



May 7, 2024

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Hiring of Consultancy Services (Individual Consultant) **Solicitation No. SIC-2024-010**

1. The Government of the Philippines has received a loan (Loan no. P174137) from the World Bank towards the cost of the Coastal Resiliency (FishCoRe) Project and it intends to apply part of the proceeds of this loan to payments for the cost of Hiring of Consultancy Services (Individual Consultant).
2. The Bureau of Fisheries and Aquatic Resources Fisheries Coastal Resiliency (FishCoRe) Project, hereinafter referred to as the "End-User" now requests you to submit Expression of Interest for the **HIRING OF INDIVIDUAL CONSULTANT** namely:

| Item no. | Description/ Position | Required number & duration | Total cost |
|----------|--|---|-------------------------|
| 1 | Consultancy Services for the Knowledge Management Specialist | 1 pax 6 years (<i>subject to annual renewal of contract with satisfactory performance</i>) | PhP 73,440.00 per month |

3. A set of Terms of Reference (TOR) is provided in Attachment 1.
4. Bidding procedures will be conducted in accordance with the provisions of the World Bank Guidelines and taking into consideration the related provisions in the Project Loan Agreement and Guidelines in the Procurement under IBRD loans and IDA credits. The individual consultants will be selected in accordance with the procedure set out in paragraphs 7.34 to 7.37 of the WB Procurement Regulations.
5. Interested proponents shall submit their Letter of Expression of Interest, Curriculum Vitae, Personal Data Sheet, Certifications (if any) and supporting documents, if necessary, to the BFAR Fisheries and Coastal Resiliency (FishCoRe) Project – Special Bids and Awards Committee (SBAC) not later than **May 15, 2024, 12:00NN**.
6. Submission of Expressions of Interest (EOI) along with the other documents as stated in item no. 5 must be sent to the official email address fishcore.sbac@bfar.da.gov.ph or at the 2nd Floor, National Food Authority, Visayas Ave. Diliman, Quezon City, sealed in an envelope marked:

HIRING OF CONSULTANCY SERVICES (INDIVIDUAL CONSULTANT)

Solicitation No.: SIC-2024-010

Position: KNOWLEDGE MANAGEMENT SPECIALIST

7. The Bureau of Fisheries and Aquatic Resources Fisheries Coastal Resiliency (FishCoRe) Project must disclose information on the successful Consultant's beneficial ownership, as part of the Contract Award Notice, using the Beneficial Ownership Disclosure Form as included in the Request for Proposal/s.

8. The Bureau of Fisheries and Aquatic Resources Fisheries Coastal Resiliency (FishCoRe) Project reserves the right to accept or reject any bid, and to annul the Selection of Individual Consultants (SIC) process or reject all EOIs at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders.

Original Signed

ROY C. ORTEGA

Chairperson, Special Bids and Awards Committee

TERMS OF REFERENCE
Knowledge Management Specialist

- I. PROJECT TITLE : PHILIPPINE FISHERIES AND COASTAL RESILIENCY (FISHCORE) PROJECT-SUPRIM**
- II. TITLE OF CONSULTANT : KNOWLEDGE MANAGEMENT SPECIALIST**
- III. PROPONENT : NATIONAL PROJECT MANAGEMENT OFFICE**
- IV. IMPLEMENTATION DATE : 2024**
- V. INTRODUCTION:**

The FishCoRe Project will be the Philippine government's platform for implementing the new governance scheme, which divides the entire country's territorial waters, inclusive of inland waters and exclusive economic zone (EEZ), into 12 fisheries management areas (FMAs) based on stock distribution and the structure of fisheries and administrative divisions.

The overall goal of the FishCoRe Project is to enhance ecosystem and community resilience in selected FMAs. The Proposed Development Objective (PDO) of the project is to improve management of coastal fishery resources, enhance the value of fisheries production and increase fisheries-derived incomes within coastal communities, in selected Fishery Management Areas (FMAs). In particular, the project intends to contribute to the following goals: (i) increased food security; (ii) enhanced level of satisfaction among beneficiaries; (iii) reduced incidence of illegal, unreported, and unregulated (IUU) fishing activities; and (iv) improved sustainable employment from diversified sources including fisheries and aquaculture.

The FishCoRe Project will consist of three components, namely: (i) Component 1: Fisheries and Coastal-Resilient Resource Planning and Management Component (FishCRRM); (ii) Component 2: Modern and Resilient Livelihood Investments (MARLIN); and (iii) Component 3: Support to Project Implementation and Management (SuPrIM). Components 1 and 2 aim to achieve improved management of fisheries and coastal resources and development of supportive infrastructure and fisheries enterprises, respectively.

By the end of the six-year project implementation period (2023-2029), the achievement of the PDO will be measured by the following indicators:

- Two ecosystem-based fisheries management plans (FMPs) formulated (one each for FMAs 6 and 9) by 2024, implemented starting 2024, and evaluated by 2026;
- Increase in household income by 3% annually in real terms starting in 2026;
- Reduction in postharvest losses by 5% by 2029;
- 50% of major fish stocks covered by FMPs moving towards target reference points by 2029; and
- Increase the value added to fishery commodities in targeted areas by 3% annually in real terms.

FishCoRe will adopt existing DA mechanisms (such as the One DA approach and clustering of enterprises) and build upon the gains and lessons learned from DA and BFAR projects. These include the aqua business schools introduced by the IFAD-supported Fisheries, Coastal Resources, and Livelihood (FishCORAL) Project, the enhanced role of DA RFOs and LGUs in the WB-funded Philippine Rural Development Project's (PRDP), the network of marine protected areas (MPAs) and fish sanctuaries established under the ADB/JBIC-funded Fisheries Resource Management Project (FRMP), the EAFM initiatives of the USAID-supported Ecosystems Improved for Sustainable Fisheries (EcoFish), as well as the partnerships established by BFAR with NGOs and civil society organizations (CSO) for the social mobilization and participation of fishers and fisherfolk groups.

VI. RATIONALE:

The Support to Project Implementation and Management (SuPrIM) component will be mainly responsible for overall project management. It will support the BFAR Central Office (CO) and RFOs – through the National Project Management Office (NPMO) and the Regional Project Implementation Units (RPIUs) in the lead FMA regions in FMAs 6 and 9 and the FMA Coordinating Units (FCUs) in the participating RFOs in both FMAs – in the effective management of project implementation at the national and subnational levels. The activities of SuPrIM will also support the institutionalization of new ways of doing business by BFAR and the delivery of technical services and assistance to fishers and fisherfolk groups, the private sector, LGUs, and other stakeholders in fisheries management. As such, the Project will engage a full-time Knowledge Management Specialist (KMS) that will take charge in coming up with the KM framework/plan in coordination with the DA-BFAR FishCoRe-SUPRIM Component Team, **will be hired under the Monitoring, Evaluation and Learning of the SuPrIM component.**

VII. OBJECTIVES

To ensure knowledge sharing through the project's components and systems by, among others, strengthening links between knowledge transfer and the information systems, and to facilitate seamless exchange of information across the components as well as with the World Bank and other partner agencies.

VIII. SCOPE OF RESPONSIBILITIES

The Knowledge Management Specialist (KMS) **who will work closely with the Development Communication Specialist**, is expected to carry out the following tasks:

- 1) Project Planning and Implementation:
 - Establish and formulate the Knowledge Management Strategy, KM Plan and Guidelines for the DA-BFAR FishCoRe Project and for the effective promotion and popularization (publications, media communication, etc.) of the FishCoRe good practices, innovations and experiences;
 - Provide a high level of expertise and technical assistance in the establishment and implementation of the KM System/strategy of the FishCoRe Project, including the establishment of a KM Portal and Database and in the production of KM products;
 - Link the KM and communication strategy to the development strategy for mainstreaming of FISHCORE innovations for wider application across DA-BFAR to establish the overall knowledge management system of the Project; and
 - Maintain repository of information where it can be easily accessed and used as reference for policy-making and other requirements for sound organizational management.

- 2) Financial Management:
 - Monitor project expenditures and ensure compliance with financial procedures and regulations; and
 - Prepare a fund tracker for all projects and activities (implemented and about to be implemented) to ensure adherence to financial constraints.

- 3) Monitoring and Evaluation:
 - Create timelines of KM implementation and lead the TWG in the execution;
 - Manage and ensure that the KM Portal and Database is sustained;
 - Identify new areas and analyze existing KM materials and products to manage project progress, issues, or risks that may arise during the implementation of the project; and
 - Prepare project reports, timelines, milestones, deliverables, and key performance indicators;

- 4) Capacity Building and Training:
 - Lead in the mainstreaming of KM into the DA-BFAR'S other special projects;
 - Provide leadership and guidance to project team members, fostering a positive and productive work environment; and
 - Design/organize and implement knowledge-sharing activities.
- 5) Reporting and Documentation:
 - Prepare report on the assessment of the RPIU and FCU for the mainstreaming and institutionalization;
 - Prepare periodic reports to ensure that the NPMO/RPIU/FCU are kept informed and updated of project implementation activities, progress, deliverables, and challenges; and
 - Ensure compliance with reporting requirements of the funding agency or organization.
- 6) Perform other tasks as may be instructed by the Project Manager.

IX. QUALIFICATIONS

A. Education and Relevant Experiences

- i. Holds a Bachelor's Degree in Development Communication, Public Administration/Management or any equivalent in development related area;
- ii. Minimum of five (5) years relevant experience in knowledge management and communication;
- iii. Must have at least three (3) years experience in working with NGAs, LGUs, stakeholders and communities;
- iv. Must have substantial and relevant knowledge and experience working in the agriculture and fishery sector for at least three (3) years; and
- v. Preferably with at least three (3) years of relevant experience in monitoring and evaluation, project management and/or research in international organizations or foreign assisted projects/grants.

B. Competencies

- i. Excellent communication skills – both oral and written;

- ii. Demonstrate capacity to promote knowledge sharing and knowledge products and systems;
- iii. Thorough understanding of knowledge management;
- iv. Strong analytical and research skills;
- v. Must be a team player but can work independently in an efficient manner with “tight” deadlines; and
- vi. Proficiency in the use of standard computer applications (MS Word, MS Excel, MS PowerPoint, etc.).

X. DELIVERABLES AND TIMELINE

The Consultant shall prepare and submit periodic reports to the BFAR Director through the Project Manager and the Project Component Lead as follows:

| | Type of Report | Schedule of Submission |
|---|--------------------------------|--|
| 1 | Activity Report | Monthly |
| 2 | Project Accomplishment Reports | Every six (6) months |
| 3 | Project Completion Report | 6 months prior to the end of the project |

In addition, the consultant is also required to submit a monitoring report aside from the project accomplishment reports every six (6) months.

XI. SERVICE FEE

The consultancy/technical service fee is at **Php73,440.00 per month**. Possible incremental increase in monthly rate for the contract in succeeding years are subject to DA-BFAR determination and availability of funds.

Renewal of annual contract is subject to DA-BFAR determination on the satisfactory performance of the hired personnel, and verification if there is a continuing need for the position.