

TERMS OF REFERENCE

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a **Project Evaluation Officer** to support the activities of the Coastal and Marine Ecosystem Management Section (CMEMS) of the Coastal and Marine Division on the Marine Scientific Research Stations Program specifically in the province of Eastern Samar in Guiuan.

I.	Position Description :	Project Evaluation Officer
II.	Duration :	August - December 2025
III.	Total Contract Cost :	1,947.00/Day (inclusive of taxes)
IV.	Qualification:	

The applicant must have the following qualifications;

- A Bachelor's degree in Biology or Natural Science;
- At least one (1) year of experience in various aspects of marine biodiversity/environment conservation, preferably with skills and experience in conducting coastal habitat assessment;
- At least one (1) year of experience working with government, academe, non-government organization, or professional organization involved in the environment and natural resources sector.
- Excellent skills in research and technical writing with at least one (1) sample of a coastal and marine habitat assessment report or any related research or technical report written.
- Knowledgeable in Government procurement and administrative processes.

V. Major Responsibilities:

The Project Evaluation Officer will support the operations of the CMEMS, with a particular focus on addressing **climate change** concerns and the establishment of a Marine Scientific Research Station in Eastern Samar for F.Y. 2024. The following are the specific tasks:

1. Serve as the overall coordinator and lead technical person to oversee the development and establishment of the Marine Scientific Research Station in Guiuan, Eastern Samar.
2. Serve as the Marine Scientific Research Station monitoring focal and coordinator for the Marine Scientific Research Station site selection and construction;
3. Assist in planning, preparation, and conduct of activities, events, consultations, and meetings on the development of the Marine Scientific Research Station in Guiuan, including other related emerging concerns;
4. Assist in the drafting of policies and guidelines relevant to the conservation and management of coastal and marine ecosystems, particularly related to the Marine Stations establishment and climate change adaptation and mitigation.
5. Assist in the overall implementation of the Biodiversity Assessment and Monitoring System for coastal and marine, and monitoring concerns under the Coastal and Marine Ecosystems Management Program (CMEMP);
6. Assist the assigned BMB Action Officers in drafting communications, addressing inquiries, and participating in analytical thought processes, work leading to logical and science-based recommendations and outputs, especially on matters relating to the Marine Scientific Research Stations.

7. Assist in the design and implementation of research projects, including fieldwork, data collection, and analysis, aimed at understanding the impacts of climate change on marine ecosystems, species, and habitats;
8. Collaborate with other scientists, researchers, and stakeholders to develop strategies for mitigating and adapting to the effects of climate change on marine environments.
9. Participate in outreach and capacity-building activities to raise awareness about the impacts of climate change on marine biodiversity and ecosystems, and to promote actions for their conservation and sustainability.
10. Extend necessary secretariat/administrative and technical support, including secretariat services during CMD-hosted events such as meetings and workshops, including the preparation of minutes of meetings and draft workshop proceedings;
11. Perform other tasks as may be assigned by the immediate supervisor.

VI. Application Requirements

Applicants must provide the following:

- A letter of intent.
- Curriculum vitae (basic personal information, including current email address, telephone number, educational background, work experience, and relevant accomplishments, and 3 references)
- If currently working for the government, a Personal Data Sheet.
- Work Experience Sheet
- Sample of previous work

Please send applications no later than August 17, 2025 to:

MARIGLO ROSAIDA I. LARIRIT

Assistant Director

Ninoy Aquino Parks and Wildlife Center

North Avenue, Diliman, Quezon City

Tel. Nos.: (632) 8924-6031 to 35 Fax: (632) 8924-0109, (632) 8920-4417

E-mail: bmbhrdu.application@gmail.com;

cc: cmd@bmb.gov.ph

Approved by:


MARIGLO ROSAIDA I. LARIRIT
Assistant Director

