

TERMS OF REFERENCE

Local Area Coordinator – Brooke’s Point, Palawan

UNICEF-Supported Maternal and Neonatal Health Project

Position Title	Local Area Coordinator – Brooke’s Point, Palawan
Implementing Organization	Philippine Society for Responsible Parenthood, Inc. (PSRP)
Project	Maternal Neonatal Health Centres of Excellence, Community-Based Monitoring of High-Risk Pregnancies, and Support to National MNH TWG
PD Reference	PHI/PCA2025205/PD2025479-amd/2
Duty Station	Brooke’s Point, Palawan
Contract Duration	June 22 – December 7, 2026
Monthly Rate	PHP 25,000
Reports To	Project Manager, PSRP

I. BACKGROUND

The Philippine Society for Responsible Parenthood, Inc. (PSRP), in partnership with UNICEF, is implementing the project “Maternal Neonatal Health Centres of Excellence, Community-Based Monitoring of High-Risk Pregnancies, and Support to National MNH Technical Working Group (TWG),” extended through December 31, 2026. The project covers implementation sites in Samar, Southern Leyte, and Brooke’s Point, Palawan, with national-level activities in support of the MNH TWG.

In Brooke’s Point, project activities focus on three areas: (1) rehabilitation of the Adolescent-Friendly Health Facility (AFHF); (2) capacity building on peer education for adolescent sexual and reproductive health (ASRH); and (3) development of a referral pathway incorporating the 4Rs/CANE+D framework. A Local Area Coordinator is required to provide on-the-ground coordination, facilitation, and monitoring support for these activities.

II. SCOPE OF WORK

The Local Area Coordinator for Brooke’s Point shall:

A. Adolescent-Friendly Health Facility (AFHF) Rehabilitation

- Coordinate with the local health facility and LGU for the rehabilitation of the AFHF in Brooke’s Point, covering partitions, repainting, signage, furniture, and equipment.
- Follow up on procurement, delivery, and installation of AFHF items including counseling table, chairs, storage cabinet, bookshelf/IEC rack, laptop, Smart TV, medical equipment

(digital BP apparatus, weighing scale, height measuring board, examination table), ASRH flipcharts, and other materials.

- Coordinate the transport of furniture, equipment, and materials to the AFHF and document proper turnover to the facility.
- Prepare a turnover and completion report for the AFHF rehabilitation.

B. Peer Education Capacity Building – Brooke’s Point

- Coordinate with the LGU and partner organization for the conduct of peer education training for 25 peer educators in Brooke’s Point, including logistics for venue, meals, accommodation, and transportation support.
- Assist in the distribution of identity vests to peer educators and ensure orientation on their roles and responsibilities.
- Support the roll-out of 10 community peer education sessions in Brooke’s Point, coordinating vehicle rental and session logistics.
- Assist in documentation of training and community session reports.

C. Referral Pathway Development – Brooke’s Point

- Coordinate with local health authorities, LGUs, and community stakeholders for the conduct of referral pathway development workshops in Brooke’s Point.
- Facilitate logistics for workshops including venue, meals, transportation, and supplies.
- Coordinate the conduct of 4Rs/CANE+D orientation sessions, including logistics for meals, accommodation, venue, and transportation support for 35 participants.
- Document workshop proceedings and 4Rs/CANE+D orientation outputs and submit consolidated reports to the Project Manager.

D. General Coordination and Reporting

- Serve as the primary point of contact between PSRP and local stakeholders in Brooke’s Point, including the LGU, local health facility, and partner organizations.
- Submit monthly activity and progress reports to the Project Manager, with copies furnished to the Admin Assistant.
- Prepare and submit liquidation documents and supporting receipts for all local transactions in accordance with PSRP finance procedures.
- Attend project coordination meetings as required and provide updates on activity status.

III. QUALIFICATIONS

- Bachelor’s degree in Social Work, Public Health, Nursing, or a related field.
- At least two (2) years of experience in community organizing, health program coordination, or related work.
- Familiarity with adolescent health, reproductive health, or maternal and neonatal health programs is an advantage.

- Experience coordinating with LGUs, government health facilities, and community stakeholders.
- Strong communication, facilitation, and documentation skills.
- Resident of or willing to be based in Brooke's Point, Palawan for the duration of the contract.

IV. EXPECTED DELIVERABLES

Deliverable	Timeline
Monthly activity and progress report	Monthly
AFHF coordination report – procurement follow-up, delivery monitoring, and facility turnover documentation	Q3–Q4 (upon completion)
Peer education training report – logistics, attendance, and documentation for 25 peer educators in Brooke's Point	Q3–Q4 (July–November 2026)
Peer education roll-out session reports – 10 community sessions in Brooke's Point	Q3–Q4 (July–November 2026)
Referral pathway workshop report – proceedings and consolidated outputs for Brooke's Point	Q3–Q4 (July–November 2026)
4Rs/CANE+D orientation documentation – attendance, proceedings, and action points	Q3–Q4 (July–November 2026)
Liquidation documents and supporting receipts for all local transactions	As required per PSRP finance procedures

V. REPORTING ARRANGEMENT

The Local Area Coordinator shall report directly to the Project Manager of PSRP. Monthly reports shall be submitted to the Project Manager with a copy furnished to the Admin Assistant for finance and documentation purposes.