

TERMS OF REFERENCE

DESIGNATION: IR 3 LEAD

Unilab Foundation requires the services of an individual for an anticipated position of IR 3 Lead in a 5-year project with international donor funding. Successful applicant will be initially contracted for one year subject to annual contract renewal based on positive performance review.

Background and Purpose of the Role

The purpose of the Alliance is to create a pipeline of high skilled and adaptive (learning) workforce who meets the evolving requirements of the manufacturing sector, through the development of industry-led technical and further education systems with better-defined, harmonized skills and qualifications descriptors, competency and training standards.

IR 3 Lead will oversee Intermediate Result 3, i.e., engaging with key stakeholders for Industry 4.0. The IR 3 Lead will work closely with partners to institutionalize the Advanced Manufacturing Skills Council (AMSC) and private sector engagement, demonstrate processes for portability of certification in select higher education institutions (HEIs) and improve government and industry convergence and ensure internal coherence within IR 3 and among the other IRs. The Lead will also provide quality assurance of all program outputs in IR 3.

Scope of Work

Under the direction of the Chief of Party, the IR 3 Lead will be responsible for the following:

- Provides leadership and technical direction to the program's IR 3 and to program partners and stakeholders to ensure the delivery of program interventions;
- Develops strategies and consolidates the various parts of the IR to ensure the continuing coherence, relevance, effectiveness, efficiency, impact and sustainability of outcomes and deliverables;
- Develops purposeful stakeholder mapping and prepares a stakeholder engagement strategy to guide the work plan;
- Guides and supports the technical inputs from program partners and other relevant technical staff, consistent with the approved Annual Work Plan, ensuring there is consistent attention given to strengthening institutions and sustainability;
- Contributes to the program's planning processes by:
 - assessing current strengths and barriers to effectiveness and efficiency of program delivery, agreeing on priorities and ways of working with each program partner and identified key stakeholders,
 - identifying specific cross-cutting issues on which to focus on the and the modality for research and data gathering that may be needed,

- leading the development of detailed activities for the Annual Work Plan including the scope, phasing and duration of technical inputs for each of the institutions/stakeholder groups in consultation with other IR managers the Team Leader and program partners, and
- proposing quantitative and qualitative indicators and appropriate measures and data collection for inclusion in the M&E and Learning Plan including indicators for sustainability;
- Contributes to progress reporting by:
 - reviewing progress and identifying what works well and may be scaled up or where adjustments are needed in response to changing circumstances,
 - engaging with and learning from key program partners and stakeholders,
 - monitoring cross cutting issues including gender and inclusion;
- Provides guidance, mentoring and support to institutional partners and identified leaders and change agents in nominated stakeholder groups;
- Identifies and supports capacity development opportunities of key partners and relevant stakeholders;
- Ensures that all activities are embedded within a holistic program approach for improving preparedness of Filipino workforce towards advanced manufacturing in which evidence is constantly being gathered and analyzed and fed back into program improvement;
- Uses evidence gathered to work with program partners and key stakeholders to prepare knowledge products and learning events for a broader audience;
- Ensures that program resources are utilized judiciously and managed effectively within agreed standards and timeframes; and
- Other duties that may be reasonably directed by the Chief of Party that is within the scope of this position.

Knowledge, Skills and Abilities required

The **IR 3 Lead** should possess the following qualifications and experience:

- Advanced university degree and certifications relevant to the role or Bachelor's Degree and equivalent work experience.
- Experience and demonstrated ability for effective and efficient Program Management.
- Experience and expertise in partnership brokering or network or coalition building.
- Minimum of seven years combined experience managing networks, multi-stakeholder engagement underpinned by communication and advocacy strategies.
- Networks and contacts with higher education and training institutions a significant advantage.
- Deep understanding of the challenges facing both government and industries towards advanced manufacturing.
- Practical understanding of government, industries, and educational institution stakeholders focused on workforce development or advanced manufacturing.
- Ability to work collaboratively with counterparts to achieve outstanding results.
- Excellent written and verbal communication, liaison and interpersonal skills

- Fluency in English (written and oral).
- Demonstrated effective facilitation, presentation, and leadership skills.
- Extensive experience preparing program documentation, such as annual plans, progress reports and reviews, finance and program resource analysis, is a huge advantage.
- Familiarity with the application of international donor policies, including those relating to mainstreaming of gender equality and women's empowerment, disability, the environment and child protection, workforce development, among others, in program implementation.

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org with a subject line IR 3 Lead. Accepted applicant will be based in Mandaluyong City. This is a fixed-term position.