



Republic of the Philippines

Department of Environment and Natural Resources

BIODIVERSITY MANAGEMENT BUREAU

Ninoy Aquino Parks and Wildlife Center

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

REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT FOR THE SERVICES OF A LAYOUT/ CREATIVE ARTIST/ILLUSTRATOR

The Biodiversity Management Bureau of the Department of Environment and Natural Resources intends to engage the services of Layout/Creative Artist/Illustrator on a contract basis to handle the packaging of the Capacity Building Framework, printing/production and packaging of the training modules of the previously conducted eight topics including but not limited to format, creative design and layout and Summit brochure, poster and training kit.

The BMB-Bids and Awards Committee calls for the submission of documents for qualified Filipino applicants interested to bid for the requirement below, to wit:

<u>Requirement</u>	<u>Duration</u>	<u>Budget</u>
Layout/Creative Artist/Illustrator	40 days spread over 5 man-months	P250,000.00 (inclusive of taxes)

The documents for submission are:

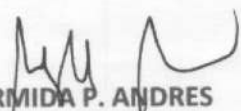
1. Letter of intent;
2. Curriculum Vitae to include the following :
 - Education
 - Experience on brand designing for Conferences/Summit/Workshops (showing contract duration per engagement)
 - Experience on Planning, Editing and Layouting of Publishing Workshops (showing contract duration per engagement)
 - Experience on working with government agencies and/or academe (showing contract duration per engagement)
 - List of trainings attended with certification pertaining to design, creative arts and related field (specify date of trainings, no. of hours, and who conducted the training)
 - Names and contact details of three (3) references able to provide details, on request, of your recent work experience and/or employment
 - Current e-mail address, telephone or fax number
3. PHILGEPS Certificate of Registration; and
4. BIR Certificate of Registration

For inquiry, please contact Ms. Leanna Manubag at Telephone No. 924-6031 local 228.

Interested applicants must submit the documents on or before 5:00pm,
JUL 08 2018 to:

The Director
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City
Tel. No. 924-6031 Fax : 924 6031 loc. 221
Email address : bacsec@bmb.gov.ph

Approved For Posting:


ARMIDA P. ANDRES
OIC, Assistant Director
Chairperson, BAC





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

TERMS OF REFERENCE
Layout/Creative Artist/Illustrator

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) intends to engage the services of a Layout/Creative Artist/Illustrator on a contract basis to handle the packaging of the Capacity Building Framework, printing/production and packaging of the training modules of the previously conducted eight topics including but not limited to format, creative design and layout and Summit brochure, poster and training kit.

Position Description: Layout/Creative Artist/Illustrator
Duration : 40 days spread over 5 man-months
Total Contract Cost: PhP 250, 000. 00 (inclusive of taxes)

I. Background Information

The DENR through the Biodiversity Management Bureau- Coastal and Marine Division together with DENR Regional Offices, National Integrated Protected Areas System (NIPAS) Management Staff, with assistance of the US National Oceanic and Atmospheric Administration (US NOAA) and support of the US Agency for International Development (USAID) developed a multi-year NIPAS MPA Management Capacity Building Program Framework last July – December 2014 in order to meet the global commitment for effectively managed Marine Protected Areas (MPAs). Twelve topics were identified and prioritized. Seven (7) topics for training have already been conducted.

Each topic has a unique set of modules and activity materials developed and compiled by US NOAA and transferred to BMB-CMD. These Training Modules are used throughout a 6-day workshop as reference and activity sheets.

In order to have better packaging and official distribution of copies to the different DENR Regions, the BMB-CMD will engage the services of a Lay-out/Creative Artist/Illustrator to handle the packaging of the Capacity Building Framework, printing/production and packaging of the training modules of the previously conducted eight topics including but not limited to format, creative design and layout and Summit brochure, poster and training kit.

The approved budget for the contract is Two Hundred Fifty Thousand Pesos (PhP 250,000.00) inclusive of taxes. Estimated time to complete the project is 40 days spread over a period of five months.

II. Functions/Key Results Expected

The Layout/Creative Artist shall have the following responsibilities:

- 1) Design and package, including but not limited to proof-reading, format, creative design and layout of the following materials:
 - a. Program Framework
 - b. Fundamentals of MPA Management
 - c. Marine Ecosystems and Oceans Processes
 - d. Sustainable Tourism in NIPAS MPAs
 - e. Planning for Climate Change in the coastal



- f. Coastal and Marine Spatial Planning
- g. MPA Networks
- h. Assessing Benefits and Threats
- i. Damage Assessment, Response, Restoration and Monitoring of Natural Resources

- 2) Design and package, including but not limited to proof-reading, format, creative design and layout of the NIPAS MPA Capacity-Building Summit Brochure, Poster and Training Kit
- 3) Prepare the final layout in "ready for printing" format along for electronic copies.
- 4) Closely coordinate with staff /focal person of the Integrated Coastal and Marine Partnership Section (ICMPS) of the BMB-CMD.
- 5) Provide regular updates on the progress of the preparation, printing, and advise Section Chief and/or staff of ICMPS of the BMB-CMD on any critical issues that needs to be addressed.

III. Outputs/Deliverables

- 1) Initial layout of the Framework and Training Modules in electronic copies.
- 2) NIPAS MPA Capacity-Building Program Summit Brochure, Posters and Training Kit
- 3) Draft of the "ready-for-printing" versions of the Framework and Training Modules in electronic copies.
- 4) Final draft of the "ready-for-printing" versions of the Framework and Training Modules in electronic copies and sample printed copies in proposed packaging (one each)

IV. Recruitment Qualifications

Education: The position requires a Bachelor's Degree in Communications, Design, Creative Arts, Advertising or related fields. Preference is given to solid background on Publishing/Publications-related work.

Experience: The following are the specific qualifications required:

1. At least 2 years solid experience in doing layout, creative design and publishing.
2. Excellent creativity and actual exposure in a publishing/creative environment.
3. Ability to beat deadlines and can work with minimum supervision
4. Ability to work well with a diverse group of skills
5. Excellent written communication skills
6. Detail-oriented
7. Solid knowledge and experience of desktop publishing
8. Experience in biodiversity/environment-related or foreign-assisted trainings/workshops would be an advantage

V. Budget, Schedule of Payments, Expected Outputs and Deliverables

Deliverables/Outputs	Level of Effort	Target Due Dates	Schedule of Payment
Signing of contract and meeting	1 day	Within 5 days upon approval of engagement	15% of contract price
Layout and Illustration of NIPAS MPA Summit training kit, brochure, and posters	10 days	10 days after signing of contract	30% of contract price
Layout and Illustration of first four (4) materials and acceptance of files:	15 days	25 days after signing of contract	35% of contract price

a. Program Framework			
b. Fundamentals of MPA Management			
c. Marine Ecosystems and Oceans Processes			
d. Sustainable Tourism in NIPAS MPAs			
Layout and Illustration of the last five (5) materials and acceptance of files:	15 days	40 days after signing of contract	20% of contract price
e. Planning for Climate Change in the coastal			
f. Coastal and Marine Spatial Planning			
g. MPA Networks			
h. Assessing Benefits and Threats			
i. Damage Assessment, Response, Restoration and Monitoring of Natural Resources			
TOTAL	40 working days		100%

VI. Application must include:

- Application letter
- Curriculum vitae (basic information, educational background, work experience, and relevant accomplishments, 3 references)
- Sample of previous works
- Current email address, telephone or fax number

Please send applications not later than _____ to:

JUL 06 2018

The Director
 Biodiversity Management Bureau – Department of Environment and Natural Resources
 Ninoy Aquino Parks and Wildlife Center Compound, North Avenue, Diliman, Quezon City
 Telephone No. 925 8950; Fax 924 6031 local 226
 Email Address: bmb@bmb.gov.ph; coastalandmarine@gmail.com

Approved:


 CRISANTA MARLENE P. RODRIGUEZ
 Director

