

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 Zamboanga Del Sur.

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| 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, particularly in the **Blue Carbon (Mangrove & Seagrass) initiatives**, and the establishment of a Marine Scientific Research Station in Zamboanga Del Sur 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 Zamboanga Del Sur.
2. Serve as the focal coordinator with the architectural team on the development of the Detailed Architectural and Engineering Designs and the formulation of the capacity-building program for the DENR Marine Scientific Research Stations.
3. Assist in the overall implementation of the Biodiversity Assessment and Monitoring System for coastal and marine, with a specific focus on ecosystem initiatives and programs related to mangrove and seagrass ecosystems, and monitoring concerns under the Coastal and Marine Ecosystems Management Program (CMEMP);
4. Assist in planning, preparation, and conduct of activities, events, consultations, and meetings on the development of the Marine Scientific Research Station in Zamboanga Del Sur, including other related emerging concerns;
5. 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 the blue carbon initiatives;
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 and the Blue Carbon Ecosystems;

7. Assist in the design and implementation of research projects, including fieldwork, data collection, and analysis, aimed at assessing and quantifying the role of mangroves and seagrasses in carbon sequestration and storage;
8. Collaborate with other scientists, researchers, and stakeholders to address key research questions and conservation challenges related to Blue Carbon ecosystems, including the development of effective conservation and management strategies.
9. Participate in outreach and capacity-building activities to promote public awareness and understanding of Blue Carbon ecosystems, their importance for climate change mitigation, and the role of mangroves and seagrasses in coastal resilience;
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.
- 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, 2021 to:

MARIGLO ROSAIDA I. LARIRIT

Assistant Director

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cc: cmd@bmb.gov.ph

Approved by:


MARIGLO ROSAIDA I. LARIRIT
Assistant Director

