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Department of Environment and Natural Resources
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SPECIAL ORDER

No. 2021 - 713

SUBJECT: CREATION OF THE NATIONAL PROJECT BOARD (NPB), TECHNICAL WORKING GROUP (TWG) AND PROJECT MANAGEMENT UNITS (PMU) FOR THE PROJECT “ENHANCING BIODIVERSITY, MAINTAINING ECOSYSTEM FLOWS, ENHANCING CARBON STOCKS THROUGH SUSTAINABLE MANAGEMENT OF FORESTS RESOURCES AND THE RESTORATION OF DEGRADED FORESTLANDS”

In the interest of the service and to ensure the efficient and effective implementation of the GEF-FAO funded project entitled, “Enhancing Biodiversity, Maintaining Ecosystem Flows, Enhancing Carbon Stocks Through Sustainable Management of Forests Resources and the Restoration of Degraded Forestlands”, a National Project Board (NPB), an Inter-Agency Technical Working Group (TWG) and a Project Management Unit (PMU) are hereby created with members and functions, as follows:

I. National Project Board (NPB)

A. Composition

Chairperson : Undersecretary for Policy, Planning and International Affairs
Department of Environment and Natural Resources (DENR)

Co-Chairperson : Undersecretary for Finance, Information Systems and Climate
Change and GEF-Philippines Operational Focal Point (OFP)
Department of Environment and Natural Resources (DENR)

Members:

Members of the NPB shall be composed of at least Director level or equivalent

1. DENR Office of the Assistant Secretary for Policy, Planning and Foreign-Assisted and Special Projects
2. DENR Forest Management Bureau
3. Department of Trade and Industry
4. Department of Tourism
5. Department of Interior and Local Government
6. National Commission on Indigenous Peoples
7. Food and Agriculture Organization

B. Functions of the NPB

The NPB shall be the decision-making body that will provide direction, guidance and oversight for the effective implementation of the above-mentioned project. Specifically, the NPB shall perform the specific tasks, as follows:

1. Provide strategic directions and guidance for implementation of the project towards achievement of project outputs and outcomes;
2. Approve annual work plans and budgets, and as needed, any essential deviations from the original plans and budgets for subsequent endorsement to funding institution;
3. Approve the Project Operations Manual and subsequent changes, if any;
4. Provide guidance and support for the resolution of project-related issues and concerns;
5. Oversee and support the commitment for funding and other support for the project;
6. Oversee prudent and efficient use of project budgets and other resources;
7. Provide guidance on post-project sustainability, institutional and financial arrangements, keeping in view the recommendations of external reviews; and
8. Undertake other relevant tasks as provided under the Project Document,

The NPB shall meet at least annually or as the Chairperson may deem necessary.

II. Inter-Agency Technical Working Group (TWG)

A. Composition

Chairperson : Director, Forest Management Bureau

Members:

The TWG shall be composed of Assistant Director or authorized representative.

1. DENR Biodiversity Management Bureau
2. DENR Mines and Geosciences Bureau
3. DENR Ecosystems Research and Development Bureau
4. DENR Policy Planning Service
5. DENR Foreign-Assisted and Special Projects Service
6. Department of Interior and Local Government
7. Department of Tourism
8. Department of Trade and Industry
9. National Commission on Indigenous Peoples
10. Food and Agriculture Organization

B. Functions of the TWG

The TWG shall perform the specific tasks, as follows:

1. Assist the NPB in fulfilling its oversight responsibilities on specific technical matters;
2. Provide valuable inputs and technical assistance in areas of strategic importance to the project;
3. Review the Project Operations Manual for endorsement to the NPB;
4. Review work plans and budgets, and project reports for endorsement to the NPB;

5. Review project's progress, mid-term and evaluation reports, and make recommendations for follow-up actions for timely and quality implementation;
6. Serve as venue for updating the project of updates from respective sectors on policies and good practices that can enhance implementation;
7. Serve as venue for communicating project learnings and good practices to the respective sectoral agencies to enhance sustainability;
8. Invite other offices or experts as resource persons as necessary; and
9. Undertake other relevant tasks as provided by the National Project Board.

III. National Project Management Unit (NPMU)

A National PMU (NPMU) shall be created at the Forest Management Bureau in accordance with the Project Document. The NPMU shall report to the following:

National Project Director: Director, Forest Management Bureau
 Deputy Project Director : Assistant Director, Forest Management Bureau

The NPMU shall be in charge of the day-to-day operation of the project. It shall efficiently implement the project from its inception to its conclusion.

Specifically, the NPMU shall perform the following roles and responsibilities:

1. Ensure that the project meets its budgetary and performance obligations, and that at all times the lines of communication between the donor/funding agency, implementation team and beneficiaries are well maintained and accessible;
2. Provide project management guidance, systems, tools and standards in project execution;
3. Develop and implement the Project Operations Manual;
4. Consolidate and process reports from the Landscape Project Management Units; shall serve as the LPM
5. Perform periodic project monitoring and evaluation and submit reportorial requirements to concerned oversight agencies;
6. Perform financial, procurement, contract and database management;
7. Act as secretariat to the NPB and TWG; and
8. Perform other tasks as provided by the Project Director.

IV. Landscape Project Management Units

The Regional Executive Director, Region III shall serve as the Landscape Project Director (LPD) for the Pantabangan–Carranglan Watershed Forest Reserve (PCWFR) project area while the Regional Executive Director, CARAGA shall serve as the LPD for the Simulao Watershed project area.

In accordance with the Project document, both LPD shall create and supervise the operation of the Landscape Project Management Units to be lodged in the most appropriate location in their respective jurisdiction. Their duty shall include the hiring of staff and attendance to relevant meetings. They shall ensure the project implementation of the project Operations Manual at the landscape level.

The above NPB and TWG may invite other DENR personnel and agencies with critical roles for specific activities in the performance of their tasks. Likewise, they are authorized to create Sub-Committees or Thematic Groups to ensure that the objectives of the project are achieved.

All related expenses to be incurred in the implementation of this Order shall be charged against the DENR-FAO Project funds subject to the existing accounting and auditing rules and regulations.

This Order shall take effect immediately and shall remain in force for the duration of the Project or until revoked in writing.

ROY A. CIMATU
Secretary

