



**Office of the President of the Philippines**

**Office of the Presidential Adviser on Peace, Reconciliation and Unity**

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**TERMS OF REFERENCE**

OFFICE	<b>Peace Panel and Political Concerns Office</b>
JOB TITLE / POSITION	<b>Project Development Officer IV</b>
DESIGNATION (if applicable)	Assistant Division Chief, IGR Division
JOB LEVEL	2 - Technical Salary Grade 22 (P65,319.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 3 years of relevant experience</li> <li>3. 16 hours of relevant training</li> </ol>
JOB OBJECTIVE	To effectively carry out the provide technical support to the NPMO in the implementation of the PAMANA Program
REPORT DIRECTLY TO	Unit Head / Deputy National Government Co-Head, IGRB Joint Secretariat; National Government Co-Head, IGRB Joint Secretariat; IGR Division Chief
SUPERVISES	IGR Division personnel (from PPO/PDO III below)
COORDINATES WITH	<ol style="list-style-type: none"> <li>1. National Government Chair and members, and their respective alternate representatives, of the National Government – Bangsamoro Government Intergovernmental Relations Body (IGRB) through their respective National Government agencies;</li> <li>2. National Government Co-Head of the IGRB Joint Secretariat within the OPAPRU;</li> <li>3. Bangsamoro Government Co-Head of the IGRB Joint Secretariat;</li> <li>4. Other intergovernmental relations (IGR) mechanisms as provided in Article VI of Republic Act No. 11054 or the Bangsamoro Organic Law (BOL), through their respective secretariats;</li> <li>5. Bangsamoro Transition Authority (BTA) members and Bangsamoro Government officials and representatives;</li> <li>6. Government agencies, security sector, local government units, diplomatic community and donor agencies, civil society organizations, and other stakeholders;</li> <li>7. MILF Peace Process Office, MNLF Peace Process Office, and other pertinent units within the OPAPRU.</li> </ol>
KEY RESULT AREAS	<u>GPH-MILF Peace Process Roadmap</u> <ol style="list-style-type: none"> <li>1. Political</li> <li>2. Monitoring and Evaluation</li> <li>3. All other KRAs</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Assist the IGR Division Chief in the supervision of the provision of technical, operational, financial, and administrative support to the National Government Co-Head of the National Government – Bangsamoro Government Intergovernmental Relations Body (IGRB) Joint Secretariat in performing the following functions as stipulated in Sec. 3, Art. I of the TOR of the IGRB Joint Secretariat, in coordination with the Bangsamoro Government side of the IGRB Joint Secretariat: <ol style="list-style-type: none"> <li>1.1 Prepare and submit the agenda of the meetings of the IGRB;</li> <li>1.2 Document the proceedings of the meetings of the IGRB;</li> <li>1.3 Prepare the highlights of consensus points of the IGRB after every meeting;</li> </ol> </li> </ol>

- 1.4 Prepare the reports of the IGRB, for submission to the President, as instructed by the IGRB; and
- 1.5 Handle all administrative requirements relative to the conduct of the meeting.
2. Assist the IGR Division Chief in the supervision of the provision of necessary technical, financial, and administrative support to the National Government Co-Head of the IGRB Joint Secretariat for the conduct of meetings and the undertaking of functions of the following other intergovernmental relations (IGR) mechanisms, through their respective secretariats enumerated in the BOL:
  - a. Philippine Congress – Bangsamoro Parliament Forum (PCBPF);
  - b. Intergovernmental Fiscal Policy Board (IFPB);
  - c. Joint Body for the Zones of Joint Cooperation (JBZJC);
  - d. Intergovernmental Infrastructure Development Board (IIDB);
  - e. Intergovernmental Energy Board (IEB);
  - f. Bangsamoro Sustainable Development Board (BSDB); and
  - g. Council of Leaders (COL).
3. Assist the IGR Division Chief in the supervision of the coordination with and provision of necessary technical and administrative assistance to technical-level committees and technical working groups (TWGs) in the undertaking of their functions towards the resolution of IGR issues referred to them by the IGRB.
4. Assist the IGR Division Chief in the supervision of the establishment of an effective mechanism for the monitoring of IGR issues raised to the IGRB that shall aid the IGRB in its discussions and resolution of issues.
5. Assist the IGR Division Chief in the supervision of the assistance to the IGRB in the conduct of engagements and dialogues with various stakeholders to seek relevant information, comments, and recommendations, as well as to provide updates on the operations of the IGRB and the progress of resolution of IGR issues.
6. Assist the IGR Division Chief in the supervision of the provision of necessary technical support to other units within the OPAPRU and to other government agencies on the relevant information on and activities pertinent to the IGRB as requested.
7. Develop and formulate policies, programs, plans, strategies, and projects in line with the functions of the IGR Division.
8. Assist the IGR Division Chief on the following:
  - 8.1 Formulation of policies and programs relative to the function of the IGR Division;
  - 8.2 Planning and implementation of the projects and activities of the IGR Division;
  - 8.3. Coordination with concerned government agencies, nongovernment organizations, civil society organizations, peoples' organizations, academe, and other peace partners and stakeholders; and
  - 8.4 Preparation of technical reports and other correspondence.
9. Perform such other functions as may be assigned by the National Government Co-Head of the IGRB Joint Secretariat, Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat, and IGR Division Chief.