

TERMS OF REFERENCE CONTRACTS OFFICER

Project: Post-Yolanda Support for Safer Homes and Settlements.

A shelter and community recovery programme for better lives in the Visayas.

Duration: Starting date: Immediate (not later than 1 May 2014) until 31 December 2014 (extension subject to project funding)

Duty Station: Roxas, Capiz Province, Western Visayas (Region IV), Republic of the Philippines

Reporting to: Project Manager

United Nations Core Values: Integrity, Professionalism, Respect for Diversity
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BACKGROUND

UN-Habitat

The United Nations Human Settlements Programme, UN-HABITAT, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. By working at all levels and with all relevant stakeholders and partners, UN-HABITAT contributes to linking policy development and capacity-building activities with a view to promoting cohesive and mutually reinforcing social, economic and environmental policies, and countries' policies and programmes in human settlements in conformity with international practices and covenants.

UN-Habitat's Response to Typhoon Haiyan (Yolanda)

Recent assessments (February 2014) confirm that more than one million houses were damaged (566,913) or totally destroyed (465,363) by super Typhoon Haiyan in the Philippines. Particularly low-income households have been severely affected and their vulnerability is only to increase with the onset of the next typhoon season.

Post-Yolanda Support for Safer Homes and Settlements: A shelter and community recovery programme for better lives in the Visayas.

UN-Habitat will contribute to the recovery programme by guiding self-recovery and by empowering communities ensuring that safer houses and more resilient communities ensue. Priority focus is given to the most vulnerable populations and communities such as those in depressed and underserved areas including informal settlements affected by Typhoon Haiyan. Within such communities households most at need are to be prioritized including people living in unsafe premises such as tents, camps, residing with host families; elderly or disabled people with no family support; women headed households with low income levels, widows, particularly women living in temporary shelters/camps; poor labourers with low income levels and who do not have any fixed income; poor families who are housing orphans and displaced families.

It is critical for shelter assistance in a seamless way is to place the affected people at the center of the process starting with relief management to rebuilding their homes and settlements. In every major disaster, people have demonstrated a relentless ability to rebuild their lives. This ability of the people has to be mobilized to build better houses and communities. It literally means getting people back on their feet in the shortest possible time enabling them rebuild their lives. Rebuilding lives involves overcoming trauma, rebuilding homes, securing income earning opportunities and getting children back to schools. If this process is supported by facilitating social mobilization, technical assistance and cash to rebuild safer homes, people's recovery can be ensured in a very short time, and in an economical manner.

The project's goal is to improve the lives of 4,000 Typhoon Yolanda affected households through accelerated shelter recovery in target communities in Capiz Province. The objectives of the Post-Yolanda Support for Safer Homes and Settlements Project in are as follows

- (i) Mobilise immediate shelter support for rebuilding of people's lives through promotion of self-recovery of shelter and community facilities, thus accelerating the recovery process and building resilient communities;
- (ii) Advocate and promote build back safer for shelter and community facilities

RESPONSIBILITIES

Under the direct supervision of Project Manager, the Contract Officer will undertake the following tasks:

- to ensure the provision of effective and efficient community contract management services to the project within the context of UN-Habitat
- to closely work with and provide technical support to the technical and community mobilisation staff of the project and with the Finance Officer in Manila to establish and streamline all contractual documents and adjust strategy and approach over time, manage daily activities and interface with senior managers and finance unit to facilitate clearance of disbursement of finances to communities
- to set procedure and methods of preparing community contracts, field cash disbursement schedules, clear tracking system of fund disbursement and monitoring their compliance to the UN-Habitat rules and regulations, and timely forwarding of the requests to Manila and for disbursement of funds to the communities
- to ensure establishing contracts management database to register and update all incoming community contracts for housing and infrastructure data (technical, financial and monitoring data) and monitoring the status of funds disbursement to the communities and up to date current status of the contracts
- to review the requests for disbursement of community contract installments and ensure timely disbursement of funds
- to monitor and perform analysis of incoming technical and financial proposals and review their integrity with project guiding principles and contractual methodologies.
- to establish system to monitor and manage all community bank accounts and issue individual bank payment orders
- to provide corrective feed back to the management on preparing community contracts and project proposals at the district level in close partnership field staff
- to prepare weekly and monthly financial status reports presenting the progress achieved in generating and implementing the community contracts
- to ensure complete documentation for the closure of all community contracts.
- to provide training and capacity building of the national staff in the management of the community contracts
- to undertake additional tasks as assigned by the Project Manager if required

The key results have an impact on the success of Roxas programme within specific areas of cooperation. In particular, the key results have an impact on the issues.

- efficient community contract management and quality of financial management

- strengthened partnership with the communities
- timely delivery of programming activities

PAYMENT

Based on level of experience and financial proposal.

Monthly progress reports against all activities specified above. Mission reports, project documents, daily time records, etc. are to be attached to the monthly report.

COMPETENCIES

Professional Competencies

- **Professionalism:** Ability to identify issues, analyze and participate in the resolution of human settlement issues/problems. Ability to conduct data collection using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Managerial Competencies

- **Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff.

Qualifications	
Education:	Must be a graduate of business administration, economy, law or other related discipline. Additional experience in management of (community) contracts is preferred
Experience:	<ul style="list-style-type: none"> • Minimum five years of relevant experience in procurement/contracts management in a developing, post-disaster context either at national or international level • Familiarity with UN-Habitat programme execution modalities, rules and regulations is a distinct asset, as well as knowledge of UN administrative and financial management procedures; • Excellent knowledge of Microsoft Office applications especially Microsoft Excel, Word and Powerpoint.

Language Requirements:	Fluency in English and some knowledge of the national language of duty station.
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Submission of Applications

Application should include:

1. Cover memo (maximum 1 page) including expectations regarding remunerations;
2. A completed UN Personal History Form (P-11) - Please download the form (MS-Word) from UN-Habitat ROAP web site:
http://www.fukuoka.unhabitat.org/vacancy/index_en.html;

Please be advised that since 15 April 2010, applications for consultancies must be part of the UN-Habitat e-roster in order for their applications to be considered. Please register through the following link: <http://e-roster.unhabitat.org>

All applications should be addressed to: UN-Habitat Philippine Office 31st floor Yuchengco Tower, RCBC Plaza 6819 Ayala Avenue, Makati City 1229, Philippines sent electronically via e-mail to: info@unhabitat.org.ph, cc: warren.ubongen@gmail.com

Please indicate the VA Title in your e-mail subject:

CONTRACTS OFFICER

Deadline for Applications: Friday, 18 April 2014

Please note that applications received after the closing date stated above will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted. The salary will be determined according to the qualifications, skills and relevant experience of the selected candidate. Details and conditions of the contract will be communicated at the interview.

In line with UN-HABITAT policy on gender equity, applications from female candidates are particularly encouraged.

UN-Habitat does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: habitat.fukuoka@unhabitat.org