



TERMS OF REFERENCE FOR EXECUTIVE DIRECTOR

The Philippine Water Partnership is looking for an Executive Director to help implement its programs.

BACKGROUND

Global Water Partnership

The Global Water Partnership (GWP) is an international organization that was formed in 1996 in response to the Dublin Conference on Water and the Environment in 1992 and the United Nations Conference on Environment and Development which called for a more comprehensive and holistic approach to water management. A seed fund from the World Bank, United Nations Development Programme (UNDP) and the Swedish International Development Agency (Sida) enabled the establishment of this new coordinating body.

The mission of GWP is to “support countries in the sustainable management of their water resources.”

GWP’s objectives are to:

- Clearly establish the principles of sustainable water resources management;
- Support action at the local, national or river basin level that follows principles of sustainable water resources management;
- Help match needs to available resources.

For more information, you can check out GWP’s website at www.gwpforum.org

Philippine Water Partnership

To facilitate its plans and programs across the globe, GWP established regional offices such as for Southeast Asia of which the Philippine Water Partnership (PWP) is a member.

PWP is a multi-sectoral organization whose main advocacy is to promote the concept of Integrated Water Resources Management (IWRM). It was launched on World Water

Day, March 22, 2002, and is accredited by the National Economic and Development Authority (NEDA) as its NGO partner for the promotion of IWRM. PWP gets yearly funding from GWP to carry out its projects.

For more information about PWP's plans and programs for the year, please visit www.pwp.org.ph

ROLES and RESPONSIBILITIES

Program development and administration:

1. Ensure that the organization has a long-range strategy which achieves its mission, and towards which it makes consistent and timely progress;
2. Develop program / project proposals, organizational and financial plans consistent with the strategies approved by the Board of Trustees;
3. Provide leadership in the implementation of plans and policies authorized by the Board;
4. Ensure that official records and documents are properly maintained;
5. Ensure compliance with donor and partner requirements, including those from the Global Water Partnership.

Communications:

1. Regularly inform the Board of Trustees about the condition of the organization and all important factors influencing it;
2. Publicize the activities of the organization, its programs and goals;
3. Establish sound working relationships and cooperative arrangements with other NGOs and government, both the executive and legislative branches;
4. Represent the programs and point of view of the organization to government agencies, other organizations and the general public.

Staff relations:

1. Be responsible for the recruitment, employment and release of all personnel, both paid and volunteers;
2. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place;
3. See that an effective management team, with appropriate provision for succession, is in place;
4. Encourage staff and volunteer development and education, and assist program staff in relating their specialized work to the total program of the organization;
5. Maintain a climate that attracts, keeps and motivates a diverse staff of top quality people.

Budget and finance:

1. Be responsible for developing and maintaining sound financial practices;
2. Coordinate with the Accountant / Bookkeeper for the maintenance of PWP's accounts;

3. Work with the staff, Finance Committee and the Board in preparing a budget, and ensure that the organization operates within budget guidelines;
4. Ensure that adequate funds are available to permit the organization to carry out its work;
5. Look for additional sources of funding for PWP's use;
6. In coordination with the Chairman and the Secretary of the Board of Trustees, conduct official correspondence of the organization and execute legal.

PERFORMANCE EVALUATION

The performance of the Executive Director will be evaluated against the following parameters, among others:

1. Improvement of membership, both in terms of quantity and quality;
2. Acquisition of additional funding on top of the regular funding from the Global Water Partnership;
3. Implementation of the priority projects identified for the next two years;
4. Advocacy of IWRM and other themes/concepts as deemed necessary.