

## Terms of Reference

### National Administrative Officer

For the project entitled, "Multi-Hazard Impact-Based Forecasting and Early Warning System for the Philippines"

#### I. Background and Context

On 14 November 2019, the Green Climate Fund (GCF) has approved the five (5)-year project entitled "Multi-Hazard Impact-Based Forecasting and Early Warning System (MH-IBF-EWS) for the Philippines" under the Simplified Approval Process (SAP) scheme. Briefly, the GCF is the world's largest dedicated fund helping developing countries to act on climate change. By channeling climate finance to developing countries, the GCF plays a crucial role in serving the goals of the Paris Agreement on climate change, adopted in 2015.

This MH-IBF-EWS project will address the urgent need for a more proactive and inclusive climate risk management in the Philippines anchored on a people-centered MH-IBF-EWS for flood, landslide, severe wind, and storm surge. An MH-IBF-EWS that is people-centered will increase the availability of, access to, and understanding of impact-based warning, enabling end-users to reduce their exposure to climate risks, and strengthen their absorptive and adaptive capacities to better manage or adjust to impacts brought about by climate shocks and climate change, and increase capacities to develop long-term climate risk reduction and adaptation measures.

Four (4) cities/municipalities have been selected as project sites: (1) Tuguegarao City in Cagayan Province – for severe wind and flood; (2) Legazpi City in Albay Province – for severe wind and flood; (3) Municipality of Palo in Leyte Province – for severe wind and storm surge; and (4) New Bataan in Davao de Oro Province.

The expected outputs of the project are the following:

- Output 1 : Science-based multi-hazard weather and climate risk information is generated.
- Output 2 : Established MH-IBF-EWS supported by a knowledge and decision support system.
- Output 3 : Improved national and local capacities in implementing a people-centered MH-IBF-EWS and forecast-based early actions and financing (FbA).
- Output 4 : Mainstreamed climate risk information and MH-IBF-EWS in development policy and planning, investment programming, and resilience planning at national and local levels and institutionalized people-centered MH-IBF-EWS in the Philippines

The key partners in this Project are the following:

- National Designated Authority (NDA) : Department of Finance (DOF)
- Accredited Entity (AE) : Land Bank of the Philippines (LANDBANK)
- Executing Entity (EE) : Department of Science and Technology-Philippine Atmospheric Geophysical and Astronomical Services Administration (DOST-PAGASA)
- Co-Executing Entities (Co-EE) : Department of Environment and Natural Resources-Mines and Geosciences Bureau (DENR-MGB), Department of the Interior and Local Government (DILG), Office of Civil Defense (OCD), Tuguegarao City Local Government Unit (LGU), Legazpi City LGU, Palo, Leyte LGU, New Bataan, Davao de Oro LGU, and World Food Programme (WFP)

To effectively and efficiently implement the project, a National Project Management Office (PMO) will be established within DOST-PAGASA manned by five (5) project-hired staff who will be under the supervision of the DOST-PAGASA Administrator, as follows:

- 1) One (1) National Project Manager
- 2) One (1) Project Evaluation Officer
- 3) One (1) Finance Officer
- 4) Two (2) Administrative Officers

Hence, the DOST-PAGASA now invites eligible consultants for the position of **National Administrative Officer** to indicate their interest in providing technical support for the above-captioned project.

#### II. Scope of Work

- 1) Provides general administrative and logistics support to the Project.

- 2) Provide administrative and logistics support to the NPMO in matters related to project events, follow-ups, project documents, property management etc.
- 3) Prepares correspondence, special reports, and justifications related to specific and general administrative tasks within the project operations, as necessary.
- 4) Facilitate documentation (minutes of meetings, photo-ops) in all project-related activities.
- 5) Responsible for clerical and secretarial functions required by the NPMO.
- 6) Maintain logistics and admin files in an organized, accurate, and up-to-date manner.
- 7) Administers the daily office operations and coordinates logistic requirements for the project.
- 8) Undertakes and assists in the recording and processing of invoices, receipts, and payments as required and instructed.
- 9) Maintains the central filing system, general database, and archive.
- 10) Undertakes any other tasks assigned or relevant in support of the efficient implementation of the project.

### III. Key Performance Indicators

- 1) General administrative and logistics support is efficiently provided.
- 2) Supports communication officer in the design, implementation, and delivery of internal/functional communication plans.
- 3) Produce timely, high-quality key deliverables to support the project.
- 4) Project-related data/outputs are efficiently processed and maintained.

### IV. Institutional Arrangement

The **National Administrative Officer** shall directly work under the supervision of the PAGASA NPMO Officers, PAGASA Project Leaders, and in close coordination with PAGASA-designated administrative staff.

For the termination of the contract, the DOST-PAGASA shall terminate this contract when any of the following conditions attend its implementation:

- a) Outside of force majeure, the **National Administrative Officer** fails to deliver outputs or perform the Key Performance Indicators specified in the contract;
- b) As a result of force majeure, the **National Administrative Officer** is unable to deliver outputs or perform a material portion of the Key Performance Indicators specified in the contract; and,
- c) The **National Administrative Officer** fails to perform any other obligation under the contract.

On the other hand, for the purpose of effective delivery of project outputs and deliverables, any termination/withdrawal to be submitted by the **National Administrative Officer** from the Project may only be considered and accepted upon successful delivery of the Key Performance Indicators defined and indicated above.

### V. Duration of the Work

Initially, the contracts shall only be valid within one (1) year with a possibility of renewal based on the performance and needs of the project. Contract renewal shall also be in line with funds availability and suitability of performance based on the Service Evaluation form. Performance outputs and submitted reports to the project shall also be reviewed prior to contract renewal. The date of contract effectivity is **01 APRIL 2023**.

### VI. Duty Station

GCF-MHIBFEWS Project Office, PAGASA Science Garden, Diliman, Quezon City. The eligible staff shall be required to report **40 hours a week (8hrs a day)**. Domestic travel is contingent on project requirements.

### VII. Qualifications

The successful applicant should at least possess the following skills/competencies:

- 1) Bachelor's degree in any field preferably related to project management and office administration.
- 2) With at least 1 year of relevant work experience in administrative functions and experience with donor-funded projects will be an added advantage.
- 3) Proficient in MS Office, Adobe Photoshop, and other basic applications.
- 4) Flexible in different work arrangements or in any task given.
- 5) Excellent communication and analytical skills, and fluency in English are required.
- 6) High integrity and strong result-oriented.
- 7) Good understanding of gender equality.

### **VIII. Remuneration**

The **National Administrative Officer** shall receive a professional fee of **PhP25,000.00** per month or a total of **PhP300,000.00** during the first year of the project implementation. Monthly professional fee will be paid upon the submission and acceptance of monthly progress reports, DTR and other documents to be requested by the Project Leader.

### **IX. Application**

For qualified applicants, please submit all your eligibility documents especially your curriculum vitae, application letter, PhilGEPS registration, and BIR TIN on or before **16 MARCH 2023** at [\*\*bac@pagasa.dost.gov.ph\*\*](mailto:bac@pagasa.dost.gov.ph) or at the following address:

**3rd Floor, RMS Office, PAGASA Main Building,  
Science Garden Complex, BIR Road,  
Brgy. Central, Quezon City.**

Please address your letter to:

**DR. VICENTE B. MALANO**  
Administrator, DOST-PAGASA  
Science Garden Complex, BIR Road,  
Brgy. Central, Quezon City

Thru : **Dr. BONIFACIO G. PAJUELAS**  
Chairperson, PAGASA-BAC

**Dr. ESPERANZA O. CAYANAN**  
Deputy Administrator for Research and Development  
MH-IBF-EWS Project Leader