Procurement of Consulting Services

Government of the Republic of the Philippines

Procurement of Consultancy Services for the Project Management Specialist of Forestland Management Project
Public Bidding No.: FMB C2015-002-A

Fourth Edition
December 2010
REQUEST FOR EXPRESSION OF INTEREST

Procurement of Consultancy Services for the Project Management Specialist of Forestland Management Project

Public Bidding No.: FMB C2015-002-A

1. The Forest Management Bureau (FMB), intends to apply the sum Twenty-Two Million Eight Hundred Thousand Pesos (P22,800,000.00) being the Approved Budget for the Contract (ABC) from the loan of Japan International Cooperation Agency (JICA) Project for payment under the contract for Procurement of Consultancy Services for the Project Management Specialist of Forestland Management Project. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The FMB now calls for the submission of eligibility documents for Procurement of Consultancy Services for the Project Management Specialist of Forestland Management Project. (See Annex A – Terms of Reference)

Interested consultants must submit their eligibility documents on or before 25 June 2015, 10:00 AM at FMB-BAC Secretariat, FMB Bldg, Visayas Avenue, Diliman, Quezon City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. The eligibility Data Sheet will be available at Philgeps, FMB Website and FMB-BAC Secretariat Office c/o Property Unit Office, FMB Bldg, Visayas Avenue, Diliman, Quezon City.

3. The BAC shall draw up the short list of consultants from those who have submitted eligibility documents/Expression of Interest and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The criteria and rating system for short listing are:

<table>
<thead>
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<th>Criteria</th>
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<tr>
<td>I. Consultants experience (Minimum of 10 years)</td>
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<td>II. Job Capacity</td>
<td>30</td>
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<td>III. Qualification of Consultant</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
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4. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass-fail” criterion as specified in the IRR of RA 9184 and restricted to Filipino citizens.

5. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. Bids whose technical proposals pass the minimum technical
requirement of seventy five percent (75%) shall have its financial proposals opened and evaluated. The technical proposal shall carry eighty percent (80%) weight in the evaluation. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

6. The contract shall be completed from the date of the receipt of the Notice to Proceed for Seventy Six (76) man-months.

7. Bid Document will be available only to shortlisted eligible consultant upon payment of a non-refundable amount of Twenty Five Thousand Pesos (Php25,000.00) payable to FMB Cashier, 2nd Floor, FMB Bldg. Visayas Ave., Diliman, Quezon City.

8. All Bids must be accompanied with Bid Security which may be in the form of Cash, Cashier’s/Manager’s Check issued by a Universal or Commercial Bank equivalent to 2% of ABC or Bid Securing Declaration duly signed by the Bidder or his duly authorized representative.

9. The FMB-BAC reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

**MR. DENCIO DADIS**  
Head, Bids and Awards Committee Secretariat  
Forest Management Bureau  
FMB General Services Unit  
Ground Floor FMB Bldg., Visayas Avenue  
Diliman, Quezon City  
Tel/Fax no. 927-5216  
Fmb.bacsec@yahoo.com

(Sgd.)  
FOR. MAYUMI QUINTOS-NATIVIDAD  
OIC, Assistant Director and  
Chairperson, Bids and Awards Committee
Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.
1. **Eligibility Criteria**

1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

(a) Duly licensed Filipino citizens/sole proprietorships;

(b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;

(c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;

(d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or

(e) Persons/entities forming themselves into a joint venture, i.e., a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.

1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the **EDS**.

1.4. Government corporate entities may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not dependent agencies of the GOP or the Procuring Entity.

2. **Eligibility Requirements**

2.1. The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class “A” Documents –

**Legal Documents**
(i) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the EDS;

(ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

**Technical Documents**

(iii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. The statement shall include, for each contract, the following:

(iii.1) the name and location of the contract;

(iii.2) date of award of the contract;

(iii.3) type and brief description of consulting services;

(iii.4) consultant’s role (whether main consultant, subcontractor, or partner in a JV)

(iii.5) amount of contract;

(iii.6) contract duration; and

(iii.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;

(iv) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2.

**Financial Document**

(v) The consultant’s audited financial statements, showing, among others, the consultant’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) Class “B” Document –
Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class “A” Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant’s country.

2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes “A” and “B” Documents if they are in other foreign language.

2.4. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

2.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

3. Format and Signing of Eligibility Documents

3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.

3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.

3.3. The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.

3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents
4.1. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy of shall be similarly sealed duly marking the envelopes as “COPY NO. ___ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.

4.3. All envelopes shall:

(a) contain the name of the contract to be bid in capital letters;

(b) bear the name and address of the prospective bidder in capital letters;

(c) be addressed to the Procuring Entity’s BAC specified in the EDS;

(d) bear the specific identification of this Project indicated in the EDS; and

(e) bear a warning “DO NOT OPEN BEFORE…” the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared “Late” and shall not be accepted by the Procuring Entity.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The Procuring Entity’s BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the EDS. The prospective bidders’ representatives who are present shall sign a register evidencing their attendance.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder’s representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.

8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.

8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

(a) the name of the prospective bidder;

(b) whether there is a modification or substitution; and
the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

8.5. The eligibility of each prospective bidder shall be determined by examining each bidder’s eligibility requirements or statements against a checklist of requirements, using non-discretionary “pass/fail” criterion, as stated in the Request for Expression of Interest, and shall be determined as either “eligible” or “ineligible.” If a prospective bidder submits the specific eligibility document required, he shall be rated “passed” for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered “failed” for the particular eligibility requirement concerned. If a prospective bidder is rated “passed” for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “eligible.” If a prospective bidder is rated “failed” in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “ineligible.” In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. **Short Listing of Consultants**

9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.

9.2. The BAC of the Procuring Entity shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.

9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.

9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.
Section III. Eligibility Data Sheet

Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

(a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.

(b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.
# Eligibility Data Sheet

<table>
<thead>
<tr>
<th>No.</th>
<th>Eligibility Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 (a)</td>
<td><em>Exclusive only for duly licensed individual Filipino Forester who possess the herein eligibility requirements shall be allowed to participate in the bidding for this Consulting Services.</em></td>
</tr>
<tr>
<td>1.2</td>
<td>No further instructions.</td>
</tr>
<tr>
<td>1.3</td>
<td>Not Applicable.</td>
</tr>
<tr>
<td>1.4</td>
<td><em>Not applicable for individual consultant.</em></td>
</tr>
<tr>
<td>2.1 (a)(i)</td>
<td><em>Curriculum Vitae.</em></td>
</tr>
<tr>
<td>2.1 (a)(ii)</td>
<td><em>PRC and PhilGEPS Registration.</em></td>
</tr>
<tr>
<td>2.1 (a)(iii)</td>
<td>The statement of all ongoing and completed government and private contracts shall include all such contracts within ten (10) years prior to the deadline for the submission and receipt of eligibility documents.</td>
</tr>
<tr>
<td>2.1 (a)(iii.7)</td>
<td>Submit copy of <em>Certificate of Acceptance</em> as proof of satisfactory completion of similar or related contracts.</td>
</tr>
<tr>
<td>2.1 (a)(iv)</td>
<td><em>Not applicable for individual consultant</em></td>
</tr>
<tr>
<td>2.1 (a)(v)</td>
<td><em>Income Tax Return stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year (2014)</em></td>
</tr>
<tr>
<td>2.1 (b)</td>
<td><em>Not applicable for individual consultant.</em></td>
</tr>
<tr>
<td>2.4</td>
<td><em>Not applicable for individual consultant.</em></td>
</tr>
<tr>
<td>4.2</td>
<td>Each Bidder shall submit one (1) original and three (3) photocopies of the first and second components of its bid with proper tabbing for strict compliance, otherwise such will result to an automatic disqualification of their bids. <strong>NOTE:</strong> If the submitted documents are original true certified copy, the Bidder shall bring the original copy during the Opening of the Bid for reference. Likewise, the three (3) photocopies of the first and second components shall be originally initialed, by the duly authorized representative/s of the Bidder.</td>
</tr>
<tr>
<td>4.3(c)</td>
<td><em>Forest Management Bureau – Bids and Awards Committee</em></td>
</tr>
<tr>
<td>4.3(d)</td>
<td>The specified identification of the Project is: <em>Procurement of Consultancy Services for the Project Management Specialist of Forestland Management Project</em></td>
</tr>
</tbody>
</table>
The address for submission of eligibility documents:

*Forest Management Bureau (FMB)*
c/o FMB-BAC Secretariat
FMB Property Section
Ground Floor Annex C Bldg, Visayas Avenue
Diliman, Quezon City
Tel/Fax No.: 927-5216

The deadline for submission of eligibility documents is on **25 June 2015, 10:00A.M.**

The place of opening of eligibility documents is **FMB Conference Room, FMB Building, Visayas Avenue, Diliman, Quezon City**

The date and time of opening of eligibility documents is **25 June 2015, 10:00 AM (BAC's time).**

Similar contracts shall refer to a contract where majority of the components of the project are present. While related contract shall refer to a contract where at least two (2) major components of the project are present.

The short list shall consist of (number of perspective bidders) who will be entitled to submit bids. The criteria and rating system for short listing is:

<table>
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Selection will be based on *Quality-Cost Based Evaluation (QCBE) procedure*. Bids whose technical proposals pass the minimum technical requirement of seventy five percent (75%) shall have its financial proposals opened and evaluated. The technical proposal shall carry eighty percent (80%) weight in the evaluation. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

**Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.**
Annex A – Terms of Reference

Project Management Specialist (PMS)

1. Background

The Department of Environment of Natural Resources (DENR) through the National Forest Development Office (NFDO) implemented the Forestry Sector Project (FSP) Phase 1 in 1993 until the end of 2003 with financial assistance from the Japan Bank for International Cooperation (JBIC). The FSP has adopted Community-Based Forest Management (CBFM) as a main strategy towards Sustainable Forest Management (SFM).

Recognizing the significant accomplishment of FSP 1, a second phase of the FSP was conceptualized in 2003 to implement participatory sustainable watershed management and improve the economic condition and quality of life of the upland dwellers and downstream communities in three (3) critical river basins- the Upper Magat and Cagayan in Ifugao (CAR), Nueva Vizcaya in Quirino (Region 2), Upper Pampanga in Nueva Ecija (Region 3) and Jalaur in Iloilo (Region 6).

However, the subsequent implementation of FSP 2 was delayed for almost a decade since its conceptualization in 2003 due to policy, institutional and economic changes and setbacks both from the recipient country and the funding agency. Finally, in March 2012 the Government of the Philippines (GOP) and the Japan International Cooperation Agency (JICA) signed a loan agreement for the ten (10) year implementation of the former FSP 2 now the Forestland Management Project (FMP) within the aforecited river basins. The Project aims to improve forestland management through collaborative and holistic implementation of comprehensive and sustainable forestland management strategies in the three (3) critical river basins. The Project likewise complements the current National Greening Program (NGP) and focuses on Comprehensive Site Development (CSD) which include: 1) Survey, Mapping and Planning (SMP); 2) Community Organizing (CO); 3) Site Development (SD); 4) Agroforestry Support Facilities (ASF); 5) Policy Initiative; 6) Monitoring and Evaluation; 7) Project Management and Supervision (PMS). The Project is expected to integrate conservation and development oriented activities with full participation and capacitation of local communities and/or 105 Peoples Organizations (POs) within the 24 sub-watershed areas including the DENR and other stakeholders.

To ensure the effective and efficient implementation of the Project activities, a number of actors shall work in partnership with the implementing agency- the DENR and its partner POs. Thus, the service of Project Management Specialist is sought in this endeavor and it is expected to ensure strong and strategic and Project-level planning, implementation, monitoring and evaluation of natural resource management, forestry and climate change concerns, infrastructure works and related activities and further ensure active outreach, coordination, communication, representation, policy engagement and professional development with the Project stakeholders.

2. Objectives of the Consultancy

The PMS shall serve as the Team Leader and will be providing technical assistance/advice in the implementation of all activities related to his/her specialty but not limited to natural resource management, forestry and climate change concerns, environmental management,
infrastructure works and is responsible for directly managing activities funded by the Project in close coordination with the Project Director/Project Manager of the Central Project Management Office (CPMO). He/She will also be responsible for the, facilitation of development planning, training needs assessment and capacity building, policy formulation, networking/linkaging socio-economic and environmental benefit sharing mechanisms formulation, socio-economic and environmental initiatives monitoring, and reporting of activities and corresponding result/output to concerned project management and oversight offices.

3. Scope of Work

A. Overall Tasks and Responsibilities

After reviewing FMP documents including logical framework, outputs, and outcomes, relevant ENR policies, and institutional implementation arrangements, the PMS shall work jointly with the FMP designated Project Manager, key project staff, and other consultants in carrying out the following:

1. Provide overall leadership to the team of consultants and APs as they assist, support, advise, and develop capacities of CPMO, FMB counterparts, and DENR field implementing units during the FMP implementation;

2. Identify and recommend the tasks, reporting relationships, and responsibilities of the FMP CPMO, Individual Consultants (ICs) and Assisting Professionals (APs), FMP and FMB counterpart staff, and DENR field implementing units with respect to their roles, functions, accountability, authority, and contribution in FMP implementation;

3. Review the Project’s Logical Framework and provide recommendations for the management of risk and assumptions and determine, define, articulate, communicate, and provide recommendations and provide directions of FMP implementation with respect to the overall vision, mission, and objectives of DENR, forestry sector, and the challenges in each of FMP sites;

4. Based on FMP indicators for outputs, outcomes and work plans, oversee, monitor and assess the overall progress and performance of the Project and analyze deviations from planned and actual accomplishment;

5. Take the lead in establishing an effective monitoring and database of FMP activities, targets and outputs.

6. Determine areas for improvement, innovations and adjustments, recommend preventive and corrective measures to improve project progress and performance, and ensure that lessons and best practices of previous JICA forestry/watershed projects and other related project are adopted by FMP.

7. As forestry/agroforestry expert, ensure that targets of the Project under Site Development (SD) Initiative (i.e forest tree and agroforestry plantation establishment, conservation of cultivated agricultural, assisted natural regeneration, enrichment planting, and livelihood/enterprise development) are achieved, work
closely with concerned PMO, IC and AP in designing roadmap for SD plans and ensure the process is fully in line with existing guidelines leading to measurable improvements and benefits; and

8. Shall oversee and technically support the implementation of SD related activities (e.g. IEC, capacity building, enterprise feasibility studies, benefit sharing advocacy, documentation of lessons learned) vis-à-vis optimal impact of SD to the Project stakeholders.

B. Specific Tasks and Responsibilities

1. Formulate and recommend the Terms of Reference (TOR) of the Individual Consultants and Assisting Professionals, including the TORs of the needed services for the implementation of activities under the Comprehensive Site Development component;

2. Assess and monitor the performance of each individual consultant and the APs based on their work plans, assessment of CPMO, FMB counterparts, and DENR field implementing units;

3. Guide the Individual Consultants (ICs) and Assisting Professionals (APs) in the performance of their respective work plans, establish working relationships, and ensure that ICs and APs will appropriately carry out their activities in coordination with the FMP CPMO and DENR field implementing units;

4. Recommend how each consultant and AP could assist, support, and strengthen project implementation to achieve outputs and outcomes;

5. Provide guidance to the Infrastructure Specialist (IS) and AP for Infrastructure works in establishing agreements with the appropriate partners (LGUs, POs) to ensure that regular monitoring of SUSIMO buildings is conducted to ensure the structural integrity and maintenance of the SUSIMO buildings even after Project implementation;

6. Guide the Institutional Development Specialists (IDS) and the concerned APs in setting overall direction for strengthening and improving the organizational maturity of the POs.

7. Prepare and consolidate reports of CPMO based consultants and provide recommendations to improve the effectiveness of Project delivery/implementation or the impact of the Project;

8. Provide guidance in the preparation of project operations plan/project implementation plan;

9. Review annual work plans, progress reports and other documents and help in the preparation of the overall FMP work plans and annual budget plans;
10. Provide assistance to DENR in facilitating timely disbursement of funds under the Comprehensive Site Development (CSD) component.

11. Ensure high quality standards and the concerned agencies guidelines are applied in Project planning. Prepare complementation plan that would ensure synergies, cooperation and collaboration with other related forestry projects/strategies such as the National Greening Program, REDD+, Clean Development Mechanisms (CDM) among others;

12. Build collaborative relationships and create partnerships with and across implementing partners for effective programming (i.e. Development of management framework for the Project);

13. Draft relevant policies on Monitoring and Evaluation (M&E), climate change, Payment for Environmental Services (PES), and other ENR related policies; including guidelines/procedures relative to the implementation of the Project activities;

14. Undertake site visits, and discuss progress and issues and constraints with the field implementing units, other government agencies, partner POs and other watershed stakeholders;

15. Undertake comparison of (i) actual project progress against annual work plans and (ii) annual work plans against the Project Logical Framework Matrix, and discuss the findings with the CPMO, oversight and funding agencies;

16. Lead in the preparation and review of periodic FMP reports for FMB, DENR management, oversight agencies, and donors; Prepare project status report, mid-term report and project completion report;

17. Summarize and report any significant changes that have occurred from the original design, and provide comment on the implications of these changes;

18. Review and spearhead the enhancement of the Project Operations Manual (POM) in consultation with DENR;

19. Assist in coordinating and preparing required documents, arrangements, and presentations during periodic project missions, mid-term and post project evaluation activities;

20. In coordination with the IEC Specialist, identify good practices that can be replicated for video and case study documentation;

21. Develop strategies and mechanisms to facilitate operationalization of Watershed Management Council (WMC) including capacity building;

22. Develop sharing mechanisms between and among the POs, communities, LGUs and DENR on the PES (e.g. benefit sharing mechanisms or maintenance schemes to sustain the agro-forestry support facilities)
23. Provide expert policy and technical advice based on rigorous analysis of policy and technical information and discussions with relevant stakeholders;

24. Ensure the integration of the cross-cutting concerns of gender and governance; and

25. Ensure that the CPMO is timely apprised and consulted with on all aspects of Project implementation.

4. Duration of Assignment, Duty Station and Expected Place of Travel

The PMS shall be hired for a period of 76 man-months spread over the remaining effective period of the Project until March 2022, and shall report at the FMP Central Project Management Office, Forest Management Bureau, Visayas Avenue, Diliman, Quezon City, at least 3 days a week during the term of contract unless on official field work or site visit.

5. Outputs/Deliverables

5.1. Inception Report: This report should clearly state how the Team Leader with the FMP Manager, CPMO, FMB counterparts, key regional counterparts, consultants and APs will work together to solidify overall FMP direction – goals, objectives, strategies, outputs, outcomes, and implementation arrangements including expectations and indicators for assessing performance of consultants.

5.2. Progress Report: A monthly progress report shall be submitted to the Project Director thru the Project Manager of FMP.

5.3. Final Report that includes:

5.3.1. Project Performance/Appraisal and Evaluation System Report;

5.3.2. Project Overall Monitoring and Assessment Report;

5.3.3. Forestry and ENR Complementation Plan;

5.3.4. Periodic Project Accomplishment Reports;

5.3.5. Draft policies on strategies and mechanism for climate change resiliency and PES benefit sharing;

5.3.6. Updated project operations plan/project implementation plan; and

5.3.7. Strategic recommendations for Project activity level development related to natural resources management, forestry and related fields.

6. Cost Requirement
The PMS shall receive a fixed total professional fee of THREE HUNDRED THOUSAND PESOS (PHP300,000.00) per man-month inclusive of mandatory withholding tax and shall be entitled to actual transportation and accommodation expenses incidental to the conduct of project related activities, subject to existing accounting and auditing rules and regulations.

7. Degree of Expertise, Qualification and Competencies

7.1. Must be a licensed Forester with Master’s degree in the field of natural resources management, forestry, community development or related fields. A Doctorate degree holder would be given preference;

7.2 Minimum of 10 years of experience in community forestry, natural resources management and community development and related fields and at least 5 years of experience in result-based M&E;

7.3. High level of analytical skill and consultative ability;

7.4. Deep understanding of environmental science and climate change issues and concerns;

7.5. Ability to work with teams and deliver timely and quality analysis;

7.6. Displays cultural gender, religion, race and age sensitivity and adaptability;

7.7. Highest standards of integrity, discretion and loyalty;

7.8. Good understanding of multi-stakeholders project implementation and community-based management approach in forest management;

7.9. Experience in working with various watershed stakeholders;

7.10. Good writing and reporting skills as well as listening, speaking and communication skills;

7.11. Excellent time management skills with an ability to deliver high quality outputs on time;

7.12. Experience being a Team Leader in environment and natural resources management projects, and

7.13. Physically fit to perform actual site visits and monitoring.
Annex B – Checklist of Eligibility Requirements for Consultancy Services (Individual)

Class “A” Documents:

LEGAL DOCUMENTS
   i. PRC Registration; and
   ii. PhilGEPS Registration

TECHNICAL DOCUMENTS
   iii. Curriculum Vitae;
   iv. Statement of similar completed projects;
   v. Statement of related completed projects;
   vi. Statement of on-going projects; and
   vii. Statement of contracts awarded but not yet started

FINANCIAL DOCUMENTS
   viii. Income Tax Return, stamped “Received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year (2014).
**Annex C – Forms to Accomplish**

**Form Title** : Statement of Completed Similar Projects

**List of Completed Similar Government and Private Contracts**

<table>
<thead>
<tr>
<th>Name and Location of Project</th>
<th>Description of the Project</th>
<th>Classification (Government/Private)</th>
<th>Date of Award of Contract</th>
<th>Individual Consulting Services (including as individual consultant of consultancy firm)</th>
<th>Level of Consultancy Engagement (Full Time/Part-Time)</th>
<th>Amount of Contract</th>
<th>Contract Duration Consultants Role</th>
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Submitted by:

**SIGNATURE OVER PRINTED NAME**

Name of Representative of Bidder

Position

Date: ______________________
Form Title : Statement of Completed Related Projects

List of Completed Related Government and Private Contracts

Name of Consultant : _____________________________________________
Business Address : _____________________________________________

<table>
<thead>
<tr>
<th>Name and Location of Project</th>
<th>Description of the Project</th>
<th>Classification (Government/Private)</th>
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Submitted by:

SIGNATURE OVER PRINTED NAME
Name of Representative of Bidder
Position
Date: ______________________
Form Title: Statement of On-going Contracts

List of On-going Government and Private Contracts including Contracts Awarded but not yet Started

Name of Consultant: _____________________________________________
Business Address: _____________________________________________

<table>
<thead>
<tr>
<th>Name and Location of Project</th>
<th>Description of the Project</th>
<th>Date of Contract</th>
<th>Individual Consulting Services (including as individual consultant of consultancy firm)</th>
<th>Level of Consultancy Engagement (Full Time/ Part Time)</th>
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Submitted by:

SIGNATURE OVER PRINTED NAME
Name of Representative of Bidder
Position
Date: _______________________
Annex D: Schedule of Activities

*Procurement of Consultancy Services for the Project Management Specialist of Forestland Management Project*

*Public Bidding No.: FMB C2015-002-A*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date, Time</th>
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<tbody>
<tr>
<td>1. Posting of REI</td>
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<tr>
<td>2. Issuance and availability of Eligibility Documents</td>
<td>11 - 25 June 2015</td>
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<tr>
<td>3. Opening Of Eligibility Documents</td>
<td>25 June 2015, 10:00 AM</td>
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<tr>
<td>4. Results of shortlisted consultants</td>
<td>28 June 2015</td>
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