



**Department of Economic and Social Affairs  
Division for Public Institutions and Digital Government (DPIDG)**

**Terms of Reference**

**National Consultant (Philippines)  
Philippines Mayors Forum  
on Effective Governance for Sustainable Development to Accelerate the 2030 Agenda  
in the Philippines—Sharing Global and Local Experiences  
United Nations Project Office on Governance (UNPOG)/DPIDG**

**I. Background**

The Department of the Interior and Local Government (DILG) and the National Economic Development Authority (NEDA) within the Government of the Republic of Philippines, with the support of the United Nations Department of Economic and Social Affairs (UN DESA), through its Division for Public Institutions and Digital Government (DPIDG) and its Project Office on Governance (UNPOG), and in collaboration with the UN Resident Coordinator's Office and UNDP Philippines, is organizing a *Philippines Mayors Forum on Effective Governance for Sustainable Development to Accelerate the 2030 Agenda in the Philippines—Sharing Global and Local Experiences* which will be held on 26-27 April 2023.

The Forum is being organized in response to the expressed need for capacity development request received from The Department of the Interior and Local Government (DILG) in 2022 and to bring to the Philippines the knowledge generated at the UN DESA Regional Symposium 2022 in Korea. The forum will be attended by invited Mayors from Cities and Local Government Units and national government officials from across the Philippines with UN representatives, and other invited international and local experts and officials joining as speakers and resource persons.

The Forum is based on the UN DESA's<sup>1</sup> [Curriculum on Governance for the Sustainable Development Goals](#). The Curriculum aims to promote a critical understanding of sustainable development issues, enhance governance capacity, and strengthen public servants' awareness of their active role in contributing to the achievement of the SDGs. It also recognizes the important role of local governments in accelerating development.

The Forum will be conducted in Mandaluyong City for most participants with international attendance through the Zoom platform. The Forum will be conducted in English.

**II. Objective**

In light of the above, the aim of the consultancy is to support developing the capacities of Mayors to accelerate progress against the SDGs, in the context of its National Sustainable Development Plan 2023-2028. This will be achieved by providing substantive and logistical support to the Philippines Mayors Forum, including through a report on the impact of the Forum and document case studies from Philippines for UN DESA/UNPOG toolkits.

---

<sup>1</sup> UN DESA uses the governance principles as a main reference point and overarching analytical framework to address common governance challenges and advance effective governance for sustainable development in response to country requests.

### **III. Work Assignment**

The national consultant will work under the guidance of UN DESA/UNPOG to support the Department of the Interior and Local Government in building institutional arrangements for the implementation and review of the 2030 Agenda for Sustainable Development, in line with UNCT activities in Philippines to support the country's development agenda.

The national consultant, located in Philippines is expected to work with the Department of the Interior and Local Government working in cooperation with UN DESA/UNPOG. The consultant will among other things:

- Assist in the substantive and logistics organization of the Forum
- Mobilize participation of Mayors and technical staff in the Forum and seek their feedback on UN DESA key elements of the toolkit on Smart Cities.
- Organize internal meetings with DILG, NEDA and Mandaluyong City focal points on the Forum Agenda
- Liaise with UNDP, UN Resident Coordinator's Office, and other development partners, where appropriate, to ensure participation and complementarity of the activities.
- Liaise with the Mayor and government officials of Mandaluyong City
- Ensure social media visibility of the Forum
- Prepare the Forum report and follow-up the impact evaluation of the Forum.

### **IV. Expected Outputs**

The Consultant is requested to produce the following outputs:

1. Attend the substantive preparatory meetings (17-25 April)
2. Identification of mayor participants, contact information of national and LGUs officials; (25 April)
3. Work with DILG to follow-up on the invitation letters in support of the Forum; (17-21 April)
4. Prepare the list of participants;(21 April)
5. Logistical support to UN DESA, this includes: search for quotations of venue for one day and half, catering and internet connection for remote participation; (18 April)
6. Liaise with the UNDP for logistics to the Forum;(17-25 April)
7. Organize the welcome dinner hosted by the Mayor of Mandaluyong City; (26 April)
8. Support DILG on the logistics preparations: registration desk, tags, posters etc.;
9. During the forum, provide onsite logistical support this includes but not limited to:
  - a) Liaison with the venue for the meeting room, catering services, ICT services for remote participation, water, and other Forum needs. (26-27 April)
  - b) Room settings (opening and closing and group photo)
  - d) Attend preparatory meetings and debriefings
10. Draft the forum outcome report; (16 May)
11. Compile 2 case studies from the Philippines as a contribution to UN DESA toolkit on Smart Cities; (15 June)
12. Any other activities as deemed necessary to complement the work of UN DESA;

in line with the objectives of the assignment in supporting the work of the DILG;  
(1 July)

13. Conduct the impact evaluation three months after the forum and submit a short report on the new local development plans. (27 July)

## **V. Budget, Fees and Payment Schedule**

The consultant's total fee of \$4,000 will be paid in two instalments as follows:

- First Payment: \$2,000 (50% of payment) upon satisfactory completion of Expected Outputs 1 to 9 on 16 May 2023.
- Final Payment: \$2,000 (50% of payment) on satisfactory completion of Expected Outputs 10 to 12 and finalized Forum report and impact evaluation.

## **VI. Duration of Contract**

The consultancy contract will be for a period from 17 April to 27 July 2023.

## **VII. Duty Station or Location Assignment**

The consultant will work in Manila, Philippines in close collaboration with UNPOG/DPIDG staff.

## **VIII. Travel**

The consultant is not required to travel outside Philippines for the duration of the assignment.

## **IX. Performance Indicators**

The consultant will be evaluated according to the following criteria:

- a) Timely submission of the key deliverables in line with the requirements of the present terms of reference;
- b) High quality output; and
- c) Responsiveness to feedback and flexibility to work with the overall coordinator or designated UNPOG staff.

## **X. Qualification of the Consultant**

**Academic Qualification:** University degree in public administration, Law, international development/relations and/or related field. An advanced degree will be considered an advantage.

### **Experience:**

- Minimum 7 years of professional working experience in public administration and policy, urban planning.
- Minimum 7 years of relevant and progressive experience with local governance, urban planning, development and sound knowledge of the National Development Plan 2023-2028 in Philippines, and the 2030 Agenda for Sustainable Development
- Experience in public administration projects
- Experience in promoting institutional change and experience in public sector reform
- Prior experience with government or UN agencies and other international organisations is desirable
- Good written and verbal communication skills

- Ability to work collaboratively and respectfully in a cross setting, ensuring counterpart ownership
- Excellent inter-personal skills
- Demonstrable track record in meeting deliverables and deadlines for similar projects

**Language:** Fluency in English in both oral and written is required.

## **XI. Supervisor/Project Manager**

The consultant will work under the overall guidance of DPIDG/UNPOG of UN DESA and under the direct supervision of the officer responsible for the coordination of the Forum.

### **Mr Kyu Chang Ko**

Head

United Nations Project Office on Governance (UNPOG)

Division for Public Institutions and Digital Government (DPIDG)

UN DESA

E-mail: [Kyu.ko@un.org](mailto:Kyu.ko@un.org)

### **Ms. Ana Cristina Angulo Smith**

Governance and Public Administration Expert

United Nations Project Office on Governance (UNPOG)

Division for Public Institutions and Digital Government (DPIDG)

UN DESA

E-mail: [thorlund@un.org](mailto:thorlund@un.org)