



About the work

Services Needed	Documenter
Activity	Consultation-workshop with climate-vulnerable groups and NGOs as part of the stakeholder engagements for the Quezon City Green Building Code Amendment
Contract Duration	June 1, 2023 8:00 AM - 2:00 PM
Payment	P5,000/day
Location	Hive Hotel, 68 Scout Tuazon St., Diliman, Quezon City

Background

C40 Cities Climate Leadership Group, together with the Quezon City Government, is implementing the UKAID Climate Action Implementation (CAI) Programme, in delivering high impact actions based on the city's Enhanced Local Climate Change Action Plan. Part of the priorities are to craft policies and actions to promote green, energy efficient and resilient buildings and establishments in Quezon City. One of the identified activities is to amend the Quezon City Green Building Ordinance of 2009.

The consultation-workshop is the fourth in a series of engagement sessions with different stakeholder groups to inform changes in the Green Building Code. The activity on June 1 will bring together representatives from socialized housing homeowners' associations, informal communities, and NGOs with work on the sector.

C40 seeks to engage the services of four (4) Documenters who will capture inputs from the consultation's participants.

Responsibilities and Deliverables

With guidance from the C40 team, the Documenter will:

- Diligently capture conversation highlights, take photos and .mp4 video(s) of participant answers relevant information and outputs of the exercises during the consultation-workshop;
- Take a .mp3 audio record of the discussion at the table they are assigned to, as well as the 2 Q&A sessions;
- Assist C40 with capturing videos of participant testimonies, following C40 Video Guidelines (to be shared upon the Documenter's engagement);
- Prepare a duly organized documentation report of the event, including the names of group members, corresponding answers to questions, photos of sketches (if any), including original quotes in Filipino and translations in English;



- Furnish C40 with all documentation photos, recordings, videos, and other materials from the consultation-workshop on or before 5 June 2023, 5:00 PM;
- Duly delete all materials captured from the activity upon confirmation of the C40 team after the event.

The Documenter is expected to be present at the 8:00 AM briefing and stay until the 2:00 PM debriefing for the activity.

The Documenter is expected to bring their own laptop, camera, and/or other recording equipment.

A morning snack and lunch will be provided during the event. The Documenter is also expected to shoulder their own transportation costs to and from the activity venue.

Qualifications for the Documenter

- Experience of documenting activities or events related to climate change and development
- Fluency in Filipino (Tagalog) and English

Conflict of Interest

The Documenter must declare any potential conflict of interest resulting from engagements or work with C40, the Quezon City Government, any work with potential environmental harm, and any analogous undertakings identified in accordance with the rules and regulations of the Philippine Government.

Application

To apply, please email the following to cai_sea@c40.org, copying rpalma@c40.org:

- Email addressed to Ms Jean Palma, with the title "Application: Documenter - (First and Last Name)"
- Updated Curriculum Vitae
- At least two (2) professional references and their contact details
- At least one (1) sample written documentation report

The deadline of submission of application is on **30 May 2023** (Tuesday), 10:00 AM PST.