

**SUBJECT : Guidelines in the Selection, Awards, Monitoring and Evaluation of Host Non-Government Organizations in the Conservation of Priority Protected Areas Project.**

Pursuant to Republic Act No. 7586 otherwise known as the NIPAS Law and to fully conserve and protect the identified ten (10) priority sites under the CPPAP, the following guidelines in the selection, award, monitoring and evaluation of Host Non-Government Organizations (HNGO) are hereby promulgated:

**CHAPTER I**  
**TITLE, POLICY, OBJECTIVES, DEFINITION OF TERMS**

**Sec. 1. Title.** This Administrative Order shall be known as "Guidelines in Selection, Awards, Monitoring and Evaluation of Host NGOs under the CPPAP".

**Sec. 2. Basic Policy.** The DENR shall encourage and promote the active partnership of the Government with local NGOs/People's Organizations (POs) and the like in the CPPAP.

**Sec. 3. Objectives.**

1. To provide guidelines on the selection, awards, monitoring and evaluation of Host NGOs in the protected sites identified under CPPAP.
2. To provide a mechanism for greater DENR-NGO/PO collaboration in piloting RA 7586, its support policies and the agreements between DENR and World Bank and between NIPA Inc. and World Bank.
3. To ensure genuine local NGO/PO/Indigenous Cultural Community's (ICC) participation in DENR's biodiversity conservation program.

**Sec. 4. Definition of Terms.**

1. NIPA Inc. - NGOs for Integrated Protected Areas Inc. A consortium of NGOs that co-implements the CPPAP with the DENR.

2. PAMB - Protected Area Management Board. The locally based management board composed of representatives from government units, NGOs/POs and (ICCs) and from other local government agencies involved. It is headed by the Regional Executive Director of the DENR and is authorized to plan, manage and monitor the implementation of the Protected Area management activities. It shall be appointed by the Secretary on an interim capacity, as per Section 28 of DAO 25 Series of 1992, until a final PAMB is created after congressional action.
3. PAWB - Protected Areas and Wildlife Bureau. The Bureau under the DENR that is co-implementing the CPPAP together with NIPA Inc.
4. NGO - Non-Government Organization. Refers to a private, non-stock, non-profit voluntary organization that is committed to the task of socio-economic and sustainable development and is established primarily for service. Cooperatives, POs and ICCs shall be considered as NGOs under this Order.
5. HNGO - Host NGO. For purposes of shortlisting, it is the NGO, or a consortium of NGOs, that is present and operating in the protected area. It is tasked to co-implement the CPPAP in the site.

## **CHAPTER II RESPONSIBILITIES OF HOST NGO**

### **Sec. 5. The Host NGO shall have the following functions and responsibilities:**

1. Establish and equip an office in or immediately adjacent to the Protected Area to serve as a base for PAMB and NGO operations.
2. Facilitate the establishment and operations of the PAMB.
3. Provide technical and support services to the PAMB and the Protected Area Superintendent (PASu).

4. Assist PAMB and the PASu in the preparation, review, revision and implementation of the management plan.
5. Manage project funds under the procedures and rules established by NIPA Inc. and maintain project accounts for monitoring by official representatives of the PAMB, NIPA Inc. or the World Bank.
6. Identify local residents, cooperatives, NGOs, POs and ICCs that qualify for participation in Protected Area projects.
7. Solicit from locally-based NGOs/Cooperatives/POs/ICCs proposals for livelihood and other activities consistent with the objectives of the project.
8. Supervise and monitor sub-loan and sub-grant activities of beneficiaries viz. livelihood projects.
9. Procure equipment as may be required by the project in accordance with existing guidelines.
10. Develop and implement a training program for PAMB members, DENR PA staff and HNGO staff involved in the project.
11. Undertake community organizing and development work within site and vicinities.
12. Provide the needed assistance to local participants.
13. Submit reports regularly to NIPA Inc. and PASu.

### **CHAPTER III SELECTION OF HOST NGO**

#### **Sec. 6. Selection of Host NGO**

##### **a. Announcement of Need for Host NGO**

A one day orientation conference at each site will be conducted by NIPA Inc. in coordination with local NGOs/POs/ICCs, PASU and the DENR Regional Executive Director (RED) together with the local government units to discuss the CPPAP, its objectives and requirements.

As per Chapter III, Section 3(c) of DAO 25 Series of 1992, the NIPA Inc. together with the DENR RED as PAMB chairman will announce, invite and accept applications of interested NGOs/POs/ICCs as site Host NGO. The NIPA Inc. can also recommend to the RED to invite other NGOs/POs that are not yet accredited by the DENR. The NGOs invited shall prepare and submit a letter of interest to participate as Host NGO addressed to the RED with necessary documentary evidence of their capability and track record at a deadline to be set by the RED and NIPA Inc.

b. Criteria for NGO Shortlisting

The following are the criteria to be used for shortlisting interested NGO as Host NGO:

1. Incorporated with Charter, Board and Officers;
2. Not - for - profit;
3. At least three (3) years operational history;
4. Grassroots community development oriented;
5. Integrity, commitment, reliability;
6. Presence in the site/area;
7. Capability in community organizing and development work;
8. Knowledge/capability in PA conservation, biodiversity or general environmental conservation work;
9. Financial management capabilities;
10. Capability to work together with GO, LGU, NGO, POs, ICCs and Cooperatives;

\* A non-incorporated NGO or a consortium of NGO can be shortlisted as HNGO provided it shall incorporate itself after selection; Incorporated NGOs must be accredited by DENR.

c. Consortium of NGOs

A consortium of local NGOs represented by one of its member NGOs can participate as HNGO or it may opt to be incorporated as a consortium to be considered as the HNGO. The HNGO will be the overall fund manager which is responsible to NIPA Inc. for project implementation, monitoring and evaluation.

d. NGO Shortlisting Process

All applications received by the RED shall be evaluated within one month after the NIPA orientation conference by a shortlisting committee to be established at the regional level to be composed of the following:

## Shortlisting Committee

1. Regional Executive Director Chairman
2. 4 Representatives from NIPA Inc. Members
3. 1 Representative from NGO/PO network Member\*
4. 1 Representative from Governor's Office(s) Member
5. Regional Technical Director EMPAS Member
6. 3 Representatives from ICCs Members.

\* An NGO which is a member of the shortlisting committee can no longer be considered as HNGO.

### e. Process of Selection

The shortlisting committee shall select the three (3) best NGOs on the basis of the above criteria. The shortlisted NGOs will be required to prepare a full proposal within one month after notification by the Chairman of the Shortlisting Committee. Completed proposals shall be submitted to the Office of the NIPA Inc. at 4C Fil Garcia Tower, Kalayaan Avenue corner Mayaman Sts., Teachers Village, Diliman Quezon City.

### f. Final List Selection Process

All submitted proposals shall be evaluated by the Final List Selection Committee composed of the following:

1. NIPA Inc. President Chairman
2. 8 NIPA Board of Trustees Members
3. NIPA Program Manager Member
4. Project Coordination Unit Project Director Member

The criteria in the selection of the HNGO for a particular site are hereon prescribed with the corresponding weights as follows:

	ITEM	PERCENT
1.	Organizational Capability	50
2.	Implementation Strategy	25
3.	Capability of participating individuals	25

**CHAPTER IV  
MONITORING AND EVALUATION OF HNGO**

**Sec. 7.** The HNGO will submit monthly and quarterly progress reports to NIPA Inc. and PAMB including the livelihood financial reports. Monitoring and Evaluation guidelines shall be drafted by the DENR and NIPA Inc. for HNGO guidance.

**CHAPTER V  
GENERAL PROVISIONS**

**Sec. 8. Repealing Clause.** This order amends, modifies, and repeals any order inconsistent herewith.

**Sec. 9. Effectivity.** This Order takes effect immediately.

**ANGEL C. ALCALA  
Secretary**

Recommending Approval:

SABADO T. BATCAGAN  
Assistant Secretary  
Environment and Research Programs