

TERMS OF REFERENCE

DESIGNATION: RESOURCE MOBILIZATION ASSOCIATE

Background

Unilab Foundation, Inc. (ULF) is the corporate foundation of United Laboratories, Inc. Its 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 Science, Technology, Engineering, and Mathematics (STEM) learners, innovators and workforce and improve the active participation of the youth in promoting good health and well-being of Filipinos.

ULF aims to achieve long-term, transformational development impact and 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, and academe to address development issues in a coordinated manner.

ULF has three Programs:

- **STEM+ PH** is the centerpiece program of Unilab Foundation that aims at expanding the pool of STEM Learners and Innovators in the country through, a) improving the access of learners accessing authentic, integrated STEM education, b) improving the quality of teachers, c) increasing the number of schools adopting an authentic, integrated STEM curriculum, and d) improving engagements between government, industry and education sectors. STEM+PH is delivered directly by ULF as well as through an implementing partner, CISTEM, which also happens to be an organization that will be fully spun off from ULF.
- **Heads Up PH** is a mental health and well-being 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.
- **Project Kaakbay** enables the youth to actively promote the 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.

In addition to its core programs, ULF has three (3) independent programs that it continues to support its growth and sustainability, namely:

- **Project Inclusion Network (PIN)**: provides employment/livelihood opportunities that will enable persons with disabilities to become productive citizens of our society.
- **Positive Youth Development Network (PYDN)**: provides a platform for youth to become change agents.
- **Center for Integrated STEM Education (CISTEM)**: provides STEM learning curricula and resources to capacitate our teachers and learners in high-quality STEM education.

For more information, visit www.unilabfoundation.org

Purpose

The Resource Mobilization Associate will report to the Resource Mobilization Director and will be part of the Resource Mobilization & Special Projects team of ULF. The main responsibility of this position is to contribute to the effective and efficient development and implementation of the Resource Mobilization Plan and Strategies, support the achievement of annual resource mobilization targets of ULF programs, and the acquisitions and management of donor-centric partnerships of the Foundation. The Resource Mobilization Associate is expected to monitor grant calls regularly, do research (online and offline), get inputs and buy-ins from internal and external stakeholders and partners, write and edit draft proposals, collate documents required for submission by the grant provider, monitor submissions, maintain grant proposals database, prepare regular reports, and support the organization's fundraising team.

Duration

August 2023 to August 2024

Scope of Work

The Resource Mobilization Associate shall be responsible for the following:

1. Reports directly to the Resource Mobilization Director and provides overall support to the Resource Mobilization Team in implementing work plans and activities, especially in process documentation and administrative requirements;
2. Researches, monitors, and helps identify grant opportunities aligned with ULF's direction and guidelines, including reviewing grant requirements and preparing call briefs;
3. Helps coordinate with internal and external stakeholders to get inputs and buy-ins for concept note development;
4. Writes and edits draft proposals following the grant providers' and the organization's standards in logical framework development, activities, and budget preparation;
5. Collates documents required for submission by the grant provider and supports the review of concept note proposals by the Resource Mobilization Team;
6. Ensures timely submission of proposals, routing approvals, and monitoring submissions;
7. Maintains the database of concept notes and full proposals;
8. Prepares regular reports on Resource Mobilization status for ULF;
9. Supports other Resource Mobilization strategies and management of donor-centric partnerships for ULF programs:

- a. Conducts research online and offline (libraries, other relevant data sources, including key person interviews, focus group discussions, etc.), data collection, and analysis
 - b. Prepares meeting minutes, project reports, summaries, and other project-related collaterals/materials
 - c. Assists in event planning, coordination, meeting facilitation, and other project-related administrative tasks
10. Performs other reasonable assignments assigned by Resource Mobilization Director

Knowledge, Skills, and Qualifications

1. Bachelor's degree holder (marketing, business development, development studies, social or political science background, or equivalent experience an advantage)
2. At least one year experience in working for an NGO and involvement in resource mobilization/ fundraising, and partnerships are a competitive advantage
3. Experience in interacting with local and international corporations, foundations, organizations, government officials, and high-net-worth individuals is an advantage
4. Excellent written and verbal communication skills for minutes & report writing, and effective collaboration with team members and stakeholders
5. Excellent research, writing, and analytical skills to gather, review, and synthesize relevant information
6. Attention to detail and ability to work accurately in data collection, analysis, and documentation
7. Strong organizational skills to coordinate schedules/activities, and maintain directories, databases, and libraries
8. Literacy in MS Office applications, particularly Word, Powerpoint, and Excel; strong familiarity with social media platforms; basic knowledge of online meeting tools
9. Proficiency in Canva or other graphic design platforms is an advantage
10. With knowledge of social sectors in the Philippines

Selection Criteria

1. Relevant educational degrees or equivalent experience
2. Proven excellent written and verbal communication skills, with the ability to effectively communicate research findings, write reports, and coordinate/facilitate meetings and events
3. Demonstrated ability to conduct literature reviews, analyze data, and synthesize research findings

4. Demonstrated ability to effectively interact with community organizations, government officials, corporate executives, general public, and staff via writing, public speaking, and interpersonal interactions
5. Familiarity with research methodologies and data collection techniques
6. Demonstrated ability to engage in evidence-based pilot or scaled-up interventions; experience in community-based health and education initiatives a strong advantage
7. Demonstration of honesty, transparency, and accountability
8. Demonstration of an ethical and critical way of thinking

How to Apply

Please send your updated Curriculum Vitae to hr@unilabfoundation.org and anne.racoma@unilabfoundation.org with the subject line **Resource Mobilization Project Associate** and a cover letter outlining your suitability for the position. The accepted applicant will be based in Mandaluyong City. This is a fixed-term position.

Due to the volume of applications received, only shortlisted candidates will be notified.

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.