

Local Governance Support Program for Local Economic Development (LGSP-LED)

TERMS OF REFERENCE

Position	Local Economic Development and Local Governance Program Manager (LED-PM)
Position Requirements	<ul style="list-style-type: none"> • Appropriate academic qualifications/professional development experience • Work experience in local governance issues in the Philippines and specifically LED • Experience working on complex governance programming with multiple partners similar to those of LGSP-LED • Experience in managing complex workloads • Experience in program management
Role	<p>The primary role of the LED-PM is to lead and manage “Component 2 of the Program: Facilitating Local Economic Development and Local Governance”, in a manner that ensures the achievement of contracted program results on time and within budget. The secondary role of the LED-PM is to provide technical assistance, related to the Position’s field of competency, to Program partners and participants.</p>
Responsibilities	<p>The LED-PM is charged with the following realms of responsibility for the Program:</p> <ul style="list-style-type: none"> • Provide management of LGSP-LED’s Component 2, in manner that is responsible and professional, financially sound and cost effective, strategic, iterative and innovative and which ensures the regular engagement of Program partners in the Program’s planning, implementation, monitoring and evaluation (PIME) cycle. • Work closely with the National Enabling Environment Program Manager (who will be responsible for the parallel “Component 1: National Enabling Environment”) to ensure that the Program’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 Program and its partners, participants and collaborators in those areas defined in the Project Implementation Plan (PIP), as determined in annual work plans (AWPs). • Apply CIDA’s policies and approaches to Results-Based Management in order to manage and monitor expected results, including providing guidance to the cadre of professionals working on the component. • Ensure the accomplishment of the Program’s activities and results and cross-cutting themes in Component 2 in a timely and effective manner and within budget limitations, as set forth in the CIDA Statement of Services, PIP, LFA and AWPs. • Performance manage the work of contractors and consultants involved in Component 2, as well as the work of the regionally based Partnership Advisors. This shall include providing quality control for all Component 2 deliverables, outputs and documentation. • Support the LGSP-LED field directors to : a) implement the program’s performance measurement and monitoring systems within

	<p>Component 2, which includes regular performance monitoring and evaluation of the Program using a participatory approach with partners/participants, and b) prepare key management reports (e.g. Annual Work Plans/budgets, phase out plan, narrative semi-annual progress reports, annual progress reports, end of program reports, etc.) and additional reports as determined by the Program.</p> <ul style="list-style-type: none"> • Provide support services to DILG in the establishment and operation of regional coordination mechanisms for LGSP-LED and to other local level Program committees, working groups and bodies that maybe established. • Establish and maintain effective working relationships with DILG and its regional offices and with LGUs and other Program partners and stakeholders at the local and regional levels by communicating and working in a transparent and participatory manner • 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 Program’s cross-cutting theme strategies (gender, environment and poverty) are integrated into all aspects of PIME within Component 2. • Coordinate and provide professional input to the work of Filipino, Canadian and other foreign professionals involved in Component 2. 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 System and in the preparation of knowledge outputs, toolkits and communication materials. • Other duties as assigned.
Place of assignment	Manila, with LGSP-LED field office located in Ortigas Center, Pasig City with occasional travel to LGU program sites throughout the country.
Assigned manager	The LED-PM will be performance managed by the Canadian Field Director. The LED-PM agrees to also work under the guidance of the LGSP-LED Canada Based Coordinator.
Level of Effort	This is a two-year position, full time, at least 37.5 hours per week. There may be some possibility of extension.