

TERMS OF REFERENCE (TOR)

PROCUREMENT OF CONSULTANCY SERVICES FOR THE DEVELOPMENT OF AN ENVIRONMENTAL MANAGEMENT SYSTEM CERTIFIABLE TO ISO 14001:2015 FOR THE JOHN HAY MANAGEMENT CORPORATION

1. Background

Consistent with the core values that it upholds particularly on stewardship and passion for the environment, JHMC should promote a sound environmental management system. An Environmental Management System (EMS) is a set of processes and practices that enable an organization to reduce its environmental impacts and increase its operating efficiency. It is a framework that helps an organization achieve its environmental goals through consistent review, evaluation, and improvement of its environmental performance. The assumption is that this consistent review and evaluation will identify opportunities and areas of improvement. The EMS itself does not dictate a level of environmental performance that must be achieved; each organization's EMS is tailored to its own individual objectives and targets.

Furthermore, JHMC aligns itself with the policy of the state to promote sustainable development by encouraging the business and / or industrial sector to engage in environmental improvement activities and advance self- regulation and mandatory compliance with environmental standards.

As a GOCC, JHMC pursues its mission and vision and anchors its initiatives with the principle of shared responsibility and good governance embodied in the Duterte Administration's Philippine Development Plan 2017 – 2022. Chapter 10 of the PDP 2017 -2022 is on the *Conservation, Protection and Rehabilitation of the Environment and Natural Resources*.

JHMC's development of its EMS certifiable to the standards of ISO 14001:2015 is one of the strategic objectives of the Performance Agreement between the Governance Commission for GOCCs (GCG) and JHMC for the years 2016-2018. This is consistent with our vision of being the leader of environment and forest stewardship in the country by 2018.

The Need for Consulting Services

The scope and magnitude of the project is highly technical that requires a level of expertise beyond what is within the capability of the JHMC personnel.

2. Objectives

The main purpose of this Consultancy Service is towards the provision of technical expertise support to facilitate the establishment of JHMC's Environmental Management System certifiable to ISO 14001:2015.

Particularly, the project shall:

- a. Enrich the JHMC management's, officers' and staff's understanding and appreciation on the principles, standards and requirements for conformance with ISO 14001:2015 Environmental Management System
- b. Enhance and build the capabilities of the members of the core team of JHMC in the establishment of and sustaining the EMS certifiable to ISO 14001.
- c. Enable JHMC towards preparation, documentation and implementation requirements of the ISO 14001:2015 standards.

3. Duties and Responsibilities

3.1 For the Consultant

The consultant shall organize a project team comprised of, but not limited to, a project manager/ senior / junior consultant and secretariat who will:

3.1.1. Develop a tailored Courseware Training and Development on ISO 14001: 2015 requirements, documentation and internal audit for the ISO 14001 core team and selected staff of JHMC.

3.1.2. Conduct technical guidance, trainings and workshops necessary for the establishment of JHMC's EMS. To facilitate learning and development, the following shall be done:

3.1.2.1. Technical trainings and write shops

3.1.2.2. Review, critic and enhancement of the write shop outputs to ensure conformance with the ISO 14001: 2015 standards

3.1.2.3. Review and check the final outputs to ensure its conformance and alignment with the requirements of ISO 14001:2015.

3.1.3. Technical guidance on the implementation of the EMS for pertinent JHMC processes.

3.1.4. Assistance and guidance in the conduct of the first internal audit, readiness review and assessment pertinent to EMS and recommend final preparations.

3.1.5. Assistance and guidance in the first management review pertinent to the EMS to assess its effectiveness.

3.1.6. The technical consultant shall provide guidance in addressing the findings during the first third party audit for certification to the ISO 14001:2015 standard.

3.1.7. Provision of Certificates to qualified JHMC core team members or participants of the specific training courses to be undertaken and conducted.

3.2 JHMC shall have the following responsibilities:

3.2.1 Appoint and designate a core team that will work hand-in-hand with the consultancy team on the accomplishment of the technical and administrative requirements of the standard.

3.2.2 Provide for the logistics in the conduct of trainings and workshops such as, but not limited to venue, training equipment, training materials' reproduction *only when necessary* and meals of participants.

3.2.3 Make drafts of documentary requisites in conformance with the ISO 14001:2015 standard with the advice and guidance from the consultancy team.

3.2.4 Ensure the implementation of the component activities and provide policy support towards the implementation of the JHMC EMS.

- 3.2.5 Ensure the availability and participation of the JHMC staff concerned during the scheduled training courses and workshops and to other pertinent activities.

4. Project Scope and Components

4.1 Orientation on ISO 14001:2015 Environmental Management System JHMC.

- 4.1.1 For the JHMC Management Team. The technical consultants shall present an overview of the standard to the JHMC core team, key officers and top management. Delineation of roles, responsibilities and participation of JHMC top management, core team and key officers staff shall be identified and undertaken.

4.2 Establishing, Planning and Documenting the EMS

4.3 Integration of the EMS into the existing QMS

4.4 Conducting Intensive Document Reviews

4.5 Implementation of the EMS

- 4.5.1 Conduct of Internal Audit relative to EMS

- 4.5.2 Conduct of Management Review

5. Project Implementation Plan

Below is the Project Implementation Plan. Adjustments and changes may be done when necessary subject to prior notification by either party and the same shall be mutually agreed upon.

P- Procurement month

Specific Work Breakdown	Procurement Timeline, months	Month of Implementation								
		1	2	3	4	5	6	7	8	9
	P1 to P4									
a. Procurement of the Consultancy Service, (maximum of 111 days from advertisement to issuance o NTP)										
b. ISO Awareness for JHMC Top Management, EMS Core Team and staff.										
c. ISO 14001:2015 Framework Setting and Action Planning <ul style="list-style-type: none"> i. Initiating the EMS ii. Understanding the Organization iii. Analysis of the Existing System iv. Leadership and Management Support v. Definition of the EMS Scope vi. Environmental Aspects vii. Risk Assessment 										
d. Technical Guidance on ISO 14001:2015 EMS Documentation, Assessment of Aspects ID and Implementation of Objectives, Targets and Programs										
e. Technical Guidance on ISO 14001:2015 EMS Monitoring, Measuring and Auditing <ul style="list-style-type: none"> i. Monitoring and Measurement ii. Internal Audit iii. Management Review 										
f. Technical guidance for the Continual Improvement of the EMS <ul style="list-style-type: none"> i. Non-conformity Review and Assessment ii. Continual Improvement strategy 										
g. Project Closure and Documentation										

6. Contract Duration

The contract duration shall be in force for 9 months commencing 7 days after the issuance of the project Notice To Proceed and effective until the full conveyance of all necessary outputs. This can be extended subject to JHMC's assessment of the consultant's performance or when the necessity arises.

7. Proposed Budget for the Project / Contract

A consultancy fee of one million and eighty thousand pesos (PhP 1,080,000.00) to meet the total cost of the consultancy service. This should cover:

- 7.1 Provision of technical expert team and their professional services (Technical Resource persons / facilitator, secretariat or documenter).
- 7.2 Applicable Taxes.
- 7.3 Operational Expenses on the part of the consultancy team such as communication, local transportation, accommodation of resource personnel, manuals and training materials.
- 7.4 Team Insurance

8. Mode of Payment

JHMC shall pay the consultant based on the completion of each work or project milestone identified as follows:

Activity	Percentage Task Completion (%)	Corresponding Amount, PhP
Completion and submission of the Project Implementation Program.	8.33%	90,000.00
Awareness Training, Workshop and Planning	8.33%	90,000.00
ISO Awareness for JHMC Top Management, EMS Core Team and staff.		
Framework Setting and Action Planning (Involves Understanding of the organization, Current / Existing Systems Analysis, EMS Scoping, Environmental Aspects, Risk Assessment		
Document Writing (Policy, Manual and Procedures)		
Review of Documents		
Documentation and Assessment of Aspect Identified (Design of Controls and Procedures, Communication, Operations Management)	25%	270,000.00
Development of procedure on Environment Aspect Identification		
Development of Procedure for Legal Obligations and Requirements, and Objectives, Targets and Plans		
Register of Significant Environmental Aspects		

Activity	Percentage Task Completion (%)	Corresponding Amount, PhP
Register of Permits/ Licenses and Legal Obligations and Requirements		
Monitoring, Measuring and Auditing the EMS	25%	270,000.00
Review of EMS Procedures		
Review all existing procedures and policies		
Finalization of document control		
Internal Audit for EMS		
Intensive Document Review / Data Gaps	25%	270,000.00
Non-Conformity Review and Assessment		
Continual Improvement Strategy		
Management Review		
Submission of Readiness Assessment Report	8.33%	90,000.00
	TOTAL	1,080,000.00

9. Mode of Procurement

The mode of procurement shall comply with the provisions set forth under R.A. 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations.