



## TERMS OF REFERENCE

### **Position: Program Lead for Unilab Foundation's Mental Health Pillar**

#### **Background**

Unilab Foundation Inc (ULF) is the corporate foundation of United Laboratories, Inc. It was established in 2011 and became operational in 2012. ULF aims to achieve long term, transformational impact in the areas of Science, Technology, Engineering and Mathematics (STEM) education and careers, Mental Health and Well-being, and Youth Engagement. ULF is committed to building partnerships to extend its programs' reach and impact. ULF convenes like-minded groups and individuals from international and local NGOs, other development sector stakeholders, government, industry, academe and the private sector to address development issues and deliver solutions in a coordinated manner.

ULF's purpose is to strengthen the enabling environment for inclusive development through social innovations and impactful programs that will

- improve the mental health and well-being of young Filipinos.
- nurture integrated STEM learners, innovators and workforce.
- improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF has three (3) Programs and (2) Program Enabling initiatives which are the necessary and sufficient action steps that will enable ULF to achieve its purpose.

- **STEM+ PH:** STEM+ PH Program helps the Philippines become future-ready and enables innovators to create solutions for development problems using integrated STEM principles. Working with partners, the Program focuses on teacher development, curricular innovation, learner engagement, research, policy advocacy and STEM leadership alliance-building.
- **Heads Up PH:** Heads Up PH is a mental health and wellbeing program. Working with partners, the Program focuses on capacity building for educators, providing learners access to information towards improving their key socio-emotional skills, curricular innovation, building community support and advocating for enabling policies.
- **Youth Forward PH:** The Program enables the youth to actively promote health and well-being of Filipinos. Working with partners, the Program equips the youth to be advocates for health by building leadership and management competencies to implement health projects in their communities and advocates for enabling policies for youth engagement.

A unique feature in ULF is its ability to scale up interventions to reach more beneficiaries through the establishment of new NGOs. This allows for greater reach of proven interventions, while creating the space to be able to develop new social innovations addressing other areas of need. Currently, there are three Spin Off entities that ULF is committed to providing with Organization Development support during their first five (5) years of operation.

**Project Inclusion Network (PIN)** - PIN is a non-profit organization established to scale-up the reach and impact of ULF's innovations in disability-inclusive employment.

**Positive Youth Development Network (PYDN)** – PYDN is a non-profit organization established to scale and sustain the Ideas Positive innovations and in addition, undertake pioneering work in youth development and accreditation towards building strong, socially- aware, and sustainable youth organizations responsive to the evolving needs and opportunities of the country.

**Center for Integrated STEM Education (CISTEM)** – CISTEM was initially established in 2019 by Unilab Foundation's STEM+ PH as one of its sub-Programs. CISTEM has now transitioned as an independent non-profit organization committed to building a culture of inquiry and innovation through the application of STEM skills for nation-building.



These Programs and the overall operations of ULF are supported by the Administration, Finance and HR, and Strategic Support Units. These units are responsible in ensuring that the appropriate systems and processes are in place and updated in accordance with the emerging needs of the organization. Among the needs identified as a result of previous ISO Audits and the recent Midyear Review and Action Planning is Organizational Development focusing on the areas of Absorptive Capacity, Building Competencies and Career Pathing, Improving the Business Process, Program Development, and Implementation.

### **Purpose**

This position shall be mainly responsible for the overall management and implementation of the program activities, including the strategic engagement of partners and other stakeholders toward a coordinated and integrated mental health and wellbeing system. The Program Lead will also be responsible for managing the team's performance, including coaching and mentoring, and support to the team members' learning and development, and career plan.

### **Target Start Date**

September 1, 2023

### **Scope of Work**

The Program Lead will be responsible for the following:

#### **Program Management**

1. Reports directly to the Program Director or the designated staff.
2. Prepares program concept papers, action plans, budgets, progress reports ,and other written outputs that may be required by Management.
3. Leads the program team in developing relevant project partnerships, and collaboration with like-minded institutions in government, civil society, academe and the private sector, following the Foundation's protocols for engagement to create greater social impact in the field of mental health.
4. Proactively identify and manage program risks and opportunities.
5. Conduct evidence-based research on areas that will complement and improve the ongoing initiatives under the HUPH Program and introduce innovative programs and strategies aligned with evidence-based models and frameworks .
6. Represent the program in relevant internal and external meetings, events, and other similar activities.
7. Oversee the daily operations of the team, particular on matters pertaining to the technical and operational aspects of the program.

#### **Support to Staff**

8. Supervise and monitor the program team's performance and quality of work.
9. Support the development and realization of staff's learning and development plan.

#### **Technical Resource**

10. Provide technical brief of all relevant policies as it impacts the implementation of the program's modules and toolkits, and activities.
11. Oversee the review and updating of Program's relevant documents, such as Concept Notes, Activity design, and Modules and toolkits, among others.
12. Design and conduct training and other capacity building activities to support the implementation of the project toolkits.



### **Organizational Support**

13. Contribute and participate in organization-wide activities which are directed towards review of program priorities and design, resources, policies, and guidelines.
14. Performs other duties and responsibilities within reasonable bounds as directed by the immediate supervisor and Management.

### **Knowledge, Skills and Values required**

1. Relevant education/professional degree and certifications.
2. At least 5 years' experience in working in the development sector, preferably in education, health or youth-focused projects. Experience working in international development or donor-funded projects would be an asset.
3. Strong leadership skills.
4. Demonstrated project planning, development, and management skills on similar projects.
5. Demonstrated experience in designing and facilitating learning sessions on subjects pertaining to mental health and wellbeing with a variety of audience. Experience in facilitating a session with a government agency or in a multi-sectoral setting is preferred.
6. Ability to develop learning materials, such as modules and toolkits on mental health and wellbeing.
7. Strong interpersonal skills and ability to coordinate effectively with multiple, diverse teams.
8. Intermediate Research and analytical skills.
9. Excellent communication, computer application, data management, reporting, and presentation skills.
10. Values that are aligned with ULF core values of Integrity, Excellence, Compassion, , Innovation, and Bayanihan.

### **Selection Criteria**

1. Has a bachelor's degree in psychology, Guidance Counselling, and related fields. A master's degree in psychology, guidance counselling, public health or administration is preferred.
2. A licensed psychometrician or registered psychologist is preferred.
3. Demonstrated experience in managing health programs for at least 3 years with relevant experience for at least 7 years.
4. Demonstrated experience in developing learning and training modules on mental health and wellbeing.
5. Demonstrated experience in designing and facilitating capacity building activities, specifically on topics related to mental health and wellbeing.
6. Demonstrated strong interpersonal skills to coordinate effectively with multiple teams.
7. Demonstrated ability for intermediate research and analysis.
8. Excellent communication, computer application, data management, reporting, and presentation skills.
9. Relevant professional degree/s and certifications.

To apply, please send a cover letter, your claims against the selection criteria (of no more than a page) and curriculum vitae to: [hr@unilabfoundation.org](mailto:hr@unilabfoundation.org)

*Child Protection: Unilab Foundation Inc is committed to child protection and safeguarding the welfare of children in the delivery of our programs. Recruitment and selection procedures reflect this commitment and will include relevant criminal record checks.*