



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)	Senior MEAL Officer
JOB LEVEL	2 – Technical, Salary Grade (SG) 22 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Monitoring and Accountability Division
REPORTS DIRECTLY TO	Deputy Director – PPO V
SUPERVISES	All technical staff in the Monitoring and Accountability 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 management and operation of the Monitoring and Accountability Division and in-charge of the MEAL Standards and Compliances
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Monitoring and Evaluation 2. Compliance with MEAL Standards 3. Transparency and Accountability 4. MEAL Tools Development 5. Data Quality Assessment 6. Technical writing
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Prepares technical guidance, institutional arrangements, or implementing guidelines to execute the MEAL systems of OPAPRU’s core programs. 2. Monitor compliance with MEAL standards, detect red flags, analyze issues, and identify and assess risks to program implementation and management. 3. Prepares unit report compliances such as quarterly reports, strategic performance assessment reports, among others. 4. Coordinates with different OPAPRU units in MEAL system development processes and activities. 5. Provides technical support to OPAPRU programs in the conduct of assessment planning, program reviews, tracking of agency results, and assessing program performance based on MEAL plans. 6. Provides input to OPAPRU’s business processes and knowledge products, analysis of assessment or progress reports, evaluation findings, budgetary analysis, including development of workshop designs and communication materials. 7. Provides technical guidance and support to programs in the data collection and data quality assessment of performance indicators. 8. Provides update report to PPO V on a regular basis based on the status of deliverables 9. Perform other tasks as may be assigned by the MEAL Director/ Unit Head and the Division Chief.