

LOCAL GOVERNANCE SUPPORT PROGRAM

FOR LOCAL ECONOMIC DEVELOPMENT (LGSP-LED) PHILIPPINES

CODE:	LGSPLED_PM-NEE
TITLE:	Program Manager for National Enabling Environment
POSITION TYPE:	Staff position; full-time, two and one half year contract, with possibility for extension.
ASSIGNED MANAGER:	Canadian Field Director
PLACE OF ASSIGNMENT:	LGSP-LED Office Manila with periodic travel to LGU pilot sites
BACKGROUND:	<p>LGSP-LED has two components – one focused on the national level and one at the local level. The national-level component will be focused on improvements to the national enabling environment for LGUs and LED. It will support DILG and other relevant national agencies to develop and/or improve policies, programs, approaches and operations that will enhance local governance and LED as well as strengthen relevant coordinating and collaborative mechanisms (horizontal and vertical) at the national level. The local-level component will focus on providing support to selected LGUs or LGU clusters in developing and implementing their local economic development approaches. It will strengthen the capacity of LGUs to equitably and effectively formulate LED policy and to implement and monitor programs. It will support the meaningful participation of civil society and the private sector in local development processes and strengthen resource generation and management capacities of LGUs. To improve conditions for LED, it will also support the strengthening of LGU-private sector-civil society partnerships, develop supportive policies, incentives and regulatory frameworks, and, help to increase transparency and fairness in government systems and processes.</p>
ROLE AND RESPONSIBILITIES:	<p>CUI/ACCC is seeking a highly motivated and self-directed individual to join our team as the National Enabling Environment Manager (NEE-PM). Based in Manila, the primary role of the NEE-PM is to lead and manage the “National Enabling Environment” in a manner that ensures the achievement of contracted project results on time and within budget. The secondary role of the NEE-PM is to provide technical assistance, related to the Contractor’s field of competency, to Project partners and participants.</p>
SCOPE OF WORK:	<p>Working under the direction of the Canadian Field Director and in cooperation with team members based in the Philippines and Canada, the NEE-PM is charged with the following realms of responsibility for the Project:</p> <ul style="list-style-type: none"> • Provide management of LGSP-LED’s Component 1, in a manner that is responsible and professional, financially sound and cost effective, strategic, iterative, and innovative, and which ensures the regular engagement of project partners in the Project’s planning, implementation, monitoring and evaluation (PIME) cycle. • Work closely with the LED and Local Governance Program Manager (who will be responsible for the parallel “Component 2: Facilitating Local Economic Development and Local Governance”) to ensure that the Project’s two components and their networks, systems and activities are integrated, mutually supportive, and working synergistically in achieving LGSP-LED results. • Provide direct technical expertise (e.g., capacity building, facilitating participatory processes, institutional strengthening, applied research and policy advice) to the Project and its partners, participants and collaborators in those areas defined in annual work plans (AWPs). • Apply CIDA’s policies and approaches to Results-Based Management to the Work.

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	<ul style="list-style-type: none"> • Ensure the accomplishment of the Project’s activities and results in Component 1 in a timely and effective manner and within budget limitations, as set forth in the CIDA Statement of Services, PIP, LFA, AWP and IWP. • Performance manage the work of contractors and consultants involved in Component 1. This shall include providing quality control for all Component 1 deliverables, outputs and documentation. • Support the LGSP-LED field directors to: a) implement the project’s performance measurement and monitoring systems within Component 1, which includes regular performance monitoring and evaluation of the project using a participatory approach with partners/participants, and b) prepare key management reports (e.g., Project Implementation Plan, annual work plans/budgets, phase out plan, interim narrative progress reports, annual progress reports, end of project reports, etc), and additional reports as determined by CUI. • Provide support services to DILG’s Program Management Team and other national-level Project committees that may be established. • Under the guidance of LGSP-LED field directors, pursue linkages and cooperation with other relevant national, bilateral and multi-national technical cooperation and international development programs where appropriate. • Ensure that the Project’s cross-cutting theme strategies (gender, environment and poverty) are integrated into all aspects of PIME within Component 1. • Coordinate and provide professional input to the work of Filipino, Canadian and other foreign professionals involved in Component 1. This includes, but is not limited to: a) preparing terms of reference, b) coordinating arrangements for their effective participation, c) providing background research and information, d) providing advice, guidance and quality control in their preparation of contracted outputs (i.e., technical reports, research studies, policy papers, capacity building materials etc.), and e) ensuring the contracted work is satisfactorily completed within budgeted levels of effort (LOE). • Support the Associate Field Director (AFD) in the establishment and maintenance of a Knowledge Management Information System and in the preparation of knowledge outputs and communication materials. • Other responsibilities as assigned.
<p>QUALIFICATION REQUIREMENTS:</p>	<p>Candidates applying for this position should have the following qualifications:</p> <ul style="list-style-type: none"> • Appropriate academic qualifications/professional development experience • Work experience in decentralization and national-level policy initiatives • Experience in working on complex governance programming with national level partners similar to those of LGSP-LED • Experience in managing complex workloads • Experience in project management • Significant and relevant Philippines governance experience <p>Our new colleague should also demonstrate:</p> <ul style="list-style-type: none"> • An appreciation for the mission of a non-profit organization and its atmosphere of commitment and drive. • A desire to work at high professional and ethical standards. • A capacity to work both independently and in a team environment. • An ability to manage multiple projects, objectives and deadlines. • A results orientation with a capability to bring tasks and written reports to completion under tight deadlines