
PHILIPPINES-CANADA COOPERATION OFFICE Phase III

Project No.	:	4128/31393
Project Cost	:	Cdn\$ 3.51 M
Duration	:	6 years (2003 - 2009)
Location	:	Manila
Local Executing Agency	:	Coffey Philippines Inc.

PROJECT DESCRIPTION:

PCCO provides operational support to the CIDA program in the Philippines. Its services can be grouped in four general, at times interrelated, components:

1. **Program-Level Services**, such as:
 - contracting and administering local consultant expertise;
 - providing day-to-day secretarial, transport and messengerial services;
 - providing administrative and logistical support to visiting field missions to the Philippines;
 - developing and providing web-based information, including consultant CVs and contacts databases, among others;
 - arranging and/or managing conferences, meetings and other CIDA activities; and,
 - preparing and distributing CIDA information materials and other multi-media presentations/documents.
2. **Project-Level services**, including the following support services to Canadian Executing Agencies of CIDA projects in the Philippines: recruitment and selection of local consultants and staff, access to web-based information and services, administrative support to project missions, and logistics support involving visa

processing, vehicle registrations, duty free clearance and project mobilization/start-up activities.

3. **Support to CIDA-funded local initiative projects** (e.g., the Canada Fund) and **CIDA advisors** (e.g., gender advisor) through the recruitment, selection and management of local consultants, the provision of office space, equipment, administrative, transport and financial management services, and access to web-based information services.
4. **Project Management**, including the setting up, administration and management of PCCO's internal mechanisms and delivery systems to efficiently deliver its services to clients. This also includes the effective and efficient delivery of the Canada Fund, as well as the cost-efficient management of all PCCO resources.

PCCO will provide assistance in these four service areas on a request basis, through a written task requisition, to clientele as defined in CIDA's "Guidelines for Program Support Unit (PSU) projects". Where applicable, assistance will be provided on a cost-recovery basis as outlined in the CIDA Guidelines for PSUs.

PROJECT GOAL:

To ensure the efficient and cost-effective delivery and management of the Development Cooperation program in the Philippines.

PROJECT PURPOSE:

To establish a cost-effective and efficient mechanism for providing in-country professional consulting services, and administrative and logistical support services in the planning, implementation and monitoring of the CIDA program in the Philippines.

CONTACTS:**PCCO Office****Mr. Gary Nitorreda**

General Manager

9th Floor, Salcedo Towers

169 H. V. dela Costa Street

Salcedo Village, Makati City

Philippines

Tel. No.: (02) 813-8255

Fax No.: (02) 892-8913

Email : gary.nitorreda@pcco.org.ph

Website: www.pcco.org.ph

Local Executing Agency**Ms. Evelyn Mendoza**

Project Director

Coffey Philippines Inc.

3rd Floor, JMT Building

ADB Avenue, 1605 Pasig City

Philippines

Tel. No. : (02) 636-8287

Fax No. : (02) 687-3518

Email : emendoza@coffey.com.ph

Website : www.coffey.com.au

Canadian Embassy**Ms. Laurene Garneau**

Head of Aid

Level 7, Tower 2, RCBC Plaza

6819 Ayala Avenue

Makati City, Philippines

Tel. No.: (02) 857-9125

Fax No.: (02) 843-1083 / 857-9175

Email : Laurene.Garneau@international.gc.ca

Canadian International Development Agency**Mr. Frank Gillis**

Program Manager

Indonesia, Philippines, and Southeast Asia

Regional Division

Asia Branch

200 Promenade du Portage

Gatineau, Quebec, Canada KIA 0G4

Tel No. : (819) 997-4768

Fax No. : (819) 953-3350

Email : Frank_Gillis@acdi-cida.gc.ca
