

PUBLIC

Job Description
Cities Finance Facility
(Antique Rooftop Solar PV Systems for Public Buildings Project)

Project Advisor
Band 4

Background:

The C40 Cities Finance Facility (CFF) is a project jointly implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and C40 Cities Climate Leadership Group (C40), supported by the German Federal Ministry for Economic Cooperation and Development (BMZ) and the UK Foreign, Commonwealth and Development Office (FCDO).

The overall objective of the CFF is to reduce GHG emissions and increase climate resilience in cities by mobilising finance for city-level climate change action. The CFF provides technical assistance to cities in developing and emerging countries to prepare technically sound and financially sustainable climate infrastructure projects. The CFF aims to achieve the following high-level project outcomes:

- Sustainable financing of urban climate change investment projects is enabled in partner cities;
- Capacity development of city administrations to mobilise and access financing instruments for climate action; and
- Knowledge dissemination and peer-to-peer learning among cities and stakeholders.

The proposed support package for the Province of Antique focuses on scaling rooftop solar PV systems for public buildings and builds on previous experiences from CFF-supported renewable energy projects. The initiative aligns with the Provincial Renewable Energy (RE) Plan and aims to strengthen the capacity of the Provincial Government of Antique and local stakeholders to identify, prepare and advance bankable renewable energy investments.

The Project Advisor will be a central part of the support to the Province of Antique, supporting the province in further improving and advancing rooftop solar PV projects for public buildings. The Project Advisor will work very closely with the provincial government, ensuring the delivery of demand-driven technical assistance and capacity development support.

Reporting Relationship:

The Project Advisor will work under the technical supervision of the C40 Cities Finance Facility (CFF) project team based in Germany. The Chief Advisor, Climate, Energy and Transport of GIZ Philippines (based in Manila), will be the disciplinary line manager.

The Project Advisor will work in close coordination with relevant GIZ project teams, provincial government counterparts, technical experts, and development partners.

Major Functions/Duties:

Strategic Coordination and Provincial Support

- Serve as the primary focal point between the Provincial Government of Antique, the C40 Cities Finance Facility (CFF), GIZ Philippines and other relevant stakeholders;

PUBLIC

- Build and maintain an effective working relationship between the Provincial Government of Antique, CFF and GIZ Philippines based on mutual trust, responsiveness and continuous coordination;
- Support the Provincial Government of Antique in identifying technical assistance needs and translating these into Terms of Reference, workplans and implementation activities;
- Support the Provincial Government of Antique in the implementation of technical assistance and capacity development activities related to rooftop solar PV systems for public buildings;
- Support the Provincial Government of Antique in meetings and discussions with development partners, financiers and other relevant stakeholders;
- Identify additional technical, operational and coordination support requirements and facilitate follow-up actions where necessary.

Consultant Management and Technical Assistance Delivery

- Lead the coordination, hiring and day-to-day management of local consultants and technical experts in close coordination with CFF and the GIZ Philippines office, including quality control of deliverables, technical backstopping and reporting;
- Support the preparation of Terms of Reference and procurement documentation for consultants and service providers where required;
- Provide technical and operational guidance to consultants, service providers and short-term experts engaged under the project;
- Coordinate the planning and implementation of technical assistance, stakeholder engagement and professional training activities in line with the needs of the Provincial Government of Antique.

Coordination with CFF and GIZ Philippines

- Maintain regular coordination and reporting with the CFF project team based in Germany, including participation in regular technical coordination calls and reporting processes;
- Work closely with the GIZ Philippines office on procurement, contracting, logistics, administrative coordination and consultant management processes;
- Ensure close coordination with relevant GIZ projects, bilateral programmes and implementing partners.

Monitoring, Reporting and Knowledge Management

- Monitor implementation progress and regularly report against project objectives, indicators, timelines and deliverables to CFF and GIZ Philippines;
- Maintain updated records of project progress, lessons learned and relevant project documentation;
- Support the documentation and dissemination of lessons learned, project experiences and knowledge products related to the implementation of rooftop solar PV systems in Antique Province;
- Build and maintain professional relationships with relevant government agencies, donor organizations, financial institutions, civil society organizations and academic institutions relevant to the project;
- Maintain strict confidentiality of information and documentation obtained through the project.

Competency Requirements:

- Solid understanding of the Philippine national and local governance context, including relevant political, regulatory and institutional frameworks;
- Strong stakeholder engagement, coordination and communication skills;
- Ability to work effectively and in a results-oriented manner in multi-stakeholder and political environments;

PUBLIC

- Experience advising public administration and local government counterparts;
- Strong organizational and project coordination skills;
- Experience in procuring, coordinating and supervising consultants and technical service providers;
- Experience coordinating technical assistance and capacity development activities;
- Sector experience in solar PV, renewable energy and/or climate-related infrastructure projects;
- Ability to work independently while maintaining close coordination with CFF and GIZ Philippines.

Professional Qualifications:

- University degree in renewable energy, engineering, climate change, economics, business administration, public administration or related fields;
- Desirable postgraduate / master's degree in related areas;
- Minimum of 5–8 years of professional experience working with public administration, LGUs and/or development cooperation projects in the Philippines;
- Strong understanding of local government structures and administrative processes;
- Professional experience in renewable energy, climate-related infrastructure and/or infrastructure project development;
- Experience in project coordination, technical assistance and consultant management is an advantage;
- Previous work experience in the Visayas region and familiarity with rooftop solar PV systems are considered strong advantages.

Languages:

Proficiency in English and Filipino (spoken and written) is mandatory.

Timeframe:

Earliest possible date – 31 March 2027

Workplace:

The Project Advisor will be based in:

- San José de Buenavista, Antique (preferred), or alternatively
- Iloilo City, with regular travel within Antique Province and to Manila as required.