

## **TERMS OF REFERENCE:**

### **Project Director:**

1. Provide over-all direction and technical guidance to the BAS project team in accomplishing the tasks stipulated in the terms of reference of collaborating agencies;
2. Provide technical support on project planning and operation; and
3. Participate in meetings and conferences of the collaborating agencies relative to the project.

### **Asst. Project Director:**

1. Assist the Project Director in the over-all project planning and operation;
2. Provide technical assistance in carrying out the tasks assigned to the BAS as stipulated in the terms of reference of collaborating agencies;
3. Participate in meetings and conferences of the collaborating agencies relative to the project.

### **Project Management Committee Members:**

1. Assist the project director and the co-project director in the smooth implementation of the project;
2. Provide technical support on project planning and operation including conduct of trainer's training at all levels;
3. Provide technical support on survey methodology and preparation of survey instruments;
4. Provide technical support on: a) system's development and training for data encoding, consolidation and summarization, b) data validation, c) data analysis and presentation, d) report writing and packaging;
5. Submit periodic reports to the project director and co-project director; and
6. Perform other activities that maybe required by the project team.

### **Project Technical Staff:**

1. Develop survey instruments (questionnaire and manual);
2. Prepare training materials and other instruments;
3. Assist in the conduct of the trainers' training at all levels;
4. Develop a system for the generation of statistical tables for data encoding, consolidation and summarization;
5. Assist in the training of field data encoders;
6. Prepare the final set of data tables;
7. Assist in the preparation of the project's final report; and
8. Perform other activities that maybe required by the project team.

### **Project Field Coordinators:**

1. Coordinate the field implementation and conduct of the survey and other statistical inquiries under the project;
2. Facilitate the issuance and submission of administrative/financial documents;
3. Submit periodic reports on the progress of the implementation of the project based on the implementation plan;

### **Administrative and Finance Support:**

1. Control and allocate funds in accordance with the project's terms of reference;
2. Disburse funds for other services including computer rentals and other operating expenses to be incurred in the implementation of the survey;
3. Prepare financial and related reports in accordance with the project requirements;
4. Provide financial liaison services with the funding agency; and
5. Submit periodic reports as maybe required by the funding agency.