

**Department of Social Welfare and Development
KALAHI-CIDSS Project**

Project Development Officer IV - CDD Process Analyst

TERMS OF REFERENCE

Scope of Work

The SDU CDD Process Analyst shall be responsible for (i) social facilitation and mobilization process analysis; (ii) provision and coordination of national project management office (NPMO) Technical Assistance (TA) to regional project management offices (RPMO), and; (iii) liaison on RPMO project implementation management concerns requiring NPMO assistance and/or intervention.

Specific Responsibilities and Tasks:

1. As **PROCESS ANALYST**:
 - a. Conduct periodic progress review of regional implementation and assess compliance against (i) set targets, and; (ii) CEAC process standards.
 - b. Identify gaps in regional implementation, and identify and assess existing, emergent, and potential risks resulting from implementation gaps.
 - c. Propose appropriate mitigation measures to address risks identified, through policy papers outlining recommendations for management review and approval.
2. As **TA PROVIDER and COORDINATOR**:
 - a. Prepare and implement technical assistance plans to (i) support regular regional implementation, and; (ii) operationalize mitigation measures to address current, emerging, and potential risks.
 - b. Coordinate with other NPMO units providing TA to RPMOs to ensure consistency with process standards.
 - c. Monitor effectiveness of regional TA provision to area coordinating teams (ACT).
3. As **NPMO SDU LIAISON Officer**:
 - a. Present, process, and clarify NPMO policy issuances and guidelines with the RPMOs, and monitor RPMO compliance to NPMO policy issuances and directives.
 - b. Facilitate resolution of regional concerns related to social mobilization requiring NPMO interventions.
 - c. Coordinate with NPMO unit heads on regional concerns needing respective unit interventions, and facilitate resolution of operations concerns including administrative, finance and other concerns of the FOs.

Description of Relationships:

The SDU CDD Process Analyst shall be under the direct supervision of, and shall report to, the Chief of the Social Development Unit (SDU) of the KALAH-CIDSS NPMO. In the performance of the above responsibilities and functions, the SDU CDD Process Analyst is expected to;

1. Attend RPMT and RPMO meetings, and other special meetings of assigned RPMOs, to provide updates, inputs, and/or conduct monitoring of regional implementation performance.

2. Meet with regional managers, RCDS, DRCDSs, and other regional technical specialists and other stakeholders.
3. Conduct periodic spot checks and field visit (regional and municipal-level) for monitoring and quality control, and coaching and tactic sessions, demonstrations, and other forms of TA provision at the RPMO and, if needed, at the ACT level.
4. Participate in quarterly Monitoring and Technical Assistance (MaTA) Island Clusters meetings convened by the Office of the National Project Manager (ONPM), and call for inter-unit meetings to discuss and process issues, as the need arises.
5. Prepare and render monthly reports to national project management, following regular KC reporting systems, and as the need arises.
6. Coordinate with SDU M&E, NPMO M&E on data for analysis.

Qualifications:

1. Bachelor's degree in social science.
2. Five (5) years of relevant and progressive work experience...
3. Sixty (60) hours or more of relevant training.
4. Background work experience on gender and development (GAD), local governance, social reform, indigenous people and ICCs, and peace building is an advantage.
5. Proficient in MS Word, Excel, and PowerPoint. Proficiency in the use of MS Project and qualitative analysis software will be an advantage.
6. Excellent documentation, communication, facilitation, and interpersonal skills.
7. Willing to travel.

Job Location:

The SDU CDD Process Analyst will be based at the Social Development Unit (SDU) of the NPMO, with travel to assigned regions.