**SCOPE OF WORK AND JOB DESCRIPTION**

**Title: Program Assistant**

**Location: Philippines**

**Reporting to: Lorenzo Miguel Marasigan**

**Scope of Work**

*Administrative Functions*

1. Assists in all processes related to the TB REACH project’s administrative and financial systems
2. Assists in the liquidation of expenses, formatting and submission of monthly financial reports to ACCESS Health International Philippines through the Project and Operations Manager.
3. Facilitates receipt filing and documentation for all expenses incurred within the project duration.
4. Coordinate with all partner organizations and stakeholders for any activities that are relevant to the projects and the organization.
5. Assist the Program Manager in the submission of reports to the grantor, stakeholders, and to the organization.
6. Attend and document team meetings relevant to the project and the organization.

*Grants Management*

1. Assist and coordinate in the over-all preparation, collection, and uploading of all information relevant to the implementation of the project in the Grants Management System (GMS) portal.
2. Assist the Program Manager, in the event of a financial review, audit, and evaluation, for providing relevant accounting documents.

*Monitoring and Evaluation*

1. Assist in the regular project monitoring for both Evaluation Population (EP) sites (Marikina and Mandaluyong) and Control Population (CP) sites (Taguig and Las Piñas) in terms of its baseline targets and outcomes through frequent engagements with stakeholders and key actors of the program.
2. Prepare and execute coordination and logistics work for the collection of information from the EP and CP sites that may be relevant to provide context for the numbers and figures reported.
3. Assist in the preparation of an M&E report summary for reporting and reviews of external M&E, grantor and other stakeholders.

*Other organizational and project development assistance as may be requested by ACCESS Health*

**Compensation**

ACCESS Health will pay the CONSULTANT a monthly fee in the amount of PHP 25,000 for five (5) months, subject to corresponding withholding taxes of 5%.

ACCESS Health will pay the consultant a monthly communications allowance of PHP 1,300 and may receive reimbursements for travel and other project-related expenses.

**Term**

This engagement shall commence upon execution of this Contract. The contract shall continue in full force and is effect from **March 1, 2021** to **July 31, 2021**.

With Conformity:

|  |  |
| --- | --- |
| **Name:** | **Geo Kariz D.** |
| **Title:** | **Independent Consultant** |
| **Date:** | **March 1, 2021** |