

TERMS OF REFERENCE

DESIGNATION : PROJECT OFFICER - RELIEVER

UNIT : HEADSUP PH

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 wellbeing 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:

- 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.
- Project Kaakbay 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.
- The Unilab Center for Health Policy (UCHP) is an initiative of the Unilab Foundation as part of its program of creating an enabling environment for inclusive development. The UCHP will provide the venue for stakeholders in government and the private sector to better understand health policies and implementation arrangements and for them to engage in a fruitful solutions-focused dialogue with the end in view of delivering better health services particularly to the most-vulnerable

For more information, visit www.unilabfoundation.org

Purpose

The Project Officer will report to the Program Director and will be part of the Heads Up team of ULF. The main responsibility of this position is to ensure the effective and efficient development and delivery of Heads Up team's objectives, with a special emphasis on contributing positively to the work of raising factors of well-being, enabling mental health systems, advocating positive education and deploying therapeutic play efforts about the program.

Scope of Work

The successful candidate will be responsible for the following:

1. PROJECT IMPLEMENTATION**a. Project Planning**

- With guidance from Project Lead (Assistant Project Manager), initiate planning activities for the project (Operational Planning, Technical Review, Budgeting)
- Participate in developing project proposals and project documentation, mindful of technical principles and ethical practice related to mental health and well-being, as well as evidence and systems-based interventions.

b. Project Implementation

- Coordinate with the team and partners the conduct of activities, such as capacity building trainings and other relevant upskilling efforts for partners.
- Support the Project Lead in all aspects of the program implementation and development as requested, including elements that involve evidence gathering, the deployment of action researches, engaging technical consultants, and undertaking third party evaluations.
- Actively assist and participate in project-related activities (meetings/workshops/trainings)

c. Project Monitoring, Reporting and Evaluation

- Responsible for managing project database, recordkeeping, and application of relevant M&E tools
- Participate in Planning for transfer / transition of achievements
- Report on the status of project activities, timeframes, and expenditure as requested by the Project Lead.
- Prepare monthly, quarterly and annual reports, with special emphasis on the performance indicators of the Program.

2. TECHNICAL ASSISTANCE

- Provide technical support to project team and partners when necessary, applying technical principles related to mental health, factors of well-being, positive education, therapeutic play, and other related fields, as needed.
- Identifying training and up skilling needs of partners and beneficiaries in the context of the project.
- Assist in reviewing and redesigning intervention in consultation with the Project Lead and partners, and in response to evolving needs of target groups

- Prepare and facilitate, together with project team, consultant and local partner, the plan, design, and conduct workshops and trainings.
- Facilitate and support project partners, consultant and project team in developing knowledge products, training manuals, and other IEC materials.

3. COMMUNICATION MANAGEMENT

a. Internal Communications

- Provide the Communications officer with contacts for database (donors, consultants, networks)
- Coordinate with project teams on the documentation of projects' achievements and evidence gathered, alongside other references needed in relation to the organization's M&E efforts.

b. External Communications

- Assist in project special events together with the Communications officer.
- Support the Communications officer in the production of communications tools: video clips, leaflet, press release/ press kit, database, infographics, etc.
- Review and quality assure the contents of all communication materials to be developed and produced.
- Establish relationships and attend technical meetings with other NGOs, relevant institutions, implementing partners, and other networks when appropriate.
- Identify opportunities for collaboration with other organizations and identify ways to leverage resources.

4. GENERAL MANAGEMENT

- Participate in monitoring the performance status of the program against the Organization's goals by developing strategies consistent with the mission and capabilities of the team.
- Actively contribute to conducting Risk Management Assessment to ensure that programs remain relevant and produce results that are contributing to the Program outcome.

5. FINANCIAL MANAGEMENT

- Monitor project expenditure based on the approved annual plan and ensure compliance to all required financial regulations (by donors and ULF standards).
- Exercise financial control by ensuring the appropriateness of expenditure and compliance to the program operations policies, narrative work plan, and budgets.

Knowledge, Skills, and Abilities required

1. Bachelor's or Master's degree Psychology, preferred. Bachelor's or Master's degree in Social Work, Education, Social development or related field;
2. At least two (2) years of experience in a development project, involving deliverables related to project management and stakeholder relationships; preferably related to mental health, education, community based health systems, school children, or evidence based research;

3. Has experience working with partner development agencies; or has a deep understanding of collaborating with the Department of Health and Department of Education, preferred;
4. Monitoring and evaluation skills, desirable;
5. Competence in doing statistical analysis, desirable;
6. Capacity to design action research, desirable;
7. Excellent organizational, analytical and problem-solving skills, and attention to detail;
8. Proficient in English and Filipino, both oral and written; as well as one other Filipino local dialect, preferred;
9. Advanced skills in MS Excel, and proficiency in Word and Power point; Canva, Adobe
10. PRC license as guidance counselor, psychometrician or teacher, desirable.

Selection Criteria

1. Demonstrated ability to effectively interact with community organizations, government officials, corporate executives, general public and staff;
2. Demonstrated ability to engage in evidence-based pilot or scaled up interventions; especially those related to education, community-based health, mental health and well-being, desired;
3. A spirit of achieving excellence and team building;
4. Demonstration of honesty, transparency, accountability;
5. Demonstration of ethical and critical way of thinking;
6. Demonstrated capacity to effectively communicate via writing, public speaking and interpersonal interactions;

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.