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**PHILIPPINES-CANADA COOPERATION OFFICE**  
**Phase III**

<b>Project No.</b>	:	4128/31393
<b>Project Cost</b>	:	Cdn\$ 3.51 M
<b>Duration</b>	:	5 years (2003 - 2008)
<b>Location</b>	:	Manila
<b>Local Executing Agency</b>	:	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.

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**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.

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