

## **Terms of Reference (TOR)**

For an Assignment Requiring the Services of a Project Manager (1 position)  
to be Engaged Through an Individual Contract

### **A. Project Title:**

Project Support to Peacebuilding and Normalization (SPAN) Programme (Project ID 00107421)

### **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 Tasks and Deliverables**

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Name and Email address
<ul style="list-style-type: none"> <li>Action work plans for each of the SPAN components and respective outputs</li> <li>Team members feel empowered by knowing their roles, responsibilities, deadlines and receive constant support and orientation.</li> <li>Records of all the transactions.</li> <li>Coordination meetings held to guide the team and/or promote synergies.</li> <li>Reports according to agreed reporting schedules.</li> <li></li> </ul>	1.5 months	Nov 2018 to December 2018	Team Leader, RPBU	bong.montesa@undp.org

**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<sup>1</sup>**

Initial contract of 1.5 months, possibility of extension according to UNDP rules and regulations.

**G. Duty Station**

Manila, with travels to Mindanao

**H. Qualifications of the Successful Individual Contractor**

Qualification		Points Obtainable (100 points)
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.	15 pts

<sup>1</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

Experience	At least 4 years work experience in project management and coordination, preferably in peacebuilding and conflict prevention;	30 pts
	Experience in working with relevant government institutions as well as non-governmental actors	30 pts
	Previous work experience in the government, UN and other international organizations is an advantage.	10 pts
Language Requirements	<ul style="list-style-type: none"> <li>• Excellent communication skills (verbal and written)</li> <li>• Fluency in English and Filipino</li> </ul>	15 pts

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

The Project Manager is to be paid on a daily fee basis based on approved timesheet with the RPBU Team Leader.

Interested parties are required to submit an all-inclusive lump sum amount indicating professional fees required to effectively perform the duties and responsibilities of the Consultant. Actual costs for the actual event, such as transportation and accommodation expenses, shall be shouldered by the Project.

#### **J. Recommended Presentation of Offer**

The following documents are requested from the Offeror/s:

- a. Curriculum Vitae or P11 Form, indicating all past experience from similar projects, as well as the contact details (email address and mobile number)
- b. Financial Proposal

#### **K. Criteria for Selection of the Best Offer**

Combined Scoring method: qualifications and experience will be weighed a maximum of 30%, financial proposal will be weighed a maximum of 30% and the interview score will be weighed a score of 40% maximum.