Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin 1 Building, F. Ortigas Jr. Ortigas Center,1605 Pasig City Tel (+632) 636-0701 Fax No:(+632) 638-2216

TERMS OF REFERENCE

OFFICE	Women, Peace and Security Center of Excellence (WPS CoE)
JOB TITLE / POSITION	**Project Development Officer IV**
JOB DESIGNATION (if applicable)	MEAL Coordinator for the National Action Plan on Women, Peace and Security (NAPWPS) 2023-2033
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	To efficiently and effectively oversee, facilitate, and manage the implementation of the Monitoring, Evaluation, Accountability, and Learning (MEAL) Plan and Framework for the National Action Plan on Women, Peace, and Security (NAPWPS).
KEY RESULT AREAS	1. Provision of technical and administrative support to the Women, Peace and Security Center of Excellence (WPS CoE) 2. Implementation, coordination, and monitoring of the National Action Plan on Women, Peace and Security (NAPWPS) Monitoring, Evaluation, Accountability and Learning (MEAL) System across stakeholders and partner agencies
DUTIES AND RESPONSIBILITIES	1. Provide comprehensive technical and administrative assistance to the WPS CoE; 2. Serve as the primary focal point for the operationalization of the MEAL in relation to the NAPWPS; 3. Collaborate with OPAPRU units, government agencies, civil society and other organizations to streamline the implementation of the MEAL Plan and Framework for NAPWPS; 4. Develop MEAL reports for internal and external stakeholders; 5. Facilitate provision of WPS program and MEAL training for staff and partners; 6. Assists in the review of systems and processes of the MEAL; and 7. Performs other tasks as may be directed.