



TERMS OF REFERENCE

UNIT ASSIGNMENT	Office of the Executive Director for Local Conflict Transformation and Peace Sustainability
JOB TITLE / POSITION	Project Development Officer III
DESIGNATION	Monitoring and Evaluation Officer
JOB LEVEL	Supervisory/Technical, Salary Grade (SG) 18 – Contract of Service (PhP42,159.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
REPORTS DIRECTLY TO	Executive Director for Local Conflict Transformation and Peace Sustainability
COORDINATES WITH	All OPAPRU units, government agencies, international development partners, development partner agencies, other stakeholders
MINIMUM QUALIFICATION	Education: Bachelor’s Degree Work Experience: Two (2) years of work experience Training: Eight (8) hours of relevant training
JOB RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Leads in the establishment of Monitoring and Evaluation (M&E) system of programs with Local Conflict Transformation and Peace Sustainability cluster. 2. Regularly maps/ assesses information needs of LCT and PS programs’ terms of monitoring and evaluation. 3. Leads in the data collection, consolidation, analysis of the information gathered, validation with concerned Programs and report writing. 4. Regularly conducts environmental scanning on relevant policies and programs on conflict transformation and peace sustainability both in the local and international context 5. Initiate the preparation of research proposals, assessment of research proposals and conduct of research necessary for decision making, planning, policy formulation and legislative requirements 6. Facilitate risk identification and assessment based on the quarterly progress reports submitted by the Programs under the LCT and PS Clusters 7. Provides guidance to LCT and PS Programs on the preparation and implementation of Risk Management Plan 8. Facilitates regular internal assessments among offices under the OED for LCT and PS 9. Perform other tasks as may be assigned by the Program Head/Director.