



TERMS OF REFERENCE
Cities' System Capacity Development (Ci-Cap Project)
Project Manager

Organizational Unit: League of Cities of the Philippines (LCP)

A. Background

The **ABC+: Advancing Basic Education in the Philippines** project supported by the United States Agency for International Development (USAID) in partnership with the Department of Education (DepEd) and implemented by RTI International with The Asia Foundation and local partner, League of Cities of the Philippines (LCP) through the **Cities' System Capacity Development (Ci-Cap) Project**, which aims to reinforce the education system's capacity and commitment to plan, mobilize, and manage resources to support improved learning outcomes for early-grade learners (Kinder to Grade 3) in cities in the focus regions, Bicol and Western Visayas. The project aspires to strengthen collaboration with DepEd, local governments, and other stakeholders to harmonize local education programs through education sector mechanisms.

Currently, the ABC+ project is in its 4th year of implementation. ABC+ has introduced the **Education Sector Mechanism (ESM)**, a multi-stakeholder approach for DepEd, LGUs, and other stakeholders to plan, strategize, and design interventions to support basic education, particularly in early-grade learning (EGL). ESM promotes evidenced-based planning and budgeting for EGL. While the institutions have their respective approaches to addressing education challenges, it is vital to have a more multi-stakeholder approach, given the resource limitations. Thus, the project team conducts workshops in the partner cities to pilot the ESM process. It will also establish a platform for key education stakeholders to discuss the local state of basic education and strategize interventions for efficient resource utilization.

B. Objectives

Generally, the Ci-Cap Project aims to mobilize cities and other local stakeholders of the pilot regions to support and sustain introduced improvements in EGL outcomes through identifying income streams and alternative funding sources to finance the critical basic education programs, projects, and activities (PPAs) expenses for early-grade learners.

Specifically, Ci-Cap Project aims to:

1. Identify income streams and alternative funding sources of cities to finance the requirements of the children at the primary level specifically on the learning materials and teacher training;
2. Identify gaps and challenges in planning, appropriations, and implementation of basic education PPAs and policies; and
3. Increase local stakeholders' engagement in planning and in implementing sustainable basic education services, programs, and policies.

C. Results of Services

Conduct of check-in meetings, ESM workshops, enhancement and validation sessions, education dialogue, education summit, and submission of the final narrative report.



D. Travel Involved

The Project activities will involve field works in the eight partner cities—Tabaco City, Legazpi City, Iriga City, Naga City, Iloilo City, Roxas City, Victorias City, and ACE (Escalante, Himamaylan, and Sipalay cities).

E. Job Goal and Role

The **Project Manager (PM)** will assist the Project Director on the technical aspect of implementing the approved work plan, particularly in conducting Education Sector Mechanism launch and workshop.

F. List of Tasks and Functions and Level of Effort

Task	Level of Effort
1. Assist the Project Director in carrying-out project activities to meet the set milestones, including but not limited to processing and reviewing of reports, correspondences, and other technical documents;	40%
2. Manage the implementation of the project work plan, particularly the conduct of ESM workshops, validation and enhancement sessions, dialogues, and education summit;	30%
3. Stakeholder Management on technical matters. Facilitate support for Technical Working Groups. This will require a politically sensitive approach that will maintain LCP's role as an objective, politically neutral and trusted adviser to all stakeholders; and	20%
4. Perform other tasks relevant to the Ci-Cap Project	10%
Total	100%

G. Qualifications

1. Preferably with a Master's degree or equivalent experience in project management, local planning process, public administration, or other social sciences;
2. Must have good working knowledge of local education programs and policies;
3. Experience in working with cities is an advantage;
4. Excellent written and oral communication skills; and
5. Excellent organizational skills

H. Timeframe

The PM will be engaged for approximately twenty (20) man days for nine (9) months starting **1 July 2023** until **31 March 2024**.

I. Reporting and Coordination Arrangements

The PM will report directly to the Project Director and Project Coordinator. The PM is expected to undertake this assignment in consultation with the Project Team.