



Office of the President of the Philippines

Office of the Presidential Adviser on Peace, Reconciliation and Unity

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TERMS OF REFERENCE

OFFICE	Monitoring, Evaluation, Accountability and Learning Service (MEALS)
JOB TITLE / POSITION	Project Development Officer IV
DESIGNATION (if applicable)	Evaluation Officer
JOB LEVEL	2 – Technical, Salary Grade (SG) 22 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Evaluation and Learning Division
REPORTS DIRECTLY TO	Deputy Director – PPO V
SUPERVISES	All technical staff in the Evaluation and Learning Division
COORDINATES WITH	All OPAPRU Units
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 3 years of relevant experience 3. 16 hours of relevant training
JOB OBJECTIVE	Responsible for the coordination, operation, and data gathering and analysis of Performance Evaluation
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Monitoring and Evaluation 2. Performance Assessment 3. Data Gathering, Consolidation and Analysis 4. Research and Documentation 5. Technical Writing
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Regularly maps/ assesses information needs of OPAPRU programs’ terms of monitoring and evaluation. 2. Prepares information requirements and standards for evaluation initiatives and coordinates with external evaluators as needed. 3. Prepares the Performance Evaluation Plan and Design based on the evaluation agenda of the OPAPRU Programs. 4. Coordinates with concerned OPAPRU programs regarding the preparation and finalization of the Performance Evaluation Plan and Design, data collection, validation of evaluation findings and finalization of the Performance Evaluation Reports. 5. Leads in the data collection, consolidation, analysis of the information gathered, validation with concerned Programs and report writing. 6. Regularly scans relevant analyses and studies by other government agencies or groups (i.e., academe) and flagging possible programming/ policy implications to OPAPRU stakeholders 7. Develops mechanism to analyze datasets for evaluation initiatives. 8. Provides updated report to PPOV on a regular basis based on the status of deliverables <p>Performs other tasks as may be assigned by the MEAL Director/Unit Head and Division Chief</p>