

Terms of Reference (TOR)
For an Assignment Requiring the Services of a Project Manager
to be Engaged Through an Individual Contract

A. Project Title: Support to Peacebuilding and Normalization (SPAN) Programme

B. Project Description

The Support to Peacebuilding and Normalization (SPAN) Programme will contribute to the achievement of the objectives of the Government's comprehensive peace process, particularly in a) accelerating the implementation of critical aspects of the Normalization Annex of the CAB; b) enhancing the capacities of LGUs for conflict prevention and peacebuilding; and c) increasing access of vulnerable sectors to critical social services, including increased opportunities for education among youth in Marawi. By accelerating the achievement of results relative to the Normalization process, SPAN will help sustain confidence-building and stability on the ground, and help strengthen joint platforms for the transition process of the MILF towards self-governance through political rather than military means. By increasing capacities for conflict prevention and peacebuilding and responding to the critical needs of vulnerable sectors, SPAN will help establish conflict-sensitive and peace-promoting governance.

In partnership with the Office of the Presidential Adviser on the Peace Process (OPAPP), UNDP will implement the SPAN through the National Acceleration Modality (NAM) over a period of one year. The Programme will be implemented in areas covered by the Comprehensive Agreement on Bangsamoro (CAB) and the Autonomous Region in Muslim Mindanao (ARMM).

C. Scope of Work / Expected Outputs and Deliverables

Under the direct joint supervision of the designated officials in OPAPP and UNDP, the Project Manager will provide leadership to translate into results the objectives of the SPAN Programme, this will be achieved by performing the following functions:

1. Provide quality leadership in the overall coordination and management of SPAN Programme;
2. Contribute to the development and monitoring of action plans in order to identify and resolve issues on financial delivery towards the full and optimal utilization of project funds;
3. Lead the identification of project issues, challenges and risks, appropriate recommendations and implements them;
4. Prepare progress monitoring reports (e.g. donor reports), activity designs, briefing papers, technical reports, meeting documentation, situation updates, official correspondences, M&E documents, and other documentation as may be required in project implementation;
5. Organize and participate in workshops, needs assessments, consultations, planning sessions and provide technical inputs as maybe necessary;
6. Undertake communication assignments such as writing of articles, press releases, development of knowledge products and other related activities;

7. Mentor and coach team members as they perform their duties;
8. Perform other tasks as may be assigned by the supervisors.

D. Expected Outputs

- Action plans for each of SPAN components and respective outputs
- Team members feel empowered by knowing their roles, responsibilities, deadlines and receive constant support and orientation.
- Records of all the transactions.
- Coordination meetings held to guide the team and/or promote synergies.
- Reports according to agreed reporting schedules.

E. Institutional Arrangement

The service provider will coordinate with the OPAPP and UNDP staff for the delivery of the outputs.

F. Duration of the Work

Initial contract of 6 months, possibility of extension according to UNDP rules and regulations.

Start date: March 2018.

G. Duty Station

Cotabato City with travels to Manila.

H. Qualifications of the Successful Individual Contractor

Corporate Competencies

- Ability to perform a variety of standard tasks related to Results Management, including support to design, planning and implementation of programmes, as well as management of data and reporting; builds strong relationships with clients;
- Responds positively to feedback; consistently approaches work with energy and a positive, constructive attitude; remains calm, in control and good humored under pressure; plans, prioritizes and delivers tasks on time;
- Participates effectively in a team-based information-sharing environment, collaborating and cooperating with others.

Required Skills and Experience

Education:

- Bachelor's degree in Peace and Conflict Studies, International Development, Development Studies, Community Development, Project Management or other related fields. Master's degree preferred but not required.

Experience:

- At least 4 years work experience in project management and coordination, preferably in peacebuilding and conflict prevention;
- Previous work experience in the government, UN and other international organization is an advantage.

Language requirements:

- Excellent English language skills (oral and written)

I. Scope of Price Proposal and Schedule of Payments

Deliverables and Payment Terms

| Deliverables | Amount / Percentage | Approving Authority |
|---|----------------------------|----------------------------|
| 15% upon approval of 1st monthly accomplishment report: It includes the overall SPAN implementation plan with the respective component's action plans. Team meetings with all SPAN team to provide a clear vision of the implementation plan. | 15% | TBD jointly with OPAPP |
| 15% upon approval of 2nd monthly accomplishment report: Monitoring reports. List of recommended corrective actions. | 15% | TBD jointly with OPAPP |
| 15% upon approval of 3rd monthly accomplishment report: Monitoring reports. List of recommended corrective actions. | 15% | TBD jointly with OPAPP |
| 15% upon approval of 4th monthly accomplishment report: Monitoring reports. List of recommended corrective actions. | 15% | TBD jointly with OPAPP |
| 20% upon approval of 5th monthly accomplishment report: Monitoring reports. List of recommended corrective actions. | 20% | TBD jointly with OPAPP |
| 20% upon approval of 6th monthly accomplishment report: Monitoring reports. List of recommended corrective actions. | 20% | TBD jointly with OPAPP |

K. Criteria for Selection of the Best Offer

Combining Scoring method

- Qualifications and experience and interview will be weighted for a max. of 70%;
- Financial proposal – 30%.

The following documents are requested from the Offeror/s:

1. Personal CV or P11, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate.
2. Financial Proposal which indicate an all-inclusive amount covering professional fees, travel costs, supplies, and all other related costs.

In submitting your CV and Financial Proposal, please use the attached template and send it by email thru procurement.ph@undp.org. Please make sure that the email attachment file size will not exceed 4MB.