

**Terms of Reference (TOR)**  
**For an Assignment Requiring the Services of Two (2) Administrative Assistant to be Engaged**  
**Through an Individual Contract (IC)**

**A. Project Title:**

**Support to Peacebuilding and Normalization (SPAN) and Strengthening Marine Protected Areas to Conserve Marine Key Biodiversity Areas in the Philippines (SMARTSeas PH Project)**

**B. Project Description:**

**Support to Peacebuilding and Normalization (SPAN)**

The Government of the Republic of the Philippines (GPH), through the Office of the Presidential Adviser on the Peace Process (OPAPP), has partnered with the United Nations Development Programme (UNDP) to implement a project entitled “Support to Peacebuilding and Normalization” (SPAN). SPAN aims to contribute towards sustaining the gains of the Government’s peace process, and in ensuring peace and security in conflict-affected areas by (a) accelerating the implementation of the security and socio-economic aspects of the Normalization Annex of the GPH-Moro Islamic Liberation Front (MILF) Comprehensive Agreement on the Bangsamoro (CAB) and (b) strengthening the enabling environment for peace, recovery and development.

SPAN is composed of four (4) components: (1) Component 1: Support to the Implementation of the Security Aspect of Normalization, (2) Component 2: Support to the Implementation of the Socio-Economic Aspect of Normalization, (3) Component 3: Strengthening the Enabling Environment for Peace, Recovery and Development, and (4) Component 4: Social Healing and Peacebuilding Programme for Marawi.

The Administrative Assistant is therefore expected to be able to analyze and interpret UNDP procurement rules and regulations, and assist in providing solutions to a issues related to procurement, while promoting a collaborative, client-focused, quality and results-oriented service.

**Strengthening Marine Protected Areas to Conserve Marine Key Biodiversity Areas in the Philippines (SMARTSeas PH Project)**

The Strengthening Marine Protected Areas to Conserve Marine Key Biodiversity Areas in the Philippines (SMARTSeas PH Project), formerly MKBA Project, was developed due to the urgent need to was developed due to the urgent need to accelerate the establishment of MPAs and MPANs to include more key marine biodiversity areas and improve MPA/MPAN management effectiveness to reduce the rapid degradation of marine and coastal habitats. This need was borne out of a careful analyses of BMB, conservation NGOs, academe and research organizations of the current situation of marine Key Biodiversity Areas in the country.

The Project developed the following outcomes:

Outcome 1 • Increased management effectiveness of MPAs and MPA Networks. Conservation effectiveness of existing MPAs and new MPANs will be enhanced through improvements in spatial coverage and representativeness, strengthening of the national system for MPA identification, designation and management under the National Integrated Protected Areas System (NIPAS) legislative framework, and quantifiable improvements in management of at least 10% of identified marine key biodiversity nationwide, with concomitant increases in local stakeholder participation and support.

Outcome 2 - Improved financial sustainability of MPA and MPA Networks. Financial resources for the management of MPAs and MPANs will be sufficient to meet all critical management needs and will grow in line with the expansion of the MPA system. Sources of revenue for MPA management will be progressively diversified, with the percentage of revenue to be derived from the government will decline to less than 50%.

Outcome 3 - Established enabling policy framework of marine biodiversity conservation. A comprehensive policy framework to be in place and effectively implemented for the conservation, protection and management of the country's marine ecosystems and fishery resources, that will harmonize the mandates and activities amongst all key MPA stakeholders (BMB, BFAR and LGUs).

### C. Scope of Work

The Administrative Assistant is expected to exercise full compliance with UNDP programming, financial, procurement and administrative rules, regulations, policies and strategies, as well as implementation of the effective internal control systems. She/he will:

- Provide effective Procurement, administrative and logistical support to the implementation of the **“Support to Peacebuilding and Normalization (SPAN) and Strengthening Marine Protected Areas to Conserve Marine Key Biodiversity Areas in the Philippines (SMARTSeas PH Project)”**, such as but not limited to:
  1. Finalized tender documents such as Requests for Quotation (RFQ), Invitation to Bid (ITB) or Request for Proposal (RFP);
  2. Taking down of minutes of pre-bid conferences, where needed
  3. Receiving quotations/bids/proposals
  4. Providing requisitioners with canvas matrix or preliminary evaluation of the quotations/bids/proposals received
  5. Summarizing evaluation findings and results
  6. Prepare appropriate contract instruments, and obtaining signatures of vendor and proper authority in UNDP
  7. Maintain accurate and reliable filing system in the procurement unit; and
  8. Perform other tasks that may be assigned by the Team Leader and Immediate Supervisor

### D. Expected Outputs and Deliverables

The Administrative Assistant is expected to submit a summary of activities, and accomplishment report to the Procurement Team Leader. Each payment shall be made within two weeks after the receipt of approved summary of activities and accomplishment report.

Deliverables/ Outputs	Estimated Duration to Complete	Target Dates	Due	Review and Approvals Required ( <i>Indicate designation of person who will review output and confirm acceptance</i> )	Name and Email address of designated person who will review and accept the output
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Provide administrative support to Procurement Unit and upon submission and acceptance of the accomplishment report	October 25, 2018 to November 20, 2018	November 20, 2018	Procurement Team Leader	Procurement Team Leader <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a>
Provide administrative support to Procurement Unit and upon submission and acceptance of the accomplishment report	November 21, 2018 to December 20, 2018	December 20, 2018	Procurement Team Leader	Procurement Team Leader <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a>
Provide administrative support to Procurement Unit and upon submission and acceptance of the accomplishment report	October 21, 2018 to December 31, 2018	December 31, 2018	Procurement Team Leader	Procurement Team Leader <a href="mailto:procurement.ph@undp.org">procurement.ph@undp.org</a>

## E. Implementation Arrangements

Under the overall guidance of the Procurement Team Leader and working closely with the rest of the Procurement team, the Administrative Assistant is expected to render a broad range of administrative support to the procurement services for the Resilience and Peace Building Unit (RPBU) and Inclusive and Sustainable Development (ISD) Unit.

During the process, s/he shall promote a results-oriented approach to his/her work and output, while ensuring a client- focused and client-friendly manner of rendering his/her services. S/he shall not supervise any staff but will be expected demonstrate seamless collaboration with the programme/project and operations teams within the Country Office (CO) environment, including UNDP partners and clients, where necessary.

The Administrative Assistant will directly responsible for the effective and timely delivery of procurement of goods, services and works for the projects. She/he is also expected to work closely with the Operations Team of the UNDP Philippines Country Office.

## F. Duration of Work

The Administrative Assistant is expected to report to the Office on a daily basis from 25 October 2018 to 31 December 2018. The schedule of deliverables and duration of work may be revised based on a mutually agreed timetable through an exchange of letters.

### G. Duty Station

The Administrative Assistant is expected to report to the UNDP Country Office daily. Travel may be expected, and all attendant costs will be covered by the Project.

### H. Qualifications, Competencies, and Experience

Qualification	Points Obtainable (100 points)
<i>Education</i> <ul style="list-style-type: none"><li>University Degree in Business or Public Administration or a development related discipline.</li></ul>	20%
<i>Experience</i> <ul style="list-style-type: none"><li>5 years of relevant administrative experience is required at the national or international level.</li><li>With experience handling procurement at the national or international level. Specifically, events, IT Equipment, livelihood materials, office supplies, consultants, etc.</li><li>Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and knowledge of automated procurement systems, experience in handling of web-based management systems.</li></ul>	30% 30% 10%
<i>Language</i> <ul style="list-style-type: none"><li>Fluency in the UN and national language of the duty station.</li></ul>	10%
<b>TOTAL</b>	<b>100</b>

#### Functional Competencies:

##### Building Strategic Partnerships

###### Level 1.1: Maintaining information and databases

1. Analyzes general information and selects materials in support of partnership building initiatives  
Promoting Organizational Learning and Knowledge Sharing

###### Level 1.1: Basic research and analysis

1. Researches best practices and poses new, more effective ways of doing things

##### Job Knowledge/Technical Expertise

###### Level 1.1: Fundamental knowledge of processes, methods and procedures

1. Understands the main processes and methods of work regarding to the position
2. Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks
3. Strives to keep job knowledge up-to-date through self-directed study and other means of learning
4. Demonstrates good knowledge of information technology and applies it in work assignments

##### Promoting Organizational Change and Development

###### Level 1.1: Presentation of information on best practices in organizational change

1. Demonstrates ability to identify problems and proposes solutions

##### Design and Implementation of Management Systems

###### Level 1.1: Data gathering and implementation of management systems

1. Uses information/databases/other management systems

## Client Orientation

### Level 1.1: Maintains effective client relationships

1. Reports to internal and external clients in a timely and appropriate fashion
2. Organizes and prioritizes work schedule to meet client needs and deadlines

## Promoting Accountability and Results-Based Management

### Level 1.1: Gathering and disseminating information

1. Gathers and disseminates information on best practice in accountability and results-based management systems

## Core Competencies:

1. Demonstrating/safeguarding ethics and integrity
2. Demonstrate corporate knowledge and sound judgment
3. Self-development, initiative-taking
4. Acting as a team player and facilitating team work
5. Facilitating and encouraging open communication in the team, communicating effectively
6. Creating synergies through self-control
7. Managing conflict
8. Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
9. Informed and transparent decision making

## I. Scope and Price Proposal and Schedule Payments.

The Administrative Assistant is to be paid on a daily fee basis based on approved timesheet with Procurement focal point.

## J. Recommendation Presentation of Offer

Applicants are requested to submit the following documents.

1. Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2. **Personal CV or P11**, indicating all past experience from similar projects or requirements, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
3. **Brief description**, separately or as part of the CV, of why the individual considers him/herself as the most suitable for the assignment, highlighting specialized background advantages for the scope of work and requirement.

Financial proposals should indicate an all-inclusive amount covering professional fees, travel costs, supplies, support staff and all other related costs.

## K. Criteria of selection of Best offer.

A. Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%.