

Terms of Reference

Program/Project	Local Governance Support Program for Local Economic Development (LGSP-LED) Philippines
Contractor's Position	LED Partnership Adviser for Metro Iloilo-Guimaras Economic Development Council (MIGEDC)
Position Requirements	<ul style="list-style-type: none"> • Appropriate academic qualifications/professional development experience relevant to LGSP-LED • Significant work experience in local governance and local economic development, preferably Region 6 (Western Visayas), and particularly in the Metro Iloilo-Guimaras area. Experience in programs and projects involving partnerships between government and private industry is an advantage. • Relevant work experience in project planning and implementation and results-based management preferably related to tourism, agribusiness, business planning, enterprise development and/or investment packaging and promotion. • Broad experience in local-level participatory processes, capacity development, and the integration of cross-cutting themes related to poverty reduction, gender equality and environmental sustainability. • Demonstrated ability to engage senior decision-makers, build multi-stakeholder partnerships, communicate ideas, and lead change management processes. • Excellent presentation and facilitation skills
Contractor's Role	<p>Working under the leadership and supervision of the Local Governance (LG) & Local Economic Development (LED) Manager or other assigned manager, the primary role of the Contractor is to serve as Resource Person and Coach providing advisory services and coaching to the DILG Regional Office, the DILG Provincial Office and the LGU Alliance, including their LED partners. These partners comprise the national government agencies, private sector, civil society and community level organizations.</p> <p>The Contractor will act as a catalyst to local LED partners in the planning and implementation of the LED process, working with the LGU/Alliance LED Team and DILG to convene, communicate and coordinate the local-level component activities of LGSP-LED.</p>
Background	<p>LGSP-LED has two components: one focused on the national level and one on the local level. The national-level component focuses on improvements to the national enabling environment for LGUs and LED. It supports DILG and other relevant national agencies to develop and/or improve policies, programs, approaches and operations that 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 focuses on providing support to selected LGUs or LGU alliances in developing and implementing their local economic development (LED) strategies. LGSP-LED's local component strengthens the ability of participating LGU/Alliances to advance sustainable LED in their localities. It supports the meaningful participation of civil society and the private sector in local development processes and strengthens resource generation and management capacities of LGUs. LGSP-LED also works to strengthen the ability of LED actors in the LGU/Alliances, from both the public and private sectors, to plan and implement sustainable LED initiatives.</p>

Scope of Services	<p>Working under the leadership and supervision of the Program Manager for LG and LED or other assigned manager, the primary role of the LED Partnership Adviser is to serve as Resource Person and Coach providing advisory services and coaching to the DILG Regional and Provincial Office, and to MIGEDC, including their LED partners. These partners comprise the national government agencies, private sector, civil society and community level organizations. The LED PA will act as a catalyst to local LED partners, working with MIGEDC's Core LED Team, in the planning and implementation of the Alliance's Local Project, helping to convene, communicate and coordinate the local-level component activities of LGSP-LED. The PA will work in partnership with DILG at the regional and provincial levels to ensure that they will be able to continue to support the LGUs/Alliances beyond the life of the Program and to replicate the experience elsewhere in the region/province.</p> <p>Working with DILG Regional Office, DILG Provincial Office and the LGU Alliance and their development partners, the LED Partnership Adviser will have the following responsibilities:</p> <ol style="list-style-type: none"> 1. Assist in capacity assessment and strengthening of MIGEDC and DILG Regional/LGRCs and Provincial offices to develop, design, prioritize, manage and implement their LED Initiatives and activities . 2. Ensure that DILG regional and provincial focal persons are closely involved in LGUs/Alliances activities, and that the agreed upon DILG-LGSP-LED communications protocols are followed. 3. Ensure that the CCTs of gender equality, environmental sustainability and poverty reduction considerations are incorporated into the different partners' activities 4. Provide strategic advice and support to local level partners, particularly the LED Team of the participating LGU/Alliance, in strategic planning and implementation, capacity development, knowledge management, and partnership building for LED. 5. Assist in implementing an LGU strategy for strengthening MIGEDC's institutional structures, systems, policies, and processes in order to advance sustainable LED. 6. Provide capacity development assistance to MIGEDC in the strategic planning and implementation of priority LED proposals and initiatives in collaboration with the LGSP-LED Core Team. 7. Help analyze LED policy issues as they relate to the implementation of the LED process at the local level, and as inputs to national policy formulation efforts of DILG and other national government institutions. 8. Coordinate national level activities that involve and impact on local LED partners. 9. Assist in identifying and brokering financing options for MIGEDC's LED initiatives 10. Assist the LGSP-LED management team through coaching and mentoring of the MIGEDC Core LED Team with performance monitoring, baseline data gathering and analysis, results-based reporting, knowledge management and communication. 11. Manage the LGSP-LED approval and funding process for the LED Initiatives of MIGEDC, based on the guidelines provided by LGSP-LED and monitor LGU/Alliance/DILG counterpart funding. 12. Perform other related support services as may be assigned from time to time.
Place of Assignment	Iloilo City, Province of Iloilo
Period of Service Agreement	This Service Agreement shall be effective during the period from March 1, 2012 until March 31, 2013, with possibility of extension