, chargeable against Project funds.

V. Management and Reporting Arrangements

The Technical Coordinator shall report to the National Project Director, through the BMB-Coastal and Marine Division in close coordination with Wildlife Resources Division.

VI. Duty Station

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

VII. Documentary Requirements

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 BMB**

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 BM