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## DEVELOPMENT MANAGER OFFICER V

**Regional Coordinator for the Governance Reform of “Conditional Matching Grant to Provinces (CMGP) for Road Repair, Rehabilitation and Improvement”**

### Purpose and Scope of Work

The Office of Project Development Services (OPDS) in collaboration with the DILG Regional Offices shall engage services of a Regional Coordinator to assist the Regional Offices in monitoring the preparation and achievement of the Governance Reform targets in LRM and PFM of provinces within their respective jurisdiction.

#### Education:

- University degree (preferably post-graduate degree) with knowledge in governance, capacity development and road management or related fields

#### Experience:

- Minimum of 5 years professional experience in local governance, which includes at least 2 years of experience in on capacity development.
- Experience working with donor funded projects is an asset.
- Solid experience in coordination and systems in high-pressure environments.
- Experience in working with teams.
- Familiar with government procurement policies and procedures highly desirable.
- English language fluency and strong writing skills required.

### Competencies

#### Core Competencies:

- Demonstrates commitment to DILG mission, vision and values.
- Exerts strict adherence to agency rules, regulations and procedures.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

#### Functional Competencies:

##### Knowledge Management and Learning

- Shares knowledge and experience.
- Actively works towards continuing personal learning and applies newly acquired skills.

### Functions and Responsibilities

The Regional Coordinator shall have the following specific responsibilities:

1. Serve as the area coordinator for monitoring the preparation and implementation of the KALSADA/CMGP Governance Reform Roadmap of each province to ensure that the requirements in the CMGP Implementation Guidelines are complied with.
2. Monitor the preparation of CMGP project requirements by the provinces and provide necessary assistance to facilitate the completion/submission thereof, particularly the following:
  - a. Local Road Management Performance Assessment (LRMPA) Report including Improvement Plan
  - b. Public Financial Management Assessment Report (PFMAR) including Improvement Plan, and
  - c. Agency Procurement Compliance and Performance Indicators (APCPI) Results including Procurement Action Plan
3. In coordination with the Consultant for Governance Reform Component and/or the DILG Central Office – KALSADA/CMGP PMO:
  - a. Provide TA to provinces in the preparation Governance Reform Roadmap
  - b. Assist the Provincial Governments in the finalization of the Governance Reform Roadmap and monitor approval thereof by the Provincial Governor
  - c. Monitor the implementation of the Governance Reform Roadmap and regularly report the status of achievement of annual governance reform targets to DILG Regional Office and Central Office – KALSADA/CMGP PMO.
  - d. Assist in the implementation of capacity development activities on local road management and public financial management towards the achievement of the annual governance reform targets
  - e. Prepare monthly progress report on the implementation of governance reform activities within the assigned area and submit to the CMGP-PMO Program Manager
4. Provide the Regional Director monthly updates on the status of Infra Projects and provincial achievement of the Governance Reform Targets.



Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
http://www.dilg.gov.ph

**Office of the Undersecretary**



**MEMORANDUM**

**TO : ALL REGIONAL DIRECTORS EXCEPT NCR AND ARMM**

**Subject : ENGAGEMENT OF KALSADA/CMGP REGIONAL COORDINATOR AND FUNDING SUPPORT TO REGIONAL OPERATIONS FOR CMGP ACTIVITIES**

**Date : June 9, 2017**

To ensure the effective monitoring of the KALSADA/CMGP Program you are advised to engage a Regional Coordinator, Development Management Officer V (DMO V) with Salary Grade 24, Tranche 1, through Contract of Services. The remuneration and other support to Regional Offices for CMGP activities, for a period of six months will be downloaded to your respective Regional Offices based on the following:

- a. Salary for DMO V, SG-24, Tranche 1 : P56,610.00 per month
- b. Travelling Expenses : P5,000.00 a month per province
- c. Vehicle Rental : P360,000 per region except for regions with 3 or less provinces which will get P240,000
- d. Office Supplies and Comms : P4,000 per month
- e. Meetings and Conferences : P50,000.00 per region for the conduct of meetings/conferences.
- f. Laptop (through Lease to Own) : 3 units of laptop amounting to P35,000 each

Attached is the Terms of Reference, for your guidance.

  
**AUSTERE A. PANADERO**  
Undersecretary 





Republic of the Philippines

**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
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## Terms of Reference

### **Regional Coordinator for the Governance Reform of “Conditional Matching Grant to Provinces (CMGP) for Road Repair, Rehabilitation and Improvement”**

#### **Background**

The Department of the Interior and Local Government (DILG), in partnership with the Department of Budget and Management (DBM) and Provincial Governments, is implementing the CMGP to instill governance reforms in provinces and to provide funds for the repair, rehabilitation and improvement of provincial roads.

The Program aims to address the poor state of local roads as a result of more than two decades of underinvestment spurred by the devolution of the responsibility of local road management to Local Government Units (LGUs) without appropriate transfer of capacities and resources to take care of its local road network. It also envisions to address the need for a sustainable local road management by the Government which has been neglected for a long time.

In FY 2017, the national government has allocated in the General Appropriations Act under the Local Government Support Fund (LGSF) an amount of P18.03 billion for the CMGP Program, and P564.256 Million under the DILG Budget as support fund for (a) capacity development towards the achievement of governance reform targets for Provincial Governments, (b) overall program management and monitoring; and (c) quality assurance of road projects.

#### **Description of the Program**

The CMGP Program is a multi-year public investment program to support provinces in achieving governance reform in local road management and public financial management that will redound to repair, upgrading, rehabilitation, and improvement of provincial road networks funded under LGSF. This program is in line with the current thrust of the Administration that highlights the importance of a reliable road network and strengthening of LGUs as capable partners in national development.

CMGP aims to sustainably improve quality of local road network across the country by introducing governance in planning, implementation and financial management capacities of for LGUs through a performance based Program, systems, processes, and practices in local road management is enhanced.

The program will cover 78 Provinces in 2017. It shall undertake the following components:

**CMGP for Road Repair, Rehabilitation and Improvement (LGSF Component).**

This component shall provide funds for the implementation of provincial road projects, such as repair of cracks on concrete pavement, repair or improvements on drainage, slope protection structures, provision/replacement/repair of safety devices and pavement markings, re-blocking, pavement resurfacing works, additional sealing, additional pavement width, raising of road structures rehabilitation and improvement including repair of bridge/s within the station limits of the project.

**Support to CMGP (DILG Component).** This component shall provide funds for the: (a) capacity development towards the achievement of governance reform targets for provinces; (b) overall program management and monitoring; and (c) quality assurance of road projects.

The Provincial Government shall be assisted in the preparation of their Governance Reform Roadmap for a term of six (6) years (2017-2022) to achieve the reform targets. The results of the Local Road Management Performance Assessment (LRMPA), Public Financial Management Assessment (PFMA) and Agency Procurement Compliance and Performance Indicators (APCPI), among others, shall serve as references in identifying the interventions and strategies.

**Local Road Management (LRM)**

Refers to the process of planning, prioritizing, and sustainably managing the local road network in consideration of the envisioned socio-economic development of the local government unit. Each LGU will be developing formulating and applying their respective governance reform road map which will include the following interventions: generation of the local road information management system (local road inventory and mapping) through the roads and bridges information system and geotags using route shoot application; formulation and updating of the local road network development plans; preparation of detailed engineering designs, quantity and cost estimates, program of works and environmental plans for local road construction, rehabilitation and maintenance; contract management and construction supervision; LGU provision of road maintenance budget of at least P100,000 per kilometer; and asset management for local roads with the following data duly (Road Inventory and Road Map **and** Records as per Registry of Public Infrastructure) reconciled for valuation, assessment, and incorporation of road network records as assets.

**Public Financial Management (PFM)**

Refers to the system of rules, procedures and practices for government to manage public finances. It encompasses internal audit, budgeting, accounting, auditing, cash management, management of public debt, revenue generation, and public reporting on public sector financial operations. Interventions will be directed towards establishing and operationalizing internal audit at the LGU level, provision of adequate budget, implementation of strategies indicated in their revenue generation plan; and the procurement process as mandated under RA 9184 or the Procurement Act.

## **Purpose and Scope of Work**

The Office of Project Development Services (OPDS) in collaboration with the DILG Regional Offices shall engage services of a Regional Coordinator to assist the Regional Offices in monitoring the preparation and achievement of the Governance Reform targets in LRM and PFM of provinces within their respective jurisdiction.

## **Functions and Responsibilities**

The Regional Coordinator shall have the following specific responsibilities:

1. Serve as the area coordinator for monitoring the preparation and implementation of the KALSADA/CMGP Governance Reform Roadmap of each province to ensure that the requirements in the CMGP Implementation Guidelines are complied with.
2. Monitor the preparation of CMGP project requirements by the provinces and provide necessary assistance to facilitate the completion/submission thereof, particularly the following:
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  - c. Agency Procurement Compliance and Performance Indicators (APCPI) Results including Procurement Action Plan
3. In coordination with the Consultant for Governance Reform Component and/or the DILG Central Office – KALSADA/CMGP PMO:
  - a. Provide TA to provinces in the preparation Governance Reform Roadmap
  - b. Assist the Provincial Governments in the finalization of the Governance Reform Roadmap and monitor approval thereof by the Provincial Governor
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  - d. Assist in the implementation of capacity development activities on local road management and public financial management towards the achievement of the annual governance reform targets
  - e. Prepare monthly progress report on the implementation of governance reform activities within the assigned area and submit to the CMGP-PMO Program Manager
4. Provide the Regional Director monthly updates on the status of Infra Projects and provincial achievement of the Governance Reform Targets.

## **Work Outputs/Deliverables:**

- Monthly Report on the Progress of Governance Reform Activities in the provinces within the assigned area.
- Monthly technical assistance/coaching implementation plan.
- Report of CMGP-LGSF Projects implemented by the provinces.
- Consolidated and approved annual Capacity Development work and financial plan.
- Consolidated quarterly accomplishment and monitoring reports on the management and implementation of CMGP at the Provincial Level based on agreed targets and milestones.

- Consolidated semi-annual/annual accomplishment and assessment reports in the preparation and implementation of Provincial Governance Reform Targets and Milestones.
- Monitoring of quality of capacity development interventions at the Provincial level including achievement of reform targets.

## Targets and Milestones

The Regional Coordinator in collaboration with OPDS-CMGP PMO and partners at provincial level shall facilitate and support the Provincial Governments in the achievement of the following governance reform targets within FY 2017:

- Upload and update provincial roads inventory to the Roads and Bridges Information System (RBIS)
- Geo-tag all CMGP projects conducted using Route shoot application and uploaded to Open Roads Portal ([www.openroads.gov.ph](http://www.openroads.gov.ph))
- Provinces implementation of CMGP projects implemented in accordance with the implementation schedule.
- Update LRNDP covering 2017-2022 approved by the Provincial Development Council and adopted by the Sangguniang Panlalawigan through a Resolution.
- Monitor the implementation of Evaluation of Constructor's performance conducted for at least three (3) CMGP or other locally-funded projects, and results submitted to Construction Industry Authority of the Philippines (CIAP).
- Monitor reform targets set by the Provincial Governments
  - a. At least 50% of the total length of Fair-to-Good roads of the Provincial Governments are provided with budget and maintenance works implemented.
  - b. At least 50% of the total number of road projects funded under 20% Development Fund for 2017 have detailed engineering designs prepared in accordance with standards
  - c. At least 50% of the total road network are booked as road assets in accordance with COA Circular No. C2015-008
  - d. Submit Report on the Baseline Assessment of Internal Control Systems (BAICS), at least for the Provincial Engineering Office
  - e. PFM Improvement Plan for FY 2017 adopted and implemented
  - f. LRM Improvement Plan for FY 2017 adopted and implemented
  - g. APCPI Action Plan for FY 2017 adopted and implemented

## Competencies

Core Competencies:

- Demonstrates commitment to DILG mission, vision and values.
- Exerts strict adherence to agency rules, regulations and procedures.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:

### Knowledge Management and Learning

- Shares knowledge and experience.
- Actively works towards continuing personal learning and applies newly acquired skills.

### Coordination and Operational Effectiveness

- Ability to perform specialized tasks related to planning, coordination and implementation of program, managing data, and reporting.
- Ability to establish and maintain contacts in the provincial government.
- Familiarity with the results-based management tools an advantage.
- Excellent interpersonal skills are essential part of the job.
- Ability to communicate effectively, both orally and in writing.

### **Leadership and Management:**

- Focuses on result for the partner provinces and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure,
- Demonstrates openness to change and ability to manage complexities.

### **Qualifications**

#### **Education:**

- University degree (preferably post-graduate degree) with knowledge in governance, capacity development and road management or related fields

#### **Experience:**

- Minimum of 5 years professional experience in local governance, which includes at least 2 years of experience in on capacity development.
- Experience working with donor funded projects is an asset.
- Solid experience in coordination and systems in high-pressure environments.
- Experience in working with teams.
- Familiar with government procurement policies and procedures highly desirable.
- English language fluency and strong writing skills required.

### **Duration of Engagement**

The period of engagement will be an initial 6 months contract starting tentatively from July 2017 till December 30, 2017 with possibility of renewal/extension for duration of the project dependent upon the performance.

### **Duty Station**

DILG Regional Office with travel to Provincial Government Offices within their jurisdiction and to DILG Central Office

### **Supervision**

The Regional Coordinator will be supervised by the Regional Director and coordinates closely with heads of LGMED/LGCDD and PDMU

### **Compensation**

The Regional Coordinator shall receive a monthly compensation/fee of P56,610.