

---

**Terms of Reference**  
**EU-PH Green Economy Partnership**  
**PN: 2020.9015.7**

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is an international cooperation enterprise for sustainable development with worldwide operations on behalf of the German Government. Presently, GIZ Philippines seek a qualified candidate for one (1) position as:

**Advisor for Programme Monitoring, Evaluation, and Reporting**  
**(Band 4)**

to coordinate all affairs related to progress monitoring, evaluation, reporting and research of the overall EU-PH Green Economy Partnership and the GIZ contribution Specific Objective 1: Policies and Alliances (SO1).

**Background and field of project involvement**

The €60 million European Union-Philippines Green Economy Partnership is a priority programme of the European Union (EU) in collaboration with the government of the Philippines, led by the Department of Environment and Natural Resources (DENR), to support the country's transition towards a climate-smart, low-carbon circular economy (CE). This priority programme is part of EU's Global Gateway initiative - the European strategy engaging with partners globally and promoting investments around shared priorities such as the transition to a green economy and the advancement of digital infrastructure, among others. Under the EU-PH Green Economy Partnership, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) is responsible for implementing Specific Objective (SO) 1: Policy and Alliances, co-funded by the European Union (€12 million) and the Federal Government of Germany (€1 million).

This position will serve as monitoring and research officer for SO1 and support the overall monitoring, evaluation, and reporting of the programme. He/she will be the main advisor for the GIZ Team Lead and DENR Programme Coordinator of the EU-PH Green Economy Partnership on programme monitoring and evaluation (M&E) and research. The advisor will also work closely with the M&E officers of the implementing partners under SO2 (UNDP), SO3 (Expertise France), and SO4 (International Finance Corporation).

**Tasks**

**Overall Programme Monitoring & Evaluation**

- In support of DENR's Project Coordination Office (PCO), lead the maintenance and regular updating of the existing monitoring tool (e.g. excel based) for the entire

programme, to be used by all implementing partners respectively responsible for the Specific Objectives of the programme, namely UNDP, Expertise France, GGGI, IFC and GIZ for regular progress reporting to DENR and to the EU; and make sure that the guidelines on how to use the tool, which has been already integrated within the Excel file, are followed and provide support to address any questions and clarifications regarding the tool's functionality. This tool should cover all individual SO1-SO4 logframes and the logframe for the overall programme; and should also include a provision for visualizing progress of activity implementation for SO1-SO4. Closely collaborate for this with colleagues from DENR, EU and the monitoring focal points of the technical partners (SO2-SO4) and advise on results-based monitoring of program implementation.

- Ensure compliance with the M&E guidelines of DENR, DEPDev, and the EU including gender aspects, human rights and other specifications as agreed.
- Lead the GIZ contribution to the coordination of overall programme monitoring, ensuring that all technical partners submit reports regularly and in a timely manner.
- Responsible for accurately and correctly encoding data for SO1–SO4 into the EU OPSYS monitoring system on an annual basis.
- Consolidate, analyze and package the information within the regular progress reports of all technical partners for presentation to DENR, EU, the PCO, and the Programme Steering Committee.

### **Monitoring & Evaluation for SO1: Policies and Alliances**

- Act as focal point for progress M&E of the GIZ contribution to the programme, i.e., all activities, outputs, objectives, and outcomes for SO1: Policies and Alliances, based on official project documents (e.g. logframe). This includes the regular population of a monitoring tool (e.g. excel based) and presenting results and recommendations regularly to the DENR-GIZ team.
- Consolidate, analyze and package the information on progress, current status, challenges etc. for presentation to the SO1 Technical Working Group.
- Ensure compliance with the M&E guidelines of the EU, DEPDev, DENR, and BMWK including gender aspects, human rights and other specifications as agreed upon within the project impact matrix for SO1.
- Prepare inputs for reporting to commissioning parties and participate in performance evaluation and audit processes by responding promptly to document and data requests and coordinating with the government partner, the EU, and other implementing partners.
- In close cooperation with the GIZ Team Lead, develop a concept on how to monitor and report progress effectively and efficiently, internally for GIZ, as well as for the BMWK, DENR and EU.
- Maintain and update the latest M&E toolkit of the demonstration project for grant implementers (e.g. progress report form, monitoring tool to track progress of

---

important indicators). Make sure that the data collected has been encoded in a timely manner. Provide orientation or guide workshop on the toolkit as needed.

- Support the team in submitting data and other documents for the annual GIZ-wide standard indicators.

### **Data Analysis, Research, and Report Writing**

- Oversee the drafting of reports and knowledge products arising from the M&E and research aspects of the program.
- Analyse and prepare data, including infographics, for different program knowledge products catering to different target groups in a way that is meaningful to stakeholders at various levels.
- Support the development of technical reports and communication materials – e.g. case studies, digital programme output – to document SO1 component outputs, especially for policy development and demonstration projects.
- Support the design and development of user-friendly dashboard or data visualization on circular/green economy that can be integrated into the EU-PH Green Economy Partnership virtual platform.
- Liaise with government, academe, and development partners engaged in M&E and research relevant to measuring the impact of Green Economy issues and actions.
- Provide support for contract management and monitoring, coordination with government partner and other implementing partners, and organizing related events or workshops on GHG tracking for the demonstration projects.
- Support or advise on capacity development activities to strengthen national systems for monitoring collective action on, and the impacts of, the Green Economy (e.g., greenhouse gas emissions).
- Coordinate internally with other projects within GIZ the alignment of the GHG monitoring with the NDC updating processes and MRV systems.

### **General Tasks**

- Support planning and progress monitoring processes for informed programme coordination and decision-making.
- Support the preparation, evaluation and monitoring of consultancies, contracts, potential grant agreements and/or local contributions related to the M&E and research activities of SO1.
- Contribute to GIZ Philippines internal coordination/knowledge management, participate in relevant working groups, team meetings, etc.
- Perform other project-related tasks as assigned by the Project leader.

### **Your Profile**

- University degree in the fields of environmental science/management, business/economics, data science, international and political science or similar

- 
- Proven expertise in M&E, statistical analysis and tools, research methods, data visualization, project monitoring, and logical frameworks.
  - At least 5 years professional experience related to M&E or Results-Based Management, ideally of development projects in the Philippines and/or the ASEAN
  - Knowledge on circular economy, waste management and/or climate change is an asset.
  - Working experience with an EU-funded project is an asset,
  - Excellent monitoring, evaluation and analytical skills, ability to manage networks (internal and external) and to act efficiently and timely, also under stressful conditions,
  - Excellent analytical and writing skills, adept in communicating scientific knowledge to the general public,
  - Sound knowledge of international as well as regional development and environment agendas.

**Remarks and additional competencies**

- High self-organization, diligence, attention to detail;
- Excellent interpersonal skills, ability to work in a multicultural team, social competence, cultural and political sensitivity;
- Readiness to travel within the Philippines;
- Specific experiences and knowledge on systems related to the plastic value chain, circular economy, recycling, waste management and/or GHG monitoring, NDC and MRV systems are an asset;
- Professional fluency in English and Tagalog is required; knowledge of German language and / or other dialects of the Philippines is an asset.

**Duty Station:** Quezon City

**Direct Line Manager:** Project leader of EU-PH Green Economy Partnership

**Duration of assignment:** earliest possible date until 31.12.2027