

Terms of Reference (TOR)

For an Assignment Requiring the Services of an Administrative Officer III to provide administrative and logistical support to the JNC-JPSC Secretariat (1 position) to be Engaged Through an Individual Contract (IC)

A. Project Title: Administrative Support to JNC and JPSC activities

B. Project Description

One of the key documents that form part of the Comprehensive Agreement on the Bangsamoro peace process is the Annex on Normalization signed on 25 January 2014 between the GPH and MILF. The document defined normalization as *"the process whereby communities can achieve their desired quality of life which includes the pursuit of sustainable livelihood and political participation within a peaceful, deliberative society."* Normalization is the transition phase prior to the establishment of the Bangsamoro government wherein combatants and conflict-affected communities are anticipated to be transformed to productive citizens and peaceful societies.

One of the components of the normalization program is the establishment of transitional mechanisms to ensure the effective security collaboration during the transition period. The Joint Normalization Committee (JNC), one of the transitional mechanisms created under the Annex on Normalization, is mandated to coordinate the entire normalization process. Its objective is to establish a functional system and effective mechanisms for coordinating all components of the Normalization Program. The JNC is assisted by a Secretariat.

The JNC Secretariat doubly acts as Secretariat to the Joint Peace and Security Committee (JPSC). The JNC/JPSC Secretariat largely supports all activities of the Transitional Components of the norm program as well as the establishment and setting up of the monitoring and evaluation (M&E) system for the entire norm process.

The heightened implementation of the normalization program following the passage of the BOL necessitates the engagement of complementary personnel who will provide administrative, logistical, and technical support to the JNC/JPSC Secretariat.

Funding support will be provided through the GPH-UNDP Support to Peacebuilding and Normalization (SPAN) Programme, through its component 'Support to the Implementation of the Security Aspect of Normalization'. SPAN is a partnership between the Philippine Government and UNDP in the Philippines. It is intended to accelerate the utilization of project funds of the Philippine government through the assistance of UNDP. It aims to contribute towards sustaining the gains of the Government's peace process and ensuring peace and security in conflict-affected areas, through accelerating the implementation of the security and socio-economic aspects of the Normalization Annex of the GPH-MILF CAB, and strengthening the enabling environment for peace, recovery, and development.

C. Scope of Work

Under the direct supervision of the JNC-GPH Secretariat Head and UNDP SPAN Program Manager, the Administrative Officer III is expected to provide administrative and logistical support to the JNC and JPSC Secretariat.

Specifically, the Administrative Officer III is expected to do the following:

- 1) Provide assistance in the preparation of the Work and Financial Plan
- 2) Provide assistance in procurement requirements and processes
- 3) Provide assistance in the management of equipment and supplies
 - a. Prepare incident reports for any lost and damaged items
 - b. Prepare waste material report
 - c. Identify and draft requests for all lacking supplies / equipment
- 4) Provide administrative and logistical support during JNC, JPSC, JPST meetings and events
 - a. Prepare budgetary requirements
 - b. Prepare documentary requirements for the facilitation of cash advances
 - c. Prepare and ensure completeness of documentary requirements for liquidation of cash advances
 - d. Provide all other logistical and administrative support needed for the conduct of the meeting/ event (i.e. rooming list, supplies needed, vehicle, etc.)
- 5) Comply with financial and administrative requirements for all JNC, JPSC and JPST transactions
- 6) Attend meetings as needed
- 7) Can work with minimal supervision
- 8) Undertake other tasks as required by the Director IV

D. Expected Outputs and Deliverables:

The Admin and Logistics Assistant is expected to submit a summary of activities and accomplishment report, as well as financial report, to the JNC-GPH Secretariat Head and UNDP Project Manager, with the corresponding due dates and review/approving authority. Each payment shall be made within two weeks after the receipt of the approved summary of activities / accomplishment report and monthly financial report.

Deliverables / Outputs	Estimated Duration to Complete	Target Due Dates	Reviews and Approvals Required
1. Summary of activities and monthly accomplishment report (November 2018) 2. Monthly financial reports	1 month	November 20, 2018	JNC-GPH Secretariat Head
1. Summary of activities and monthly accomplishment report (December 2018) 2. Monthly financial reports	1 month	December 20, 2018	UNDP SPAN Project Manager

E. Institutional Arrangement

The service provider will be reporting directly to the JNC-GPH Secretariat Head and UNDP Program Manager and will be coordinating with OPAPP, JNC, JPSC, MILF, UNDP, stakeholders, LGUs, offices, agencies, etc involved in the implementation of the Normalization Program.

F. Duration of the Work

2 months (November-December 2018)

G. Duty Station

Manila. Only professional fees will be covered by the contract. Other costs related to the fulfillment of the tasks (supplies, communication, travel and training costs) shall be charged to UNDP-SPAN Programme at actual costs.

H. Qualifications of the Successful Individual Contractor

<u>Qualifications</u>	<u>Points Obtainable (100 points)</u>
Education <ul style="list-style-type: none">Bachelor's or master's degree in Business Administration or any related field.	30%
Experience <ul style="list-style-type: none">At least One three (3) years experience in providing logistical and administrative support to simultaneous eventsMinimum of 3 months of experience in government accounting & auditing rules or any Procurement processesAt least 1-month Experience working with rural development projects/programs and with Civil Society Organizations (CSOs).Experience in the usage of computer and office software package (MS Word, Excel, etc)	20% 10% 10% 10%
<u>Language</u> <ul style="list-style-type: none">Strong communication skills in English and Filipino (Knowledge of local dialect in BARMM areas is an asset)	20%
Total	100

I. Scope of Price Proposal and Schedule of Payments

The output of Administrative Officer III shall be submitted to the SPAN Project Manager and endorsed to the Team Leader of Resilience and Peace Building Unit (UNDP) for payment processing.

Deliverable	% of tranche payment	Indicative date
Upon submission and acceptance of monthly accomplishment report and financial report (November 2018)	50%	November 20, 2018
Upon submission and acceptance of monthly accomplishment report and financial report (December 2018)	50%	December 20, 2018

J. Recommended Presentation of Offer

Interested parties are required to submit the following:

- (1) Curriculum vitae indicating educational background, relevant work experiences, skills and competencies, and other qualifications related to the post
- (2) Financial proposal indicating proposed professional fees (Offeror's Letter)

K. Criteria for Selection of the Best Offer

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

L. Annexes to the TOR

Annex on Normalization and Program for Normalization in the Bangsamoro

This TOR is approved by : *[indicate name of Project Manager]*

Signature
Name and Designation
Date of Signing


CAMILO MONTESA, RPBU TEAM LEADER
