UN-REDD Philippines Programme: Supporting Initial Readiness Process

**Terms of Reference**

**Administrative and Finance Assistant**

**Background**

The UN-REDD Programme is the United Nations Collaborative initiative on Reducing Emissions from Deforestation and forest Degradation (REDD) in developing countries. The Programme was launched in September 2008 to assist developing countries prepare and implement national REDD+ strategies, and builds on the convening power and expertise of the Food and Agriculture Organization of the United Nations (FAO), the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP).

As a partner country of the UN-REDD Programme, the Philippines is committed to developing the necessary capacity to implement REDD+ according to the components of REDD+ readiness jointly developed by UN-REDD and the FCPF. The initial national programme will thus contribute to ensuring that the Philippines is prepared to effectively participate in the REDD+ regime resulting from the UNFCCC negotiations, by focusing on key initial elements of REDD+ readiness.

The overall objective of the UN-REDD initial programme in the Philippines is “to increase the capacity of key stakeholders, managers & support groups in forestland, protected areas and ancestral domains to implement REDD+ projects and activities.” This objective will be secured through the following three Outcomes: (i) REDD+ readiness supported by effective, inclusive and participatory management process; (ii) Systematic and structural approach to REDD+ readiness identified through concrete studies of options and inclusive consultation; and (iii) Capacity to establish reference baselines increased.

To implement the initial programme, a UN-REDD Project Management Unit (PMU) will be established at the Forest Management Bureau (FMB) of the Department of Environment and Natural Resources. The PMU will be led by a Programme Manager (PM) who will support FMB to ensure smooth implementation and coordination on a daily basis. The PM will report to the National Project Director.

**Objectives**:

To provide administrative and financial management support to the project, an Administrative and Finance Assistant (AFA) will be recruited and based at the PMU. The AFA is part of the PMU and will report to the Programme Manager (PM).

Under the guidance of the PM, the AFA shall be responsible for providing administrative support to the project, ensuring the smooth functioning of administrative systems established by the programme. He/she is responsible for the accuracy and appropriateness of disbursements; maintaining the set of books required according to accounting procedures, classifying and summarizing financial transactions of the project and the generation of required financial reports based on both government and UN agencies regulations. She/he is also responsible for ensuring that the other books of accounts such as subsidiary ledgers and special registers are kept up-to-date and available anytime for the government and the UN agencies for inspection.

**Specific responsibilities are as follows**:

* Establish administrative and financial systems and procedures consistent with government and UN’s existing guidelines for the guidance of project staff, consultants and subcontractors;
* Develop and implement a proper archiving system for the project-related files, reports and correspondence;
* Maintain an updated inventory of all supplies and equipment and prepare guidelines for the proper use and maintenance of office equipment and properties;
* Facilitates travel and transportation requirements of the project staff and other stakeholders involved in the Programme;
* Coordinates all administrative concerns pertaining to meetings, workshops, seminars and training;
* Assist with recruitment of project staff, and procurement of goods and services and ensure applicable rules and regulations are followed;
* Prepares vouchers for payments, maintains and monitors records of all disbursements of the Programme; validates disbursements; and participates during audit required by UN-REDD;
* Prepare updated reports on disbursements made by the project, and advise the Project Team on the overall financial status of the project.
* Prepare and process administrative and financial reports required by the UN agencies;
* Ensure that all admin and financial documents related to the Programme are properly stored for easy access and future reference;

**Expected Results/Deliverables**

* Developed detailed SOPs for administrative and finance management system and procedures;
* Well managed administrative and finance related files and documents.
* Draft monthly, quarterly and annually administrative financial reports.

**Recruitment Qualifications:**

Education: A degree in Bachelor of Science in Commerce, Accountancy, Management or other related course.

Experience: A minimum of 5 years experience in project management/financial/office management; Knowledge of UN financial procedures is an advantage; Excellent computer skills, including proficiency in the use of basic office software packages, electronic email and experience in handling web-based communications and management systems;

Language Requirements: Proficient in English language, spoken and written.

**Duration:** 11 months starting September 2011

**Duty Station:** Metro Manila

**Expected Places of Travel (if applicable):** Selected REDD related areas

**Remuneration:** To be determined depending on qualifications