TERMS OF REFERENCE
Program Officer
(Monitoring and Evaluation of Learnings and Innovations) – Consultant Position

Child Rights Coalition Asia (CRC Asia) is a regional network of organizations working together for the fulfillment of children's rights. The United Nations Convention on the Rights of the Child (UN CRC) and its Optional Protocols serve as the foundation of its work.

With its member organizations coming from 13 countries in Asia, CRC Asia envisions all children living in dignity by fully enjoying and exercising their rights. By 2024, CRC Asia aims to improve the systems and policies for children to claim their rights (Child Rights Governance), ensure the strengthened protection of children from all forms of violence (Child Protection), and accelerate the enjoyment of the right of the child to be heard (Child Participation). CRC Asia strives to make these happen by providing interventions at the local, regional, and global levels.

To achieve these targets, CRC Asia is in need of a Program Officer who will join its Secretariat.

Scope of Work

The Program Officer will be responsible for coordinating program implementation and leading the monitoring and evaluation of learnings and innovations of the organization.

The Program Officer will be under the supervision of the Regional Executive Director and will work closely with the Program Manager.

Specific Responsibilities

The Program Officer is expected to:

- Coordinate program implementation by:
  - Serving as a focal person of one of CRC Asia's long-term projects
  - Conducting and monitoring activities vis-à-vis the expected outputs and outcomes of the project
  - Overseeing the utilization of project funds in accordance with the organization's policies and project commitments
  - Building and maintaining partnerships with targets, partners, and beneficiaries
  - Generating periodic project reports in accordance with the funding partner’s requirements

- Lead the monitoring and evaluation of learnings and innovations of the organization by:
  - Planning and implementing monitoring and evaluation activities
  - Analyzing and recommending improvements
  - Conducting research and interviews with different stakeholders, including CRC Asia member organizations
  - Preparing communication materials promoting the learnings and innovations

- Assist in the overall work of the organization by:
  - Drafting agreements with CRC Asia member organizations, service providers, and other partners
  - Providing support to the conduct of the organization’s activities, including development of project proposals and other fundraising efforts
  - Keeping abreast of developments on child rights, especially in areas and themes in CRC Asia's strategic plan
  - Traveling to and from meeting venues, banks, government offices, and other establishments necessary for the performance of duties

- Represent the organization in national, regional, and international meetings and other functions by:
Attending face-to-face and online meetings and other functions
Providing inputs to documents and discussions
Making and delivering presentations

Qualifications

Education
- A first-level degree (Bachelor’s degree or equivalent) in development studies, social science, or related field is required.

Work Experience
- At least 5 years of experience in development work is required.
- Experience in the field of child rights is required.
- Experience in coordinating and implementing long-term project/s involving policy advocacy is required.
- Experience in monitoring and evaluation is required.
- Experience in conducting research and interviews is required.
- Experience in writing articles is required.
- Experience in facilitation using participatory approaches is desirable.
- Experience in working at the regional level (Asia) is desirable.
- Experience in working for a coalition is desirable.

Language
- Fluency in English – written and verbal – is required.

Competencies

1. Communication (Level 3): achieves a fluent conversational style by using pauses, changes in volume, and changes in emphases; presents highly complex arguments, information and ideas in an easy to understand and memorable fashion; during formal public speaking, presents in a highly engaging and informative way; holds the attention of the audience throughout to drive home the required message convincingly; anticipates and responds to the needs of an audience, adapting content and style to suit them; respondents quickly and effectively to unforeseen questions or challenges; establishes credibility quickly and effectively; projects confidence and authority with highly knowledgeable audiences even when the subject matter is unfamiliar or unprepared; develops points and arguments from initial simplicity to final comprehensiveness, giving the overall work a logical progression of ideas; considers the organization’s strategic objectives when formulating and delivering information

2. Working with People (Level 2): considers how others’ perceptions of a situation may influence the way they behave; demonstrates an ability to interpret non-verbal or emotional signs; creates a sense of team spirit by encouraging harmony, cooperation, and communication; ensures that the contribution of others is recognized; communicates proactively and encourages others to share their views; consults others when decisions need to be made; recognizes others’ limitations and offers appropriate support, especially during difficult working periods; monitors the well-being of others and takes steps to help others deal with challenging circumstances; develops and openly communicates self-insight, such as an awareness of own strengths and weaknesses and what may come naturally or less naturally to them.

3. Drive for Results (Level 2): challenges self and own team or organizational area to achieve high levels of quality and productivity; emphasizes and systematically monitors own and others work efficiency; builds systematic and methodical processes into projects and work of self and own team; drives projects along by ensuring that team or department’s goals relating to wider projects are consistently achieved; consistently achieves high-level results from project teams; ensures that systems and processes support the achievement of results;

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seeks to understand and anticipate the needs of external and internal partners; proactively engages with partners to seek their feedback; welcomes demanding goals, working through challenges to achieve success.

Considerations

The position is limited to Filipino nationals based in the Philippines.

Equal Employment Opportunity: CRC Asia follows the Philippine Labor Code and commits to equal employment opportunity. CRC Asia provides equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under national and local laws. Each person shall be evaluated on the basis of personal skill and merit.

Child Safeguarding Protocol: CRC Asia is a child-safe organization. CRC Asia does not tolerate any form of violence against children, such as child abuse and sexual exploitation, committed by its staff and representatives.

Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Duty Station

CRC Asia’s Secretariat office in Quezon City, Metro Manila, Philippines, with possibility of local and international travels

Contract Period

The contract period of this consultant post is from October 2020 until December 2020, with possibility of extension.

Compensation

Depending on qualifications, the monthly compensation for the position ranges from PHP 36,818 to PHP 45,000, inclusive of taxes.

Application Procedure

Interested applicants must submit a letter of interest, curriculum vitae, and at least two sample written materials to Amihan Abueva, Regional Executive Director of Child Rights Coalition Asia (secretariat@crcasia.org) on or before 15 September 2020.

Interviews will be scheduled starting 28 September 2020.

Please be advised that only shortlisted applicants will be contacted.