

Terms of Reference

Financial Management Consultant

Objectives

The objectives of this assignment are:

1. Provide technical assistance to the Focal Point of the Risk Resiliency Program Convergence Budgeting (RRP-PCB) of the Cabinet Cluster on Climate Adaption, Mitigation and Disaster Risk Reduction (CCAM-DRR).
2. Provide assistance to the Director of Gender and Development (GAD) Office related to financial procedures and mechanics to ensure effective financial management of GAD budget.

Scope of Work

The tasks will include, but not necessarily be limited to the following responsibilities:

1. Review incoming documents related to Risk Resiliency Program (RRP) and draft action documents;
2. Provide assistance in planning, review and monitoring of implementation of the RRP - Program Convergence Budgeting (PCB);
3. Review of targets and budgets proposed by cluster member-agencies for each Programs/Activities/Projects (PAPs) under the RRP-PCB;
4. Coordinate with DENR concerned offices and Cabinet Cluster on Climate Change Adaptation, Mitigation and Disaster Risk Reduction (CCAM-DRR) member-agencies to keep up to date the ongoing planned activities related to RRP;
5. Assist in the conduct of briefings with CCAM-DRR member-agencies and oversight agencies as well as organization of schedules of meetings/workshops/trainings;
6. Assist in the updating of the RRP Guidance Document for 2020-2022;
7. Assist in the preparation of regular progress reports related to RRP-PCB;
8. Provide support in the preparation for technical consultations, workshops and the conduct of Technical Budget Hearing (TBH);
9. Review GAD-related financial transactions. Assist in the conduct of workshops and writeshops;
10. Perform other related functions as may be assigned by the Undersecretary for Climate Change, and the Director of Climate Change Service.

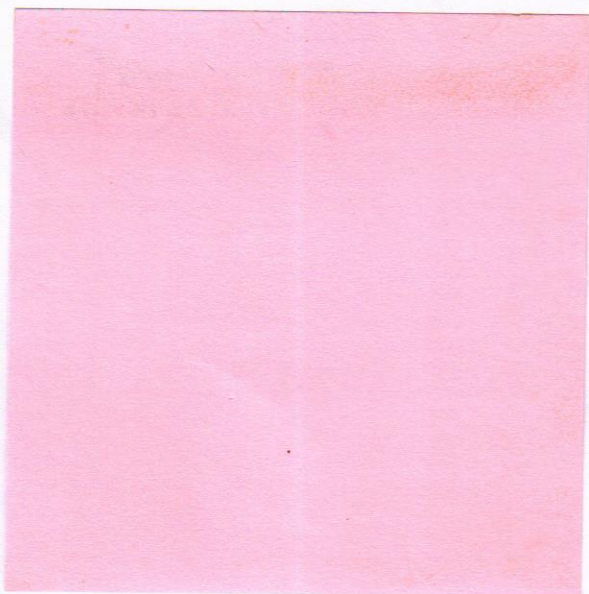
Duration of Assignment

The consultancy is for a period of six (6) months. Extension is as may be needed.

Cost requirement and payment schedule

The consultant shall receive a gross professional fee of Fifty One Thousand Five Hundred pesos (P51,500.00) per month, subject to applicable tax and other DENR accounting and auditing rules and regulations. Payment of professional fee shall be on a semi-monthly basis upon submission of accomplishment report for the period for payment. The professional fee does not include actual, reasonable and necessary expenses incurred in the performance of service.

Concurred by:



Noted by:



ELENIDA R. BASUG

Director, Climate Change Service and
Concurrent Director, DENR GAD Office