

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 Cagayan.

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 CMEMP, particularly in the **economic valuation and sustainable financing of marine ecosystems**, and the establishment of a Marine Scientific Research Station in Cagayan for F.Y. 2025. 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 Aparri, Cagayan;
2. Serve as the focal person in drafting policies and guidelines, and provide support for emerging planning concerns of the Marine Scientific Research Stations;
3. Assist in the overall implementation of the Biodiversity Assessment and Monitoring System for coastal and marine ecosystems, with a specific focus on economic valuation and sustainable financing 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 Cagayan, including other related emerging concerns;
5. 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 role of economic valuation and sustainable financing in assessing the benefits and impacts of ecosystem services;

6. Assist in the design and implementation of research projects, including fieldwork, data collection, and analysis, aimed at understanding the economic value of marine and coastal ecosystems, with a focus on quantifying ecosystem services and identifying potential financing mechanisms to support sustainable resource management and conservation efforts;
7. Collaborate with other scientists, researchers, and stakeholders to integrate ecosystem valuation data and analyses into broader research efforts related to marine conservation, management, and climate change;
8. Participate in outreach and capacity-building activities to promote understanding of valuation and financing of ecosystems and their importance for marine conservation and sustainable resource use.
9. 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; and
10. 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

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cc: cmd@bmb.gov.ph

Approved by:


MARIGLO ROSAIDA I. LARIRIT
Assistant Director

