



**CALL FOR APPLICATIONS  
PROJECT STAFF for REACH  
(Mindanao Renewable Energy Advocacy and Coordination Hub)**

**TERMS OF REFERENCE**

**I. About PEF**

The Peace Equity Access for Community Empowerment Foundation (Peace and Equity Foundation or PEF) aspires to drive positive change in poor Filipino household communities by investing in social enterprises that will provide them with viable livelihood and better access to basic services. PEF works with partners who share this vision by developing models and best practices that will steer social enterprises to scale up.

**II. About the Project**

The Mindanao Renewable Energy Advocacy and Coordination Hub (REACH) aims to develop a coordination hub in Mindanao that will help push for the shift towards renewable energy in the region for use in poverty alleviation. The project will 1) mine the history of Mindanao-based renewable energy projects and policy environment to identify areas for policy advocacy; 2) create a multi-stakeholder network of renewable energy players for policy advocacy work; and 3) build the foundation of a regional hub that will create collaboration among local partners, facilitate productive transfers of local knowledge, and catalyze program designs for implementation of pro-poor sustainable energy solutions.

**III. Scope of Work**

PEF is seeking the services of a project staff to assist the Project Manager in the implementation of the project.

Under the supervision of the Project Manager, he/she is expected to perform the following tasks:

- Proper documentation of all project-level activities;
- Administrative, financial and procurement tasks of the project;
- Monitoring of expenditure and coordination with PEF Finance Officer for regular updating;
- Assistance in preparing periodic narrative progress reports as required by the donor.

**IV. Contract Duration**

The contract will be effective for a period of 13 months, from August 2020 to August 2021.

**V. Qualifications**

PEF seeks candidates that can meet the following qualifications:

- University degree in social sciences, community development, management, engineering, and/or related discipline;
- At least two years' professional experience, preferably in nongovernment organizations or international development organizations;
- Ability to analyze collected data and information and prepare progress reports for monitoring processes, learning, and evaluation;
- Effectively work independently and as a team member, ability to work closely with colleagues while doing remote work, self-motivation and ability to set and meet goals.
- Preferably speaks Bisaya.

The project staff will likely work from home but will be asked to report as needed to the PEF office located in Davao City.

Interested applicants may send their resume and/or inquiries to [recruitment@pef.ph](mailto:recruitment@pef.ph) and [amaris.cabason@pef.ph](mailto:amaris.cabason@pef.ph). Kindly address applications to Arthur N. Gonzaga, Senior Human Resource and Administrative Officer.