



Republic of the Philippines  
Department of Environment and Natural Resources  
**BIODIVERSITY MANAGEMENT BUREAU**  
Quezon Avenue, Diliman, Quezon City  
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417  
Website: <http://www.bmb.gov.ph> E-mail: [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph)

## TERMS OF REFERENCE

### Hiring of Facilitator for the Philippine Rise Marine Resource Reserve (PRMRR)

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of a Facilitator (cum Writer) for the Development of Management Plan of the Philippine Rise Marine Resource Reserve (PRMRR).

<b>Position Description</b>	:	<b>Facilitator (cum Writer)</b>
<b>Duration</b>	:	<b>30 days</b>
<b>Approved Contract Budget</b>	:	<b>Php 48,500.00</b>

### Requirements

The candidate must have at least a degree in Master's degree in Developmental Studies, Law/Policy Studies, Resource Planning, or other relevant field and with at least three (3) years of extensive work along policy studies/ researches on environment and natural resources. The candidate must possess the following:

- Writing of technical documents such as reports, policy brief, resolutions, etc.;
- Skills in facilitation/moderation of technical coastal and marine-related workshops, conferences, consultations, meetings and other similar fora;
- Excellent communication skills, both written and verbal;
- Patience and tolerance for other people's objectives;
- Capacity to work under pressure;
- Worked previously or with strong links with government agencies, academe, non-government organizations, or professional organizations involved in the environment and natural resources sector in the country.

### Objectives of the assignment

The objective of the assignment is to draft a Management Plan of the Philippine Rise Marine Resource Reserve (PRMRR).

### Scope of Work and Expected Outputs

1. To develop the design of the workshop in coordination with the DENR and DENR-BMB;
2. Design and facilitate the consultation workshops, meetings, etc. as needed;
3. Synthesize key points, agreements and next steps;
4. Present the results of the workshop;
5. Propose/draft design of inter-agency/multi-stakeholders consultation workshop;



Note: DENR-BMB shall shoulder transportation and accommodation expenses to be incurred during the workshop/management planning

**Contract Amount**

The consultant will receive a total remuneration Forty-eight thousand five hundred (Php 48,500.00), which will be paid in tranches based on the following fund release terms:

Tranche	Amount (in PhP)	% Payment	Fund Release Terms
1 <sup>st</sup>	14,550.00	30%	Upon signing of contract
2 <sup>nd</sup>	33,950.00	70%	Upon acceptance of the draft Management Program Framework for Benham Rise

**Applications must include:**

Interested applicants must submit the following documents:

- Letter of intent detailing relevant experience in undertaking similar tasks;
- Curriculum vitae;
- Names and contact details of three (3) references; and
- Sample of written work

Documents of compliant applicants will be evaluated based on educational qualification and work experience/track record.

Please send applications not later than **July 4, 2018** to:

**The Director**  
Biodiversity Management Bureau  
Department of Environment and Natural Resources  
Ninoy Aquino Parks and Wildlife Center  
North Avenue, Diliman, Quezon City  
Tel. No. 925 8950 Fax No. 924 6031 loc 226  
Email address: [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph); [cmd@bmb.gov.ph](mailto:cmd@bmb.gov.ph)

APPROVED BY:

  
**CRISANTA M. RODRIGUEZ**  
Director