**PROJECT PROPOSAL FORMAT**

**Group 6 - Adjudication Services**

1. **GENERAL INFORMATION**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **Project Title** | | **:** | Strengthening the Adjudication Services of the RHO | | | | | | | | |
|  | | | | | | | | |
| **2.** | **Project Site** | |  |  | | | | | | | | |
|  |  | ***Sitio*** | **:** |  | | ***Barangay*** | | | | **:** |  | |
|  |  | ***Municipality*** | **:** |  | | ***Congressional District*** | | | | **:** |  | |
|  |  | ***Province*** | **:** |  | | ***Region*** | | | | **:** | Regions [1-13] | |
|  |  | ***CADT/CALT*** | **:** |  | | ***Name of AD*** | | | | **:** |  | |
|  | |  | |
| **3.** | **Project Basis/es** | | **:** | IPRA, IPRA IRR, 2018 NCIP Rules of Procedure, IPMP 2020-2024, 11 BB | | | | | | | | |
|  | | | | | | | | |
| **4.** | **Total Project Cost** | | **:** | [351,000.00] | | | | | | | | |
|  |  | ***Direct*** | **:** | [300,000.00] | | | | | | | | |
|  |  | ***Indirect*** | **:** | PIC (8%) - [24,000]  PMET (4%) - [12,000]  RMET (5%) - [15,000] | | | | | | | | |
|  | | | | | | | | |
| **5.** | **Source of Fund/ Budget Year** | | **:** | GAA 2023 | | | | | | | | |
|  | | | | | | | | |
| **6.** | **Estimated Number of Partner Beneficiaries per IP Group** | | **:** | ***Direct Beneficiaries:*** | | | | ***Indirect Beneficiaries:*** | | | | |
|  | |  |  |  |  | | --- | --- | --- | --- | | **Beneficiaries** | **Total** | **Male** | **Female** | | IP Group |  |  |  | | PWD |  |  |  | | Children |  |  |  | | PWD |  |  |  | | Youth |  |  |  | | PWD |  |  |  | | Adult |  |  |  | | PWD |  |  |  | | Older |  |  |  | | PWD |  |  |  | | | | | |  |  |  |  | | --- | --- | --- | --- | | **Beneficiaries** | **Total** | **Male** | **Female** | | IP Group |  |  |  | | PWD |  |  |  | | Children |  |  |  | | PWD |  |  |  | | Youth |  |  |  | | PWD |  |  |  | | Adult |  |  |  | | PWD |  |  |  | | Older |  |  |  | | PWD |  |  |  | | | | | |
| **7.** | **Core Program and Sub-program Addressed** | | **:** | Indigenous Peoples Rights Protection Program / Adjudication Services | | | | | | | | |
|  | | | | | | | | |
|  | | | | | | | | |
| **8.** | **Project Status** | | **:** | ( x ) Proposed | ( ) On-going | | ( ) Continuing | | ( ) Terminating | | | ( ) Coordinated |
| **9.** | **Project Stakeholders and Address** | | **:** | |  |  |  |  | | --- | --- | --- | --- | | Name | Office | Address | Contact Number | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | |
| **10.** | **Proponent/s and Address** | | **:** | |  |  |  |  | | --- | --- | --- | --- | | Name | Office | Address | Contact Number | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | |
| **11.** | **Project Duration** | |  |  | | | | | | | | |
|  |  | ***Target date of start*** | **:** | 1 January 2023 | | | | | | | | |
|  | | | | | | | | |
|  |  | ***Target date of completion*** | **:** | 31 December 2023 | | | | | | | | |
|  | | | | | | | | |
| **12.** | **Mode of Implementation** | | **:** | ( x ) by administration | | | ( ) by contract | | | | | |
| **13.** | **Implementer and Address** | | **:** | |  |  |  |  | | --- | --- | --- | --- | | Name | Office | Address | Contact Number | | Atty. RHO | Regional Hearing Office | [Building, Street, Municipality, Province] | xxx | |  |  |  |  | |  |  |  |  | | | | | | | | | |

1. **BACKGROUND AND RATIONALE**

The Indigenous Peoples are one of the most marginalized sectors of society. For this reason, access to mainstream justice system is limited, with only the IPs who have sufficient financial resources can prosecute or defend their rights in the regular courts.

The introduction of Indigenous Peoples Rights Act *(IPRA)* in the country has provided alternative means for the protection and promotion of IP rights regardless of socio-economic status. As the primary government agency tasked to implement the mandate of IPRA, NCIP has been granted quasi-judicial powers to adjudicate cases involving the rights of ICCs/IPs, including claims and disputes among members of the same ICC/IP group.

The Regional Hearing Office *(RHO)* is where the NCIP generally exercises its quasi-judicial powers at the first instance. Aside from deciding cases, the performance of the quasi-judicial powers of the RHO entails the other tasks such as the docketing of cases, receiving pleadings and motions, service of summons and orders, scheduling of hearings, execution of judgments, mailing correspondence, keeping of records, entertaining parties to the case and other related tasks. The performance of these tasks requires dedicated personnel who will man the desk and, oftentimes, go outside of the office to perform these duties.

However, lack of personnel at the RHO, appropriate equipment and supplies adversely affects the effective and efficient performance of the office in carrying out adjudication services to the ICCs/IPs. The onset of the pandemic, which may continue throughout 2023, has also limited the performance of the RHO in conducting hearings and conferences. For a genuine realization of the quasi-judicial mandate of NCIP, the RHO must be able to function smoothly and regularly. This can only be achieved if there is sufficient budget to support its operational expenses which includes salaries of [sheriffs, process servers, legal researchers, etc, and costs for utilities, equipment, supplies, travel, mailing, and communication.

1. **OBJECTIVES**

The following objectives are targeted to be attained by Q1 2023:

1. Hiring of J.O.s in the RHO, particularly [process server, legal researcher, etc;
2. Procurement of equipment such as laptops and scanners;

The following objectives are targeted to be attained in 2023:

1. Higher percentage of cases disposed and higher number of actions taken on active cases in 2023;
2. Payment of utilities (electricity, water, internet, subscription to cloud storage);
3. Payment of mailing, travel, and communication expenses in 2023.
4. **PROJECT DESCRIPTION**

This project to strengthen the adjudication services of the RHO envisions using funds to increase the RHO’s manpower complement by hiring [process servers (to deliver notices/orders/decisions/resolutions/summonses to parties), and legal researchers (to assist in case research and handling)]. Procurement of necessary equipment, materials and supplies will also be made in order to ensure operations of the RHO are not hampered, especially during this protracted pandemic. Funds are going to be utilized as well to support the continued operations of the RHO through payment of utilities and other expenses such as travel, mailing and communications.

Outcome/Key Result Areas:

1. Adequate and responsive RHO staff to fully exercise the adjudicatory functions of the RHO;
2. Appropriate equipment to meet the challenges faced during this pandemic, especially in terms of digitization of files and holding of virtual hearings;
3. Enhanced capacity to address the disposition and adjudication of cases;
4. Sufficient finances to pay for recurring and necessary expenses needed for RHO operations.
5. **PROJECT IMPLEMENTATION AND MONITORING AND EVALUATION STRATEGIES**
   1. **Project Implementation**
6. Hiring of J.O.s

* Source possible candidates through EAP graduates;
* HR to publish vacancy in the official website of the RO and post the same within the office premises;
* Interview potential candidates (referrals of current employees)

1. Procurement of Equipment, Supplies, and other Services

* Go through the usual channels of procurement in the RO
* Closely coordinate with BAC re specifications and timeline

1. Payment of Utilities and other necessary expenses

* Closely coordinate with AFSD/accountant/cashier re disbursements, liquidation and reimbursement of funds

1. Improved/enhanced Adjudication Services

* Online conduct of hearings
* Sending of notices, orders and other processes through electronic means
* Digitization of case files
  1. **Monitoring and Evaluation Strategies**
* Regular assessment of performance of JOs per terms of reference (through accomplishment reports)
* Develop a regular feedback system within the RHO office, i.e., open lines of communications, weekly/monthly meetings, etc
* Continue with timely submission of quarterly inventory of cases to monitor progress of pending cases;
* Regularly follow-up implementation of orders and resolutions made;
* Work closely with AFSD regarding monitoring of expenses and develop a spreadsheet to track possible savings/reduction of costs/ areas where additional funds are needed;
* Work closely with BAC regarding scheduling and canvassing for equipment and supplies/services

1. **POTENTIAL RISKS**

* Limited number of qualified candidates, scarcity of applicants
* Prolonged pandemic (risk to safety and health of all staff members)
* Promulgation of jurisprudence that may result in further limiting jurisdiction of the NCIP

1. **SUSTAINABILITY PLAN**

* Regular maintenance and repair of procured equipment;
* Replacement/update of equipment, including software;
* Eventual hiring of additional personnel (plantilla positions needed for daily operations of RHO) through coordination with HR and CO;
* Continued subscription of necessary utilities and services;
* Adoption of new rules of procedure for electronic filing and service of pleadings, virtual hearings and conferences

1. **BUDGET REQUIREMENTS**

|  |  |
| --- | --- |
| 1. **FOR REGULAR OPERATION** | **AMOUNT** |
| Mailing Expenses |  |
| Travel and transportation expenses (including Ocular Inspections) |  |
| Supplies and Materials |  |
| Office Lease |  |
| Utilities |  |
| Communications |  |
| Repairs and Maintenance |  |
| 1. **FOR CONTRACTUAL PERSONNEL** | **AMOUNT** |
| Administrative Aide |  |
| Process Server |  |
| Legal Researcher |  |
| 1. **FOR OFFICE EQUIPMENT** | **AMOUNT** |
| Laptop |  |
| TOTAL | *PhP 300,000.00* |

1. **ATTACHMENTS**
   1. Project Procurement Management Plan (PPMP)– PPF 1a (Annex B)
   2. Project Implementation Plan/Gantt Chart – PPF 1b (Annex C)
   3. Summary of Expenditures – PPF 1c (Annex D)
   4. Terms of Reference for J.O. to be hired

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Prepared by: |  | Evaluated by: |  | Confirmed by: |
|  |  |  |  |  |
| **CSC Staff** |  | **Provincial Officer** |  | **IPS/IPO Heads/IP Leader/Elder** |

|  |  |  |
| --- | --- | --- |
| Validated by: |  | Endorsed by: |
|  |  |  |
| **Regional Staff** |  | **Regional Director** |

|  |
| --- |
| Recommending approval: |
|  |
| **Executive Director** |

|  |
| --- |
| Approved: |
|  |
| **Chairperson** |