

## **JOB DESCRIPTION**

### **TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)**

**Female candidates are particularly encouraged to apply**

Title:	National Coordinator for Policy & Regulations
Main Duty Station and Location:	Department of Environment & Natural Resources DENR (Manila, Philippines)
Mission/s to:	As required and to be approved separately prior to mission taking place
Start of Contract (EOD):	April 2021
End of Contract (COB):	April 2022 (with possibility of extension)
Contract Type:	Regular / full-time

## **PROJECT CONTEXT**

### **Global Partnership for improving the Food Cold Chain in the Philippines**

The overall project goal is to identify, develop and stimulate the application of low carbon, energy efficient refrigeration innovation technologies and business practices in the Philippines, for use throughout the food cold chain whilst increasing food safety and security. Through the project UNIDO is aiming to establish a global partnership between the public sector, the private sector and financing institutions for promotion of investment and support of best available energy-efficient design technologies and practices transfer. The proposed project addresses barriers to the improvement of the efficiency of the food cold chain. Its design is based on the main aspects needed for comprehensive transformation of all refrigeration applications along the food cold chain including support for technology supply and supply chains for parts and refrigerants; virtual and real-life showcase of technology innovations and information about most efficient systems availability; development and promotion of capacity, knowledge and awareness; and management and monitoring of the food cold chain. The project will achieve such objectives through the implementation of 4 substantive components and associated outputs outlined below:

- Component 1: Policy and Regulatory Assessment
- Component 2: Awareness and Capacity Building
- Component 3: Technology Transfer
- Component 4: Monitoring and Evaluation

The project is funded by the Global Environment Facility (GEF) implemented by UNIDO with the Department of Environment and Natural Resources (DENR) as main Governmental Partner.

## **DUTIES**

Under the overall coordination of the Philippine's Ozone Desk (POD) at the Department of Environment & Natural Resources (DENR), the Cold Chain Project Coordinator for Policy and Regulations is required to assist DENR in the implementation of the project activities of the GEF-funded project "Global Partnership

for improving the Food Cold Chain in the Philippines”. The Policy and Regulation Coordinator will be stationed at the POD-DENR.

#	Main Duties	Concrete/ measurable Outputs to be achieved	Expected duration	Location
1	<p><b>Overall planning &amp; coordination</b></p> <p>Prepare and monitor the execution of the project work plan and provide substantial guidance on execution of project activities.</p> <p>All activities should always be organized in coordination with DENR-EMB-POD and PMU</p>	<p>Detailed work plan prepared, including key activities, schedule, deadlines and milestones (Component 1)</p> <p>Regular updates on project activities.</p> <p>Project activities are implemented efficiently</p> <p>Measures to address identified issues undertaken</p>	Throughout contract period	Manila
2	<p><b>Project deliverables</b></p> <p>Conduct comprehensive review of all food cold chain related policies and guidelines</p> <p>Support for Project Consultants</p> <ul style="list-style-type: none"> <li>○ Overview and support the recruitment of national/international consultants and/or consultancy firm</li> <li>○ Monitor, provide guidance, and support Project consultants in the implementation of project activities</li> <li>○ Review the outputs by the Project Consultants</li> </ul> <p>Lead the organization and implementation of activities related to Component 1. Provide technical and administrative assistance to POD and PMU in achieving outputs and goals of Component 1</p>	<p>Policy analysis report prepared</p> <p>Job descriptions and terms of references TOR developed</p> <p>Overview and facilitation of all involved consultants, and service providers</p> <p>Project implementation plans updated</p> <p>Project progress report prepared (Component 1)</p> <p>Comprehensive Written Documentation on Project Development (Component 1)</p> <p>Project deliverables for the 3 years project include:</p> <ul style="list-style-type: none"> <li>○ Update on national standards for energy efficiency and/or minimum efficiency</li> </ul>	Throughout contract period	Manila

	Update the related project implantation plan in close coordination with POD and PMU	<p>requirements to fill existing gaps drafted and proposed for endorsement to relevant stakeholders</p> <ul style="list-style-type: none"> <li>o National standards for flammable refrigerants to fill existing gaps drafted/updated and proposed for endorsement to relevant stakeholders</li> <li>o Energy efficiency low carbon development plan for high priority sectors/areas developed</li> </ul>		
<b>3</b>	<p><b>Relationship Management</b></p> <p>Serve as focal person, coordinate, and maintain productive working relationship with Project partners and stakeholders</p>	Active involvement of partners and stakeholders in Project activities	Throughout contract period	Manila
<b>4</b>	<p><b>Office Management, Secretarial Support, Logistic/Supplies Management, Event Organizing and Travel/Mission Management</b></p> <p>Assist POD in undertaking and monitoring timely and relevant management and coordination of the day-to-day operation of project activities, including administration, management, accounting and financial reporting, secretariat and logistic/supplies</p> <p>Schedule, organize and provide secretarial support and logistic for meetings, workshops, seminars, trainings, focus group discussions. The task will also include budgeting of events, correspondence with stakeholders/participants and liaising with hotels, vendors and/or subcontracting institutions/third parties</p>	<p>Meetings are arranged/scheduled and National experts recruited as necessary during project course</p> <p>Workshops, seminars, trainings, etc. are organized involving appropriate participants/stakeholders</p> <p>Communication letters prepared</p> <p>Comprehensive Written Documentation on Project activities such as minutes of meeting, conference documentation, etc.</p>	Throughout contract period	Manila

	Arrange and/or support missions of national and international staff and/or experts			
<b>5</b>	<b>Financial Monitoring</b>  Support the proper maintenance of general accounting records related to the project	Financial records maintained	Throughout contract period	Manila
<b>6</b>	<b>Ad-hoc requests</b>  Handle ad-hoc requests initiated by POD and PMU and ensure their successful implementation	Ad-hoc requests implemented	Throughout contract period	Manila

## **REQUIRED COMPETENCIES**

### **Core Values**

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

### **Key Competencies**

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

### **Education:**

University degree in related field.

### **Technical and Functional Experience:**

- Minimum 5 years of experience in project management, administration, coordination, or related field.
- Minimum 3 years of experience in the conduct of policy analysis.
- Previous knowledge in coordinating technical assistance projects required.
- Work experience with national government, civil society, international organizations will be an advantage.
- Proven knowledge of the Montreal Protocol and its Multilateral Fund mechanism required and of GEF mechanism is highly desirable.
- Proven knowledge of project mechanisms under DENR is highly desirable.

**Languages required:** Fluency in English and Tagalog required.

**HOW TO APPLY:**

**Please send your CV and letter of motivation by 20 March to the National Project Leader:**

**Ms Gilda Garibay - [garibay\\_gb@yahoo.com](mailto:garibay_gb@yahoo.com)**