

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 supervision of the Core Operations Head – External (COHE), The Area Project Team Leader (APTL) will play a key role 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 APTL is to ensure that the partner community, APOLA (Alliance of Peoples Organization of Lupang Arenda), has:

- a. improved their site condition,
- b. formulated their people's plan (site/master plan) to support negotiations for the proclamation of the 91-hectare land they occupy in Lupang Arenda, Taytay, Rizal;
- 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; ensure increase in awareness of APOLA members on the relationship between energy and settlements and their contribution to climate change; and
- e. promote the application of low-carbon technologies in settlements development.



Terms of Reference

The Area Project Team Leader (APTL) for APOLA in Lupang Arenda, Taytay, Rizal

3. Detailed Tasks and/or Expected Output

As the direct link of TAO-Pilipinas to the partner community, the Project Team Leader shall ensure the implementation of the **APOLA Consolidated Work Plan** and the specific tasks:

1. Coordinate the preparation of the necessary tools and materials needed for the implementation of technical processes;
2. Coordinate the conduct of planning and design consultation workshops, consolidation of workshop results, production of plans and design drawings;
3. Review of site plan, design drawings, cost estimates and technical specifications based on the results of consultation and as required in planned infrastructure projects for implementation;
4. Prepare modules for capacity building activities to be conducted in the project area; coordination meetings with consultants and partners;
5. Prepare project documents and periodic reports on project activities, outputs, accomplishments and effects.
6. In coordination with YP Formation Project Team Leader, provide mentoring for interns and volunteers involved in the project.

The APTL shall perform institutional tasks including:

1. The conduct of periodic monitoring and evaluation and submission of report and recommendations to the Core Operations Head- Internal (COHI);
2. Preparation of monthly narrative and financial reports and submission to Core Operations Head -External (COHE);
3. Participation in periodic Management Committee meetings;
4. Submission to COHE of project updates for posting to social media accounts;
5. Support the preparation of project proposals to augment funding for the implementation of APOLA Consolidated Work Plan;
6. Contribute to the updating of TAO-Pilipinas tools and knowledge products;
7. Participate or lead in other tasks within the organization or as representative of TAO-Pilipinas in network activities.

Expected Outputs/Deliverables:

1. People's Planning Workshop Module
2. Draft Final and Final People's Plan (Master/Site Plan)
3. Monthly project progress report
4. Project updates for posting in social media accounts
5. Mentoring feedback on student interns/volunteers
6. Periodic Project Monitoring and Evaluation Report with recommendations
7. 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 3 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: **3 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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