

TERMS OF REFERENCE

Position	: M&E Assistant
Project Title	: EmPower: Women for Climate-Resilient Societies Phase II (EmPower Phase II)
Duty Station	: NCDD Secretariat
Duration	: Till of June 2026

A. Background

The impacts of climate change are unequally felt across Asia and the Pacific. Women and marginalized groups have less access to information, resources, finance and technologies, leaving them with greater challenges in coping and rebuilding after a crisis. In 2018, UN Women and the UN Environment Programme (UNEP) initiated the EmPower: Women for Climate-Resilient Societies Programme with support from the Government of Sweden to accelerate gender-responsive and human rights-based climate actions in Bangladesh, Cambodia, Viet Nam and in the wider Asia-Pacific region.

As the programme enters its second phase in 2023, it has expanded to include Indonesia and the Philippines with support from the Governments of Germany, New Zealand, Sweden and Switzerland. EmPower will continue to mobilize investment for renewable energy entrepreneurship and skills development for women and marginalized groups, promote their leadership to drive the just energy transition as well as spark commitments to accelerate gender responsive climate policies and actions.

National Committee for Sub-National Democratic Development (NCDD) is an interministerial mechanism for promoting democratic development through decentralization and de-concentration reforms. The Secretariat of NCDD (NCDDS), its core mission is to coordinate of the implementation of the National Programme for Sub-National Democratic Development within national agencies and sub-national administrations. The National Programme has committed to addressing climate change issues. NCDDS has been an implementing partner of the EmPower Phase I from 2020 until 2022, under Outcome 4: Women use renewable energy to increase adaptive capacity and enhance climate-resilient livelihoods.

The Empower Phase II aims to leveraging a variety of tools, methodologies, and data to implement existing plans and policies for gender-responsive, human rights-based climate action. The programme is expanding the scope for women and other marginalized and gender-diverse groups to shape decisions and build resilience, including through access to finance, technology and renewable energy as a driver of better livelihoods.

In this context, NCDDS seek to recruit a candidate suited to the post of M&E Assistant.

B. Duties and Responsibilities

- Assist to Program Management and Support Division (PMSD) on monitoring of the project implementation;
- Assist to monitor the result frame work of the project and assist to project management advisor to prepare the project progress report;
- Assist administrative and coordination support on the preparation meetings, training, workshops and other events;
- Work closely with project staff in order to provide logistic arrangements;
- Other duties as assigned by director of Program Management and Support Division.

C. Supervision and Reporting

The selected M&E Assistant will work full-time on a daily basis under the supervision of director of Program Management and Support Division (PMSD), and he/she has accountability to project manager.

He/ She shall report to the Project Manager and NCDDS Management (including Head of NCDDS, Deputy Head of NCDDS and Director of PMSD);

NCDDS will provide office space. Access is available to office utilities.

D. Deliverables

The assistant is expected to deliver outputs as follows:

1. Assist to Project Management Advisor to produce project progress report;
2. Assist to Project Management Advisor to conduct project monitoring;
3. Coordination arrangement within project implementation partners;
4. Ensuring smooth meeting and training workshop arrangement.

E. Qualifications Required

- **Experience**

- Bachelor's degree in International Relations, Business Administration, or a related field 3rd year or above;
- Familiarity with coordinating efforts among national institutions, sub-national administrations, and NGOs;
- Proficient in MS Word, Excel, and PowerPoint;
- Good knowledge of using MS, Word, Excel, and Power Point;
- Knowledge/experience related to project's Log Frame.

- **Language**

- Fair written and spoken English.

- **Competency**

- Work prioritization and ability to perform multi-task;
- Proven ability to effectively deliver project activities on-time;
- Good interpersonal skills; shares knowledge and experience;
- Teamwork – proven ability to work effectively as part of the team and develop constructive working relationships with stake holders, positive, constructive attitude;
- Ready to work independently, under tight deadlines;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude.