

Terms of Reference

The Project Staff for Masagana in Angat Bulacan and Tandang Sora, Quezon City

1. Objective and Purpose of the Assignment

TAO-Pilipinas, Inc. is a non-profit, non-stock, non-government organization which envisions sustainable human settlements development. TAO-Pilipinas promotes (1) participatory planning and design approach and (2) the enhancement of technical knowledge and skills of stakeholders. And (3) provides direct technical assistance in planning and design to organized marginalized groups.

TAO operates and is guided by its core values: integrity, commitment, professionalism, and respect for diversity. TAO values the well-being of everyone and strictly enforces a non-smoking work environment.

Under **Project No. 410-901-1074: Building Sustainable and Disaster-Resilient Communities in Luzon (Feb 2019 – Jan 2022)**, TAO-Pilipinas aims for improved quality of life of poor communities in the Philippines with security of tenure, access to affordable and disaster-resilient homes and practice of climate change adaptation and mitigation measures.

The Project Objectives are the following:

1. Target communities have equitable access to safe, secure and sustainable shelter through improved technical assistance.
2. Target communities practice sustainable lifestyle leading to resilience towards climate change.

This project is supported by Misereor with counterpart funds sourced locally for small complementary projects. This project will be implemented within the framework of the approved TAO 3-year Proposal and the Consolidated Work Plan of each partner community organization.

2. Scope of Work

Under the direct supervision of the Area Project Team Leader (APTL) for Angat and T. Sora, Project Staff (PS) will play a support role to the Area Project Team Leader in ensuring that TAO-Pilipinas achieves its aims and objectives as set out in **Project No. 410-901-1074: Building Sustainable and Disaster-Resilient Communities in Luzon (Feb 2019 – Jan 2022)**.

The main responsibility of the Project Staff is to support the APTL in ensuring that the partner communities, Masagana of Angat HOA and the Kawans of Tandang Sora have:

- a. improved their site condition,
- b. formulated their people's plan (site/master plan) to support negotiations for the acquisition of the land they occupy in Tandang Sora Quezon City;
- c. ensure the increase in awareness of partner communities on existing hazards directly affecting them;
- d. support the mentoring of students, engaged in direct technical assistance to partner communities;
- e. ensure increase in awareness of Masagana and Kawan members on the relationship between energy and settlements and their contribution to climate change; and
- f. promote the application of low-carbon technologies in settlements development.



TAO-Pilipinas, Inc. (Technical Assistance Organization)
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Telephone Nos.: (632) 2876446/4367301 Fax No.: (632) 2876446
URL: www.tao-pilipinas.org Email: info@tao-pilipinas.org

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3. Detailed Tasks and/or Expected Output

The main responsibility of the Project Staff is to support the Project Team Leader in the following tasks:

1. Preparation of IEC materials for projects/activities.
2. Coordination with community leaders of partner communities and other project partners;
3. Logistical preparations for and documentation of project activities;
4. Conduct of periodic monitoring visits to project sites.
5. Documentation of monitoring and evaluation process and results for assigned projects.
6. Submission of field reports after monitoring visits.

For Masagana:

1. Preparation of technical drawings – CAD drafting of architectural and engineering design drawings, and 3D;
2. Computation of project cost estimates as required in infrastructure projects.
8. Financial monitoring of community partner funds.
9. Support the completion of land documents for transfer of title of Angat Resettlement Site from the Original Owner to TAO-Pilipinas and project beneficiaries.

For Tandang Sora:

1. Support community leaders in the conduct of land research and land documentation
2. Assist in the conduct of participatory community planning
3. Preparation of technical drawings – conceptual subdivision schemes, CAD drafting of architectural and 3D drawings;

The Project Staff may perform institutional tasks assigned by the PTL including:

1. Support the conduct of periodic monitoring and evaluation and submission of report and recommendations;
2. Preparation of monthly narrative and financial reports;
3. Participate in other tasks within the organization or as representative of TAO-Pilipinas in network activities.

Expected Outputs/Deliverables:

1. Draft Final and Final People's Plan (Master/Site Plan)
2. Monthly project progress report
3. Periodic Project Monitoring and Evaluation Report
4. Activity report for external meetings attended

4. Minimum Qualification Requirements

The expert should have at least an academic degree in architecture or civil engineering, and at least 2 years of professional experience in the areas of planning, architecture, urban upgrading, housing.

- Experience in participatory approach in planning and design would be preferred;
- Experience in planning and design of socialized housing projects would be preferred;
- Experience in working with an NGO will be an advantage;
- Fluency in oral and written English and Tagalog is essential;



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Minimum General Experience: **2 Years**
Minimum Specific Experience (relevant to assignment): **1 Year**

Interested parties may submit the following documents no later than May 14:

1. Letter of expression of interest
2. Curriculum vitae
3. Expected salary
4. Availability to start working on the project
5. 2 Recommendation letters from previous employers

Once accepted please be informed that you will be expected to submit the following pre-employment requirements:

- SSS number
- Pag-ibig number
- TIN
- BIR Form No. 2316 from last employer
- Philhealth number
- NBI clearance
- Employment certificate from previous employer
- School credentials (Diploma, TOR)
- If married: Marriage contract, birth certificate of dependent



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