



Bids and Awards Committee  
c/o BAC Secretariat  
Department of Environment and Natural Resources  
Regional Office No.5, Rawis, Legaspi City

5. Your prices must include the unit price and total price, inclusive of all taxes to be paid and other incidental cost to the delivery site if the contract is awarded.
6. All quotations may be typewritten and may be placed in sealed envelope marked "SUPPLY AND DELIVERY OF VARIOUS SERVICES" (RFQ No. 050-2021-CDD)

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Signature over printed name of Canvasser

7. Quotations shall be valid for sixty (60) calendar days from the deadline of submission.
8. The delivery period for items/services shall be within thirty (30) calendar days from receipt of the **Job Order (JO)** or in the case of catering services, on the date/s specified in the Request for Quotation (RFQ). The supplier/service provider shall inform the purchaser (DENR) at least three (3) days before the date of delivery. The delivery shall be made only during working days and hours, in case of supplies/materials/equipment.
9. DELIVERY SITE for Supplies/Materials/Equipment:

Procurement  
Administrative Division  
Department of Environment and Natural Resources  
Regional Office No. 5, Rawis, Legaspi City

10. The Department of Environment and Natural Resources reserves the right to accept or reject any quotation, and to annul the Shopping/Small Value Procurement process or reject all quotations at any time prior to contract award, without thereby incurring any liability to the affected supplier/service provider. The purchaser (DENR) reserves the right to waive minor deviations/defects or infirmities therein. A minor deviation/defect or infirmity is one that does not materially affect the overall performance and functionality of the equipment and the capability of the supplier to perform the contract.
11. The prospective bidder shall submit the following:
  - a) Quotation Form
  - b) Technical Specification/Terms of Reference
  - c) Proof of PhilGEPS Registration
  - d) Proof of valid Mayor's Permit
  - e) Proof of DTI/SEC/CDA (in case of cooperatives) registration
  - f) Updated BIR Tax Clearance

ATTY. RONNEL C. SOPSOP  
BAC Chairperson  
DCV//ROS/lyn







## TERMS OF REFERENCE

### CONDUCT OF IMPACT ASSESSMENT OF SEVEN (7) CBFM-CARP PROJECTS IMPLEMENTED CY 2013

#### I. Background

Since 2007, the Department of Environment and Natural Resources (DENR) has been implementing the Community-Based Forest Management (CBFM) – Comprehensive Agrarian Reform Program (CBFM-CARP) in order to address hunger mitigation, poverty reduction and environmental protection. Part of its implementation is the benchmarking and assessment of impacts brought about by the project to the lives of the CBFM People's Organizations (POs).

Benchmarking is an important tool for CBFM-CARP to establish baseline information which can be used as basis in determining the Project's outcomes or results. It is also in this context that an impact assessment of the CBFM-CARP projects was proposed to be undertaken. This is to assess the changes that occur socially, economically and environmentally by CBFM-CARP projects after five (5) years of implementation. Through an impact assessment, the achievements of the CBFM-CARP projects' objectives are identified and the likely impacts not only on the social and economic aspects of the lives of upland farmers, but also on the environment, are determined.

In 2012, a study entitled "Impact Assessment of Selected CBFM-CARP Projects in the Philippines" was undertaken in thirty-five (35) CBFM-CARP projects in different regions of the country to determine the overall impacts brought about by the said projects.

In 2013, the survey instrument used in the conduct of impact assessment and in establishing baselines of CBFM – CARP projects were further refined and enhanced, which also served as the basis of FMB for the issuance of FMB Technical Bulletin No. 9. For this, new sets of tools were developed to include concerns related to the environment and other socio-economic components of the study. Thus, provides more in-depth and comprehensive scale of analysis and interpretation to ensure a more conclusive result of the next impact assessment. Same tool was used during the conduct of impact assessment by FMB in CY 2016 when they hired Assisting Professionals in the region to conduct the impact assessment of CY 2009 CBFM-CARP Projects.

As a follow through to the said study, the region will be conducting the said impact assessment through the assistance of a third party or Assisting Professional (AP). The services of AP is sought to ensure strong and strategic planning of the implementation of impact assessment for the approved/implemented CBFM-CARP Agroforestry in CY 2012. The AP services as well as the impact assessment activities are expected to be completed by the end of December 2021.

#### II. Objectives

The Regional Assisting Professional (AP) for CBFM-CARP Impact Assessment in Region 5 shall provide technical assistance and implementation of all the related activities in the assessment of CY 2013 approved CBFM-CARP projects subject for evaluation. Further, he/she is expected to provide comments/recommendations for further improvement of the tool for baseline/impact assessment as discussed under the FMB Technical Bulletin No. 9 dated 20 October 2014.

#### III. Scope of Work

1. Conduct a review of relevant guidelines and related literatures such as case studies, articles, CBFM-CARP accomplishment and assessment reports, and other CBFM-CARP evaluation documents for the benchmarking and impact assessment of sites under CBFM-CARP sites.

2. Participate in inception/orientation meeting to be organized by the region and submit inception report or work plan based on the discussion with regional authorities through the CBFM Coordinator.
3. Conduct data gathering for the impact assessment of seven (7) CY 2013 approved CBFM-CARP projects in Region 5 using the CBFM-CARP assessment tool, methodology and guidelines.
4. Consolidate the data gathered covering his/her regional assignment and analyzed and processed gathered data using appropriate statistical analysis.
5. Submit a report after completion of activities following a standard format to include lessons learned and recommendations for the next CBFM-CARP impact assessment.
6. Perform other related tasks deemed necessary to carry out aforementioned activities.

#### IV. Duration of Assignment, Duty Station and Expected Place of Travel

The Regional Assisting Professional (AP) for CBFM-CARP Impact Assessment in Region 5 shall be hired and conduct said activity until December 31, 2021. He/she shall submit report to the concerned Regional CBFM Coordinator, Conservation and Development Division (CDD).

#### V. Deliverables

1. **Inception Report:** A summary matrix shall be prepared during the first few weeks of the engagement including work schedule, outline of work plan and methodology to complete the tasks.
2. Report on the Literature Review that includes the following:
  - 2.1. Review of related and relevant guidelines;
  - 2.2. Relevant Criteria and Indicators (C&I) and verifiable measures for the assessment of impacts brought about by CBFM-CARP activities to the lives of farmer/PO beneficiaries; and
  - 2.3. Review the CBFM-CARP assessment tool, methodology and guidelines.
3. Report on the data gathered during the impact assessment of seven (7) CY 2013 approved CBFM-CARP projects shall be submitted and include analysis through the use of appropriate statistical analysis tools.

#### VI. Cost Requirement

The Regional AP for CBFM-CARP Impact Assessment in Region 5 shall receive a fixed total professional fee of a total of **THREE HUNDRED FIFTY-SEVEN THOUSAND PESOS ONLY (PHP 357,000.00)** for the duration of the activity until December 31, 2021 to be paid on the following schedule, subject to mandatory tax and existing accounting and auditing rules and regulations chargeable against the CBFM-CARP funds.

##### 1. Schedule of Payment

PERCENTAGE	AMOUNT	PARTICULAR
Fifteen Percent (15%)	Php 53,550.00	Upon signing of Contract and submission of required documents
Twenty Five Percent (25%)	Php 89,250.00	Upon submission and acceptance of Inception and Literature Review Report

Twenty Five Percent (25%)	Php 89,250.00	Upon submission and acceptance of draft package report on the data gathered during the impact assessment of CY 2013 consisting of seven (7) CBFM-CARP Agroforestry Projects with appropriate statistical analysis
Thirty Five Percent (35%)	Php 124,950.00	Upon submission and acceptance of final package Report on the data gathered during the impact assessment of CY 2013 consisting of seven (7) CBFM-CARP Projects

## 2. List of CY 2013 CBFM-CARP Agroforestry Development Projects

NAME OF PROJECT	IMPLEMENTING PO	LOCATION
1. 50 HA Tiklad (Mangrove) Rehabilitation and Mudcrab Culture & Production Project	Balading Environmental Protection and Management, Inc. (BEPMI)	Brgy. Balading, Malinao, Albay
2. 50 HA Indigenous Tree Plantation Project	Guisican Multipurpose Cooperative (GMPC)	Brgy. Guisican, Labo, Camarines Norte
3. 50 HA Tree Plantation Establishment with Anahaw Production	Tao Kalikasan Foundation of the Philippines, Inc. (TKFPI)	Brgy. Tigbinan, Labo, Camarines Norte
4. 50 HA Rubber Tree and Pili Agroforestry Project	Bayabas Multipurpose Community Organization (BAMPCO)	Brgy. Bayabas, Labo, Camarines Norte
5. 50 HA Tree Plantation & Orchard Development	Layaton Upland Planters Association (LUPA)	Brgy. Bagong Silang, Del Gallego, Camarines Sur
6. 41 HA Pili-Based Agroforestry Project	Mt. Mokbok Islanders Association (MMIA)	Brgy. Caranan, Pasacao, Camarines Sur
7. 50 HA Agroforestry and Abaca Plantation	Samahang Organisasyong Pangkalikasan, Inc. (SOK)	Brgys. Sto. Niño, Kinalabasahan & Ombao Heights, Bula, Camarines Sur

## VII. Qualifications and Competencies of (AP) for the conduct of Impact Assessment

1. Preferably Masteral degree holder in the field of natural resources management, social sciences, community development, economics or related fields;
2. Minimum of 5 years of experience in community forestry, natural resources management and community development and related fields and at least three (3) years of experience result based M&E;
3. High level of analytical skill and consultative ability;
4. Deep understanding of community/social forestry, environmental science and climate change issues and concerns;
5. Ability to work with teams and deliver timely and quality analysis;
6. Displays cultural gender, religion, race and age sensitivity and adaptability;
7. Highest standards of integrity, discretion and loyalty;

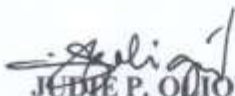
8. Good understanding of multi-stakeholder's project implementation and community-based management approach in forest management;
9. Good writing, facilitating and reporting skills as well as listening, speaking and communication skills; and
10. Excellent time management skills with an ability to deliver high quality outputs on time.

The interested Assisting Professional may submit their requirements at the DENR Regional Office including updated Curriculum Vitae and Capsule Proposal with the following outline:

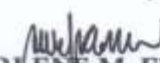
- I. Introduction
- II. Objectives
- III. Methodologies
- IV. Work Plan including schedule and plan number of activities

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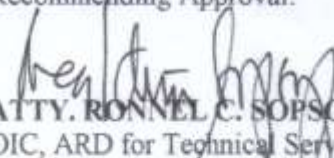
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