

Project manager. Job description

To: Human Resources: Leonor Calvo
 Desk Officer: Ricardo Domingos
 Technical Officer: Elisabeth Lictévout

Date: 22 / 04 / 04

From: Eduardo Briones: (Country Director in Philippines)
 David Michaud (Water and Sanitation Officer)

JOB DESCRIPTION

Title of position: Water & sanitation project manager in Cotabato, Philippines.

Starting date: May 2004

Duration: 1 year

Context of the intervention

Support to vulnerable communities affected by the conflict through improving their basic living conditions of life and through strengthening their capacities to react to crises.

Country: PHILIPPINES

Base: Cotabato

Projects & funding	Budget code Description proposal	Starting date	Ending	Global amount
	Uprooted 2	May 2004	30 November	??? (to prepare the proposal)
	Uprooted 3	December 2004	?	

Creation of position: ~~YES~~ NO

Estimated duration of hand over: 1 week

Name of replaced person: David Michaud

Dates: 1 May to 7 May

Next location of this person: ???

Planned date for departure: after briefing

ACTION AGAINST HUNGER PROGRAMME IN THE COUNTRY

Integrated programme (Food security, health and water and sanitation) in Lanao del Sur, Mindanao.

Vulnerability study in Mindanao.

Food Security project in Vigan.

Preparation of internal capacity to react to the crises through emergency responses.

Advocacy through the vulnerable populations in Mindanao.

COMPOSITION OF THE COORDINATION TEAM

Capital: Manila	Base 1: Cotabato
Country director	1 head of base
Administrator	1 responsible for the vulnerability study
	1 water and sanitation
	1 food security

DESCRIPTION OF THE PROJECT

Title:

Programme type

Integrated with food security and vulnerability observatory. Capacity building. Water, sanitation and hygiene.

Project objective

To enhance the living conditions of 3,100 families affected by the conflict in rural areas of Maguindanao and Lanao del Sur provinces (Mindanao Island)

Specific objectives

- 1) To strengthen the vulnerability observatory in order to consolidate the local capacities and the co-operation among local counterparts.
 - 2) To increase the coping mechanisms of the families living in Lanao del Sur and Maguindanao:
 - To ensure sustainable access to essential drugs.
 - To enhance local capacities in water and sanitation management in the 3 municipalities within Maguindanao and Lanao del Sur provinces.
 - To improve household food security.
-

Results

The good understanding of the local context of Maguindanao and Lanao del Sur provinces that is provided by the observatory improves the implementation and the impact of the projects that ACF and other agencies and institutions develop in these two provinces. As well it facilitates the provision of probable humanitarian crisis in the future in order to reduce their impact.

The communities' capacity is built for self-maintenance of the water system and sanitation facilities and improvement of their basic hygiene habits.

The local actors in water and sanitation (Municipalities, DPWH, DSWD, IPHO and communities) are involved and work together in the maintenance of the water and sanitation facilities as far as they have the necessary competencies in water and sanitation management.

Improved water access and quality (for drinking and personal hygiene purposes) and improved sanitation in Bala-bagan (4 barangays).

Agricultural income generating activities are expanded.

Most vulnerable households have re-capitalised in productive assets.

Community Based Marketing Organizations are created.

Incomes of families are increased and diversified.

Activities related to water and sanitation

Reinforcement of the committees' and officials' capacities to maintain the public structures built during the first phase of uprooted (GFS, rain catchments and latrines).

Awareness of the community (in collaboration with the Health Department and Sanitary Inspector) to use and maintain their family latrines and to have better hygiene practices.

Hygiene promotion targeting children in school and among the community.

Socio-economic-cultural evaluation of the water and sanitation facilities provided during the first phase of uprooted.

Promotion of rain catchments at household level (or construction of family latrines depending on people's need).

Hygiene promotion focus on having rain water safe from contamination for drinking purpose and personal hygiene.

DUTIES OF THE POST

Staff management: recruitment, planning, evaluation and training.

Budget (in coordination with administrator's team): Accountancy, budget monitoring, supply forecast.

Logistic (in coordination with logistics team): Stock management, equipment use and maintenance.

Coordination and collaboration with local authorities, national institutions, local NGO's, Universities etc.

Capitalisation: database management of all the project activities and analysis / Final report / Capitalisation of the mission.

Methodology: participative approach: involvement of all the people concerned by the project since the beginning in decision making, local capacity building, technology & management transfer.

Respect of and participation with national water supply & sanitation guidelines.

The staff member will participate in:			In liaison with	Frequency
Assesments:	YES	NO	HoM, Admin, Log, Technic.	As requested
Proposal making:	YES	NO	HoM, Admin, Log, Technic.	
Budget drafting:	YES	NO	HoM, Admin, Log, Technic.	

Reports	Frequency	Addressees
Monthly activity reports	Monthly	HOM, Tech. officer
End of mission report		
Donor's report (intermediate and final)		

Number of persons to manage	Specific duties	Frequency
Expatriate personnel: 0	Recruitment & Job description: Yes	
National staff: 10 people	Evaluations: Yes	
	Training: Yes	

QUALIFICATIONS

Academic level/Specific diploma/Specific knowledge required

Engineer degree, knowledge and mandatory experience in social approach of water and sanitation project, hygiene promotion, low cost water systems.

Humanitarian experience necessary: YES ~~NO~~

Yes, experience in community organizing (or community based approach) and hygiene promotion programmes are mandatory.

Yes, experience carrying out assessments and surveys for programme definition.

Yes, it is of vital importance for the Water and Sanitation Manager to have experience in a difficult context, including security management. High diplomatic skills are required to work in a complex environment characterised by:

- volatile and unpredictable security situation,
- traditional Muslim/non-Muslim communities,
- many governmental and non-governmental counterparts.

Languages

French: NO	English: fluent	Spanish: N/A	Others:
spoken read written	spoken read written	spoken read written	spoken read written

LIVING CONDITIONS

1) Breaks frequency

1 (one) long week-end per month and 1(one) week every 3 months, to be reconsidered based on stress management...

2) Lodging conditions

Guest house to be shared with other expatriates

3) Transport

By car or plane.

NB: Public transportation not allowed in Mindanao.

4) Cultural aspects (religion, behaviour, dressing etc.)

Religion in its variety is a very strong element in Filipino culture, therefore respect for other people's beliefs becomes mandatory. In Muslim Mindanao to wear short sleeves, shorts or tight clothes is not recommended to women when visiting authorities or during field visits.

Light casual clothes are recommended. Warmer garments are needed for mountain regions. On formal occasions, a dinner jacket and tie or the Philippine barong Tagalong may be worn. For daily work, you must care to be respectful to the rest of the staff, local counterparts and local authorities: you should avoid looking like a tourist. Warmer clothes will also be useful in cinemas and long coach trips due to the excessive use of air conditioning.

5) Climate

The Philippines are hot and humid year-round. The weather pattern across the archipelago is complex, but can be roughly divided into the dry season (December to May) and the rainy season (June to November). The average annual temperature is 25 degrees Celsius. Keep in mind that the average humidity year-round is 77%!!

6) Leisure

Security context makes not easy to go out in Cotabato. However, it is en general possible some time to time to go to restaurants, use university sport installation.

HISTORY OF THE MISSION

PARTICULAR REMARKS

The project is taking place in 3 municipalities, in a total of 14 barangays (or villages). It takes from 1 to 2 hours to reach these places on a concrete road. Some of these barangays are only accessible by foot. The water and sanitation project can be briefly described in few words: community organizing, hygiene promotion and low-cost water supply at household level. Capacity building and training of the local team should be one of the major tasks. The expatriate should facilitate an ongoing process that involves the local team in all the project phase, including project definition, community approach and donors reports.

A new proposal is currently in process of preparation. If it is granted, the activities will be mainly the same but in another area of Central Mindanao (Liguasan marsh). It is proposed to work in 3 barangays. Consequently, the local team will increase in 6 persons.

Based in Cotabato city, regular field visits to the project area will be done if the security allows it. The unstable security context (up and down), especially inner part, could reduce temporally expatriates movements in the field. It means to continue working on a delegation process with the local staff (remote control). He/she should ensure a good coordination and communication among the water and sanitation team, and with the others departments, especially with the community organizer and logistic departments but also food security department, Administration and capital team.
