

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 particularly on the National Coral Reef Program and the Marine Scientific Research Stations Program coordination.

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 two (2) years of experience in various aspects of marine biodiversity/environment conservation, preferably with skills and experience in conducting coastal habitat assessments and fieldwork activity management and coordination;
- 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; and
- Knowledgeable in government procurement and administrative processes, government-to-government, NGO, and private-sector partnerships.

V. Major Responsibilities:

The Project Evaluation Officer will support the operations of the CMEMS, particularly on the **development of the National Coral Reef Program (NCRP)**, and serve as a **focal person to support the Ocean Environments Task Force of the Department..** The following are the specific tasks:

1. Serve as the support coordinator and lead technical person to oversee the development of the Marine Scientific Research Station in CALABARZON and MIMAROPA Regions.
2. Assist in the overall implementation of the Biodiversity Assessment and Monitoring System for coastal and marine, with a focus on the coral reef ecosystem, and monitoring concerns under the Coastal and Marine Ecosystems Management Program (CMEMP);
3. Assist in planning, preparation, and conduct of activities, events, consultations, and meetings on the development of the NCRP and the establishment of the Marine Scientific Research Stations, 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 coral reef management;
5. Assist the assigned 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 and the NCRP;
6. Occasionally assist in the implementation of CMD-led Foreign-Assisted and Special Projects, including upcoming Projects, on matters relating to the NCRP and the Marine Scientific Research Stations;
 7. 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;
 8. Perform other tasks as may be assigned by the immediate supervisor

VI. Application Requirements

Applicants must provide the following:

- A letter of intent.
- A curriculum vitae (basic personal information, including current email address, telephone number, educational background, work experience, and relevant accomplishments, 3 references)
- If currently working for the government, Personal Data Sheet (CSC Form 212) Revised 2017;
- Sample of previous work

Please send applications not later than August 17, 2025 to:

MARIGLO ROSAIDA I. LARIRIT

Assistant Director

Ninoy Aquino Parks and Wildlife Center

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

cc: cmd@bmb.gov.ph

Approved by:


MARIGLO ROSAIDA I. LARIRIT
Assistant Director