

JOB DESCRIPTION

Job Title: Monitoring and Evaluation Officer	Unit: Operations; USAID ESP Energy Resiliency Program: Enhancement of Energy Sector's Capacity to Respond and Recover from Disasters
Reports To: Project Director and Project Supervisor Supervises: N/A	Employment Status: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Project-based <input type="checkbox"/> Consultant <input type="checkbox"/> Others (specify): _____
Job Level: Officer	Work Location: Remote; PDRF Extension Office (Co-working space)
<p>About the Project: USAID ESP Energy Resiliency Program</p> <p>The Philippine Disaster Resilience Foundation (PDRF), funded by the Government of United States of America Research Triangle Institute, is a program that aims to enhance the capability of the Energy Sector to prepare, respond and recover from different disasters through capacity-building activities and innovative technologies that will provide access to sustainable energy to support critical response and recovery activities after a disaster.</p> <p>Managing the impact on the energy sector is important to ensure that power can be restored quickly after a disaster because of the interdependencies with critical lifelines and utilities such as water, health, and communications. The Department of Energy (DOE), the primary national government agency mandated to ensure sustainable, stable, secure, sufficient, and accessible energy, is responsible for managing the impact of disasters on the energy sector. Through this project, the DOE Task Force on Energy Resiliency's (TFER) capacity will be enhanced by developing its systems and procedures, training its personnel, and building its Emergency Operations Center.</p> <p>The Energy Resiliency Program of USAID Energy Secure Philippines is an eighteen-month project that aims to achieve the following objectives:</p> <ol style="list-style-type: none"> a. Develop a program or a strategy that complements the resiliency plans of government (i.e., national, sub-national, local government units), particularly at the level of policy implementers, frontliners, first responders, relief-operations agents, and power utilities; b. Introduce systems and related services that will facilitate the realization and real-time execution of the resiliency plans and/or address potential cyber threats due to rapid changes in the energy sector; c. Develop systems and related services that will permit the participation in disaster preparedness, relief, and recovery by other actors who are affected by climate-related and human-induced disasters and are fully resolved to devote time and resources to preparedness, relief, recovery, and rehabilitation (e.g., businesses, financial institutions, civil society organization, non-government organizations); and d. Promote the use of renewable energy solutions in disaster preparedness, relief, and recovery operations from both climate-related/natural and human-induced disasters. 	
<p>Essential Functions:</p> <ul style="list-style-type: none"> • Responsible for the design/framework, coordination, and implementation of the monitoring and evaluation and learning framework of the Project; 	

- Develop the overall framework for project reviews, impact assessment, final evaluation, and performance indicators and monitoring;
- Develop and manage compliance impacts-disaggregated database and monitoring;
- Maintain and administer knowledge management, and oversee data collection, storage, analysis, and ensure that data is quality and accessible by the project management team (PMT), donors, and partners when needed;
- Provide updates to quarter reports, reviews, audits, and evaluations;
- Recommend strategies for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Participate in project reviews and planning workshops and assist the Project Supervisor in preparing relevant reports according to templates;
- Prepare reports such as project activity results, assessments, terminal reports, monitoring and evaluation, and audit documents, among others;
- Prepares project-related presentations in accordance with the USAID-ESP branding and marking guidelines;
- Assist in coordinating across the available components of the Project to ensure effective implementation of M&E.
- Undertake field visits to monitor and evaluate progress on the ground.
- Assist PMT with M&E tools and in supporting them in their use.

Educational Background/Work Experience:

- University Degree, preferably in Business Administration, Economics, Statistics, Social Sciences or related field. Graduate and Advanced degrees and relevant professional certifications are highly preferred;
- At least five (5) to seven (7) years of experience in M&E
- Experience using M & E tools and designing frameworks;
- Expertise in analyzing data using statistical software;
- Strong moderation, training & facilitation skills;
- Experience working for USAID-funded projects will be an advantage
- Experience in any of these sectors: disaster risk management, energy sector, and resiliency initiatives is highly desirable.

Other Skills/Qualifications:

- Resilient/Adaptable
- Strong attention to details
- Excellent analytical skills
- Advanced skills in MS Excel and other Microsoft Applications
- Excellent interpersonal skills and team player
- Ability to meet deadlines
- Presentation and technical writing skills
- Display cultural, gender, religion, race, nationality, and age sensitivity and adaptability
- Organizational and administrative skills

Copyright and Ownership

PDRF will have sole ownership over any Intellectual Property developed for or derived from the engagement with the consultant. Any material provided to the consultant will remain the property of PDRF.

Interested applicants must submit the following documents **no later than August 15, 2023**, to recruitment@pdrf.org.ph (copy lsantana@pdrf.org.ph and jcanlapan@pdrf.org.ph) with "USAID ESP-M&E Officer" in the subject line.

- Curriculum Vitae or Resume demonstrating related experience;
- Application letter highlighting your motivation in applying for the position (1 page)
- M&E design framework (not to exceed two pages)

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