



### **TERMS OF REFERENCE**

<b>JOB TITLE / POSITION</b>	<b>PROJECT DEVELOPMENT OFFICER III</b>
<b>DESIGNATION (if applicable)</b>	Capacity Building Officer
<b>JOB LEVEL</b>	SG 18 (PHP 42,159.00) Contract of Service
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>UNIT ASSIGNMENT</b>	Evaluation and Learning Division – Capacity Building
<b>REPORTS DIRECTLY TO</b>	Senior MEALS Officer (PPO IV)
<b>SUPERVISES</b>	N/A
<b>COORDINATES WITH</b>	Program Focals and Technical Officers, Staff of Data Management Section, WPS CoE
<b>JOB OBJECTIVE</b>	Responsible for the planning and implementation of MEAL Capacity Development of Program Focal and Technical Officers.
<b>MINIMUM QUALIFICATIONS</b>	Education: Bachelor's Degree Work: 2 years relevant working experience Training: 8 hours relevant training intervention
<b>KEY RESULT AREAS</b>	<ol style="list-style-type: none"><li>1. Monitoring, Evaluation, Accountability and Learning</li><li>2. Capacity Building</li><li>3. Facilitation</li><li>4. Technical Writing</li><li>5. Networking and linkage building</li></ol>
<b>KEY ROLES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Prepares the MEAL Capacity Assessment Tool to Program Focal and Technical Officers and administers the said assessment.</li><li>2. Prepares the MEAL Capacity Assessment Report as basis for the Capacity Building Designs that will be developed.</li><li>3. Prepares MEAL capacity building designs.</li><li>4. Facilitates conduct of workshops, training and similar activities spearheaded by MEALS.</li><li>5. Prepares technical reports and other correspondence on MEAL capacity development.</li><li>6. Coordinates with other OPAPRU programs, concerned government agencies, non-government organizations, civil society organizations, peoples' organizations, academe, other peace partners, and stakeholders in relation to MEAL Capacity Development.</li><li>7. Provide technical assistance and serve as MEALS primary focal point to the Women, Peace and Security Center of Excellence.</li><li>8. Performs other tasks as may be assigned by the MEAL Director/Unit Head and Division Chief</li></ol>