



TERMS OF REFERENCE  
**Cities' System Capacity Development (Ci-Cap Project)**  
**Regional Coordinator**

**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 4<sup>th</sup> 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, consolidated data, ESM workshops, enhancement and validation sessions.



**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 **Regional Coordinator (RC)** will liaise with local partners in collecting data. He/she will provide logistical support during in-city activities.

**F. List of Tasks and Functions and Level of Effort**

Task	Level of Effort
1. Coordinate with the partner cities on the project work plan implementation, particularly in scheduling activities and facilitating logistical needs;	30%
2. Gather the necessary technical data and documents from partner cities;	20%
3. Assist the team in facilitating workshop sessions;	20%
4. Provide written meeting and field work reports, if any; and	10%
5. Perform other tasks that may be assigned from time to time	20%
Total	100%

**G. Qualifications**

1. Bachelor’s degree in social science or equivalent experience in project coordination, office management, public administration, or any related field;
2. Must have good working knowledge of local education programs and policies;
3. Preferably with experience in working with cities;
4. Ability to work with minimal supervision; and
5. Demonstrated strength in written and oral communications skills

**H. Timeframe**

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