



TERMS OF REFERENCE

OFFICE	Women, Peace and Security Center of Excellence (WPS CoE)
JOB TITLE / POSITION	Project Development Officer IV
JOB DESIGNATION (if applicable)	Supervisory/Technical Officer for the WPS CoE – <i>Monitoring, Evaluation, Accountability and Learning (MEAL) Unit</i>
JOB LEVEL	Supervisory/Technical Salary Grade (SG) 22 – Php 66,867.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	1. Relevant Bachelor's degree 2. 3 years of relevant experience 3. 16 hours of relevant training
JOB OBJECTIVE	Provide technical supervision in the operationalization of the MEAL Unit to ensure accountability and impact of the WPS CoE programs.
KEY RESULT AREAS	1. Responsible for the MEAL Plan for the WPS Agenda in Asia Pacific. Its goal is to improve the programs, projects, and activities of the Center by linking different Action Plans such as the National Action Plan for Women, Peace and Security (NAPWPS) with the ASEAN Regional Action Plan on WPS, as well as other countries' NAPs. 2. Establishment and maintenance of a repository for the WPS database, and lead data collection efforts through research studies related to the partnerships developed in constituency building.
DUTIES AND RESPONSIBILITIES	1. Provide comprehensive technical and administrative assistance to the WPS CoE; 2. Serve as the primary focal point for WPS CoE MEAL activities; 3. Collaborate with OPAPRU units, government agencies, civil society and other organizations to streamline the implementation MEAL Activities of the WPS CoE; 4. Develop MEAL reports on WPS CoE PPAs for internal and external stakeholders; 5. Assists in the review of systems and processes WPS MEAL in Asia Pacific; 6. Develop and update the WPS CoE Research agenda; and 7. Perform other tasks as may be directed.