



TERMS OF REFERENCE

Project Assistant

Position Title: Project Assistant

Location: Philippines

Contract Duration: October 1 – December 31, 2026 (3 months)

Working Arrangement: Hybrid (home-based with fieldwork as needed)

Reports to: NAPP Advocacy Manager and PSR Program Manager in the Philippines

1. Objective of the Assignment

The overall objective of this assignment is to provide effective administrative and operational support to the project team and contribute to the smooth and timely implementation of project activities.

This includes coordinating with stakeholders, documenting events and meetings, assisting in event and campaign implementation, monitoring budgets, and ensuring timely submission of all project-related reports.

The Project Assistant will support the team particularly in:

- Meeting documentation and follow-up;
- Project reporting and documentation;
- Monitoring schedules and deadlines;
- Event, workshop, and forum logistics;
- Online and hybrid meeting coordination; and
- Other administrative and coordination tasks related to project implementation.

2. Scope of Work and Responsibilities

The Project Assistant will be responsible for the following:

A. Meeting and Documentation Support

- Attend project meetings and prepare accurate and timely minutes of meetings.
- Document key discussions, decisions, action points, and responsibilities.
- Maintain organized records of meeting minutes, project documents, and other relevant correspondence.
- Follow up on agreed action points and deadlines, as requested by the project team.

B. Reporting and Administrative Support

- Assist in preparing project reports in accordance with the organization's reporting requirements.
- Support the preparation, consolidation, and submission of information through the relevant online reporting portal.
- Collect and organize information and supporting documents required for project reporting.
- Ensure that reports and documentation are complete, accurate, and submitted within agreed deadlines.

C. Schedule and Workplan Monitoring

- Monitor the project schedule, workplan, meetings, and key activities.
- Maintain an updated calendar of project activities and deadlines.
- Follow up with relevant team members regarding upcoming activities, deliverables, and deadlines.
- Alert the project team to potential scheduling conflicts or delays.

D. Event and Logistics Support

Provide administrative and logistical support for project-related:

- Events;
- Workshops;
- Forums;
- Meetings; and
- Other project activities.

Support may be required for activities conducted online, in hybrid format, or in person, including:

- Participant coordination;
- Preparation and circulation of meeting invitations;
- Preparation of materials and documents;
- Coordination of meeting platforms and links;
- Support for registration and attendance records;
- Venue and logistical coordination, where applicable;
- Preparation of presentations and other meeting materials; and
- Other logistical arrangements required for successful implementation of activities.

E. General Project Support

- Provide day-to-day administrative and coordination support to the project team.
- Assist with correspondence, filing, document preparation, and data organization.
- Submit financial reports and liquidation of expenses on time.
- Perform other reasonable project-related tasks assigned by the Project Manager or designated supervisor.

3. Expected Deliverables

The Project Assistant is expected to provide the following outputs:

1. Meeting minutes prepared and submitted in a timely manner.
 2. Updated project schedules and activity calendars.
 3. Project reports and reporting inputs prepared according to organizational requirements.
 4. Accurate and complete information uploaded or entered into the required reporting portal, as assigned.
 5. Event, workshop, and forum logistical arrangements supported effectively.
 6. Organized project documentation and records.
 7. Submit financial reports
 8. Other administrative and coordination outputs as requested by the project team.
4. Duration and Level of Effort

The assignment will be for a period of three (3) months.

The Project Assistant is expected to provide approximately 12 working days per month, or approximately 36 working days over the three-month assignment.

The specific working days and schedule will be agreed with the Project Manager based on project requirements and upcoming activities.

5. Work Arrangement

The assignment will primarily involve desk-based work, including administrative, reporting, coordination, and online meeting support.

The Project Assistant may be required to travel to support approved project-related activities, including workshops, forums, meetings, and other events.

Where travel is required, reasonable travel-related costs will be covered separately by the organization, in accordance with applicable organizational policies and procedures.

6. Qualifications and Experience

The successful candidate should have:

- A Bachelor's degree in a relevant field
- Keen attention to detail and an aptitude for problem-solving
- Good command of written and spoken English
- Excellent computer skills, including experience with Microsoft Office

- Ability to use standard Microsoft Office applications, including Word, Excel, and PowerPoint.
- Strong organizational and time-management skills.
- Ability to prepare clear and well-organized meeting minutes and reports.
- Good written and verbal communication skills.
- Ability to coordinate effectively with different individuals and stakeholders.
- Ability to work independently and meet deadlines.
- Previous experience in project administration, event coordination, reporting, or similar work is an advantage.
- With good wifi connection

7. Reporting and Supervision

The Project Assistant will report directly to the Fairtrade NAPP Advocacy Manager.

The Project Assistant will coordinate closely with relevant members of the project team and provide regular updates on assigned tasks, upcoming activities, and deliverables.

8. Compensation

The total professional fee for the assignment will be:

- EUR 1,200 for three (3) months. The indicative level of effort is approximately 36 working days over a three-month period.

The professional fee includes tax and associated bank fees.

9. Payment Schedule

Payment will be subject to the satisfactory completion of the agreed tasks, submission of all required supporting documentation, and acceptance and approval by the reporting manager.

10. Confidentiality

The Project Assistant shall maintain the confidentiality of all information, documents, correspondence, data, and materials accessed or received during the assignment.

All project-related information shall be used solely for the purposes of the assignment and shall not be disclosed to third parties without prior authorization.

11. Ownership of Work

All documents, reports, meeting minutes, databases, materials, and other work products developed specifically for the assignment shall remain the property of the organization, unless otherwise agreed in writing.

12. Application Process

Interested candidates should submit:

1. Curriculum Vitae (CV);
2. Short cover letter expressing interest in the position;
3. Contact details of at least two professional references; and
4. Any other documents requested by the organization

Applications should be submitted to hr@fairtradenapp.org and advocacy@fairtradenapp.org on or before September 25, 2026.