



TERMS OF REFERENCE

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| OFFICE | Peace Panel and Political Concerns Office (PPPCO) |
| JOB TITLE/POSITION | PROJECT DEVELOPMENT OFFICER III (Contract of Service) (4) |
| DESIGNATION (if applicable) | Junior Technical Officer |
| JOB LEVEL | Salary Grade (SG) 18 (P42,159.00) |
| PLACE OF ASSIGNMENT | OPAPRU CENTRAL OFFICE |
| UNIT ASSIGNMENT | <ul style="list-style-type: none"> Philippine Congress – Bangsamoro Parliament Forum (PCBPF) Secretariat OPAPRU Legislative and Legal Service |
| REPORTS DIRECTLY TO | <ul style="list-style-type: none"> Co-Chairs (Senate and House of Representatives) PCBPF OIC, Legal and Legislative Service |
| COORDINATES WITH | <ol style="list-style-type: none"> All concerned units of the OPAPRU; Philippine Congress for legislative matters of OPAPRU; Philippine Congress Co-Chair and members, and their respective alternate representatives, of the Philippine Congress – Bangsamoro Parliament Forum (PCBPF); National Government Co-Head of the IGRB Joint Secretariat and Head of the Legal and Legislative Services of OPAPRU; Head of the Bangsamoro Parliament PCBPF Secretariat; Other Intergovernmental Relations (IGR) mechanisms as provided in Article VI of Republic Act 11054 or the Bangsamoro Organic Law (BOL), through their respective secretariats; Bangsamoro Transition Authority members and Bangsamoro Government officials and representatives; Government agencies, security sector, local government units, diplomatic community and donor agencies, civil society organizations, and other stakeholders; MILF Peace Process Office, MNLF Peace Process Office, and other pertinent units within the OPAPRU |
| JOB QUALIFICATIONS (MINIMUM) | <ol style="list-style-type: none"> Bachelor's degree Two (2) years of relevant experience Eight (8) hours of relevant training |
| JOB OBJECTIVE | <ul style="list-style-type: none"> To provide technical, operational, financial, and administrative support to the PCBPF and other IGR mechanisms as identified in Article VI of the BOL To act as legislative liaison of OPAPRU to the Philippine Congress |
| KEY RESULT AREAS | <ol style="list-style-type: none"> Political |
| | <ol style="list-style-type: none"> Monitoring and Evaluation All other KRAs |

KEY ROLES AND RESPONSIBILITIES

1. Act as OPAPRU's coordinating representative and/or liaison with the Philippine Congress responsible for the development, implementation and monitoring of OPAPRU's legislative agenda, interests, and undertakings;
2. Serves as OPAPRU's point of contact/ focal person in efficient and effective facilitation of communications with the House of Representatives and Senate and coordinates activities for OPAPRU legislative concerns;
3. Provide technical, operational, financial, and administrative support to the Head of the Secretariat for the Philippine Congress PCBPF in performing the following functions in coordination with the Bangsamoro Parliament PCBPF Secretariat:
4. Prepare and submit the agenda of the meetings of the PCBPF;
5. Document the proceedings of the meetings of the PCBPF;
6. Prepare the highlights of consensus points of the PCBPF after every meeting;
7. Prepare the reports of the PCBPF; and
8. Handle all administrative requirements relative to the conduct of meetings.
9. Provide necessary technical, financial, and administrative support to the Head of the Secretariat for the Philippine Congress PCBPF Secretariat for the conduct of the meetings and undertaking of functions of other intergovernmental relations mechanisms through their respective secretariats, such as:
 - a. Intergovernmental Fiscal Policy Board (IFPB);
 - b. Joint Body for the Zones of Joint Cooperation (JBZJC);
 - c. Intergovernmental Infrastructure Development Board;
 - d. Intergovernmental Energy Board (IEB);
 - e. Bangsamoro Sustainable Development Board (BSDB); and Council of Leaders (COL).
10. Coordinate with and provide necessary technical and administrative assistance to the technical-level committees and technical working groups (TWGs) in the undertaking of their functions towards the resolution of IGR/Legislative issues referred to them by the PCBPF.
11. Provide technical assistance in the establishment of an effective mechanism for the monitoring of IGR/legislative issues raised to the PCBPF that shall aid the PCBPF in its discussions and resolution of issues.

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| | <p>12. Provide technical support in the conduct of engagements and dialogues with various stakeholders to seek relevant information, comments, and recommendations, as well as to provide updates on the operations of the PCBPF and the progress of resolution of IGR/legislative issues.</p> <p>13. Provide necessary technical support to other units within the OPAPRU and to other government agencies on the relevant information on and activities pertinent to the PCBPF as requested.</p> <p>14. Perform such other functions as may be assigned by the Head of the Ad Hoc Secretariat of the Philippine Congress for the PCBPF.</p> |
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