



Republic of the Philippines
Department of Environment and Natural Resources
Provincial Environment and Natural Resources Office
Panganiban Drive, Naga City
Tel. No. (054) 811-0530
Email: penro_camsur@yahoo.com.ph

TERMS OF REFERENCE

CATERING SERVICES FOR THE CONDUCT OF LEVELLING OFF AND TRAINING AND WRITESHOP FOR BIODIVERSITY ASSESSMENT AND MONITORING SYSTEM (BAMS) OF MT. ISAROG NATURAL PARK (MINP)

A. RATIONALE

One of the target activities for CY 2023 of PENRO Camarines Sur under the Protected Area Management is the conduct of Biodiversity Assessment and Monitoring System (BAMS) in Mt. Isarog Natural Park. The activity aims to identify the trends in the condition of the composition and abundances of constituent species of the terrestrial species and determine, quantify and assess the threats and stressors that causes ecosystem degradation.

Prior to the implementation of BAMS, a levelling off and training must be conducted to equip and capacitate the field implementers of the procedures and technical information on the conduct of the BAMS. Afterwards, the data gathered on physical environment including flora and fauna should be analyzed. Therefore, a writeshop should be conducted to integrate the analyzed the data for preparation of the needed output for BAMS of MINP.

In this regard, this Office deemed necessary to facilitate the procurement process and award of the catering services in order to carry out the conduct of the above-mentioned activity.

B. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract is One Hundred Seventy-five Thousand Pesos (Php 175,000.00) only.

C. SCOPE OF WORK

The service provider must provide catering service for the 5-day Levelling off and Training for BAMS with 40 participants and 2-day Writeshop with 25 participants.

D. SCHEDULE OF DELIVERY

The service provider shall deliver its service on the following dates:

Activity	Location	Date
Levelling off and Training for BAMS	Naga City, Camarines Sur	March 06-10, 2023
Writeshop for BAMS	Naga City, Camarines Sur	August 24-25, 2023

E. TERMS AND CONDITION

1. The service provider shall ensure the prompt delivery of the catering service and shall serve the food 15 minutes prior to the specified time of distribution among participants and other guests.
2. The quantity/serving of food and/or drink that shall be delivered should commensurate the number of participants stated herein with at least 10% contingency on the serving and shall strictly observe standard food quality and service procedures such as proper food handling and preparation to ensure the safety of the participants and other guests.
3. As the primary agency mandated for the conservation, management, development and proper use of our environment and natural resources, it is the duty of the organization to uphold its commitment in reducing the use of plastic materials. In this regard, the service provider must strictly dispense with the usage of single-use plastic and/or plastic materials for food containers and drinking cups, and instead engage in utilizing containers made from biodegradable or recycled products.

F. PAYMENT

Relative to the delivery of service, payment shall be made on staggered basis depending on the scheduled delivery of the services and shall be made upon Inspection and Acceptance of the Inspection Committee and by the End-User.

Prepared by:



ERASTO C. ABRERA
End-user/SvEMS/ PASu MINP

Recommending Approval:



ALEJANDRO D. MARANAN
OIC, Technical Services Division

Approved by:



RONNEL B. ASTOR
HoPE/PENR Officer



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ACTIVITY DESIGN

- A. TITLE** : **LEVELLING OFF AND TRAINING FOR BIODIVERSITY ASSESSMENT AND MONITORING SYSTEM (BAMS) OF MT. ISAROG NATURAL PARK (MINP)**
- B. PARTICIPANTS** : PENRO and PAMO personnel
Regional Office representatives and Resource persons
LGU and Academe
- C. VENUE** : Naga City
- D. DATE** : March 06-10, 2023 and August 24-25, 2023

I. RATIONALE

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Prior to the implementation of BAMS, a levelling off and training must be conducted to equip and capacitate the field implementers of the procedures and technical information on the conduct of the BAMS. Afterwards, the data gathered on physical environment including flora and fauna should be analyzed. Therefore, a writeshop should be conducted to integrate the analyzed the data for preparation of the needed output for BAMS of MINP.

II. OBJECTIVES:

The activity is designed to:

1. Equip the participants with the appropriate knowledge and understanding on BAMS;
2. Formulate strategies on how to properly carry out the BAMS and accomplish the activity on the target completion date;
3. Present and analyze the initial data collected for BAMS; and
4. Integrate the data for the drafting of BAMS report.

III. MODALITY:

Levelling off and Training

The 5-day activity will be conducted on March 06-10, 2023 at Naga City with the participants composed of PENRO and PAMO personnel, Regional Office representatives and Resource persons, LGU and Academe.

The first, second and third day will be allotted for orientation on the purpose of the BAMS in MINP including series of relevant lectures needed for BAMS.

The fourth day will be the field work that will focus on assessment of physical environment, flora and fauna until the morning of the following day. The afternoon of the fifth day will focus on the presentation of output and findings gathered during the field work and lectures.

Writeshop

The 2-day activity will be conducted on August 24-25, 2023 at Naga City with the participants composed of PENRO and PAMO personnel.

The first day of the activity will focus on presentation of the initial data gathered on watershed, flora and fauna, while the second day is allotted for presentation of outline for BAMS report and analysis of the gathered data. The information obtained from the field work and lectures will form part in the crafting of the report for BAMS of MINP for CY 2023.

IV. PROGRAMME/ SCHEDULE OF ACTIVITIES

In order to ensure that the set objectives are met and to have an organized activity, the hereunder program is recommended to be adopted, to wit;

Table 1. *Programme for the Levelling off and Training for BAMS*

Time	Detail	Responsible Person/s
DAY 1 (March 06, 2023)		
8:00 – 9:00 am	Registration	Secretariat
9:01– 9:30 am	Opening Program	
	<ul style="list-style-type: none"> - Opening Prayer - National Anthem - Introduction of Participants - Welcome Remarks - Message 	Secretariat Alejandro D. Maranan OIC Chief, TSD Ronnel B. Astor PENR Officer
9:45– 10:00 am	Rationale	Erasto C. Abrera PASu MINP
10:01 – 12: 00 noon	Geographic Information System and Remote Sensing	Resource Speaker
12:01 – 1:00 pm	Lunch/ Health Break	
1:01 – 2: 00 pm	Continuation on Geographic Information System and Remote Sensing	Resource Speaker
2:01– 3:00 pm	Lecture on Physical Assessment and Monitoring procedure	Resource Speaker
3:01 – 3:15 pm	Health Break	
3:16 – 5:00 pm	Continuation of lecture on Physical Assessment and Monitoring procedure	Resource Speaker
DAY 2 (March 07, 2023)		
8:00 – 9:00 am	Registration	Secretariat
9:01– 9:30 am	Recapitulation	Secretariat
9:31– 12:00 noon	Lecture on Plant Assessment and Monitoring	Resource Speaker

12:00 – 1:00 pm	Health Break	
1:00 – 5:00 pm	Continuation on Plant Assessment and Monitoring	Resource Speaker
DAY 3 (March 08, 2023)		
8:00 – 9:00 am	Registration	
9:01 – 9:30 am	Recapitulation	Secretariat
9:31– 12:00 noon	Lecture on Animal Assessment and Monitoring	Resource Speaker
12:00 – 1:00 pm	Lunch/ Health Break	
1:00 – 5:00 pm	Continuation on Animal Assessment and Monitoring	Resource Speaker
DAY 4 (March 09, 2023)		
8:00 am – onwards	Field work	Participants
DAY 5 (March 10, 2023)		
8:00 – 12:00 noon	Continuation of Field Work	Participants
12:00 – 1:00 pm	Lunch/ Health Break	
1:01 – 4:00 pm	Presentation of Output	Participants
4:01 – 4: 45 pm	Wrapping-up	
4:46– 5:00 pm	Closing Remarks	APASu MINP

Table 2. Programme for the Writeshop for BAMS

Time	Detail	Responsible Person/s
DAY 1 (August 24, 2023)		
8:00 am – 9:00 am	Registration	Secretariat
9:01 am – 9:30 am	Opening Program	
	<ul style="list-style-type: none"> - Opening Prayer - National Anthem - Introduction of Participants - Welcome Remarks - Message 	Secretariat Alejandro D. Maranan OIC Chief, TSD Ronnel B. Astor PENR Officer
9:45 am – 10:00 am	Rationale	Erasto C. Abrera PASu MINP
10:01 am – 12: 00 noon	Presentation of Initial data on watershed	Presenter from watershed team
12:01 pm – 1:00 pm	Lunch/ Health Break	
1:01 pm – 2: 30 pm	Presentation of Initial data on flora	Presenter from flora team
2:31 pm – 3:00 pm	Snack/ Health break	
3:31 pm – 4:30 pm	Presentation of Initial data on fauna	Presenter from fauna team
4:31 pm – 5:00 pm	Open forum	
DAY 2 (August 25, 2023)		
8:00 am – 8:30 am	Recapitulation	Secretariat
8:31 am – 9:30 am	Presentation of outline for BAMS report	APASu MINP
9:31 am – 12:00 noon	Writeshop/ Break out raw	Participants
12:01 pm – 1:00 pm	Lunch/ Health Break	
1:01 pm – 4:45 pm	Presentation of output/ open forum/ discussion	Participants
4:46 pm – 5:00 pm	Closing program	APASu MINP

V. BUDGETARY REQUIREMENTS:

The financial allocation for the activities is One Hundred Seventy-five Thousand (Php 175,000.00) pesos only with breakdown as follows:

Activity	No. of days	Quantity	Cost	Total Cost
March 06-10, 2023				
Levelling off and Training for BAMS	5	40	Php 700.00	Php 140,000.00
August 24-25, 2023				
Writeshop for BAMS	2	25	Php 700.00	Php 35,000.00
TOTAL				Php 175,000.00

Prepared by:



ERASTO C. ABRERA
End-user/SvEMS/ PAsu MINP

Recommending Approval:



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