

## Terms of Reference

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. GIZ Philippines seeks a qualified candidate for one (1) position as:

### **Advisor – LGU Coordination (Band 4)**

to support implementation of a proposed waste management programme through technical expertise and to contribute to the achievement of the programme's objectives, in close coordination with other GIZ experts, staff, and programme partners in the Philippines. *This position is subject to funding and contingent upon the award of the corresponding commission. Recruitment and contract award under this ToR shall only proceed upon formal receipt of the commission.*

#### **Main Role:**

The Advisor – LGU Coordination will support programme implementation by coordinating commitments, planning, and interventions with local government units and other relevant partners. The position will focus on strengthening partnerships with the LGU and strengthening LGU-led solid waste management action, improving local coordination, and ensuring that agreed co-designed interventions are translated into timely implementation, monitoring, and reporting.

#### **Reporting Relationship:**

The Advisor – LGU Coordination reports directly to the Deputy Programme Manager and shall be based in Makati City or another designated programme office, as determined by GIZ Philippines.

In carrying out his/her role, the Advisor performs the following major functions/duties:

#### **A. Responsibilities**

- Facilitate the securing of formal commitments from LGU partners, including the development and signing of Memoranda of Understanding (MOUs), to enable programme implementation, intervention co-design, and long-term sustainability.
- Coordinate programme support to LGUs in line with agreed work plans, programme targets, and partner commitments.
- Facilitate alignment between LGU priorities, programme objectives, and implementation arrangements across relevant local stakeholders.
- Support the translation of policy commitments, action plans, and technical recommendations into local interventions and operational plans.
- Coordinate with LGUs, national agencies, communities, civil society organizations, and private sector actors to support improved solid waste management and reduced waste leakage.
- Ensure that behavior change, waste segregation, collection, recycling, and environmental stewardship interventions are integrated into LGU planning and implementation, with attention to sustainability.
- Track implementation progress, follow up on agreed actions, and support problem-solving where delays or bottlenecks arise.

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## **B. Tasks**

### **1. Coordination tasks**

- Coordinate and advise the implementation of programme activities at the LGU level, including local planning, implementation support, and stakeholder engagement.
- Convene and facilitate coordination meetings with LGUs and relevant local partners to review commitments, implementation progress, and next steps.
- Assist selected LGUs and communities in operationalizing solid waste management and waste reduction interventions.
- Guide LGUs in the preparation, updating, and monitoring of local action plans, implementation schedules, and performance tracking tools.

### **2. Advisory tasks**

- Provide advisory services to LGUs on solid waste management, waste prevention, and behavior change communication, in the context of the intervention co-design process.
- Support the design of LGU-level interventions related to household segregation, litter prevention, plastic reduction, recycling, and environmental protection.
- Prepare Terms of Reference, briefing notes, and other technical documents related to local implementation support.
- Review LGU plans, progress reports, and technical outputs and provide recommendations for improvement.
- Support monitoring and evaluation of LGU-related programme targets and outputs in close coordination with the Programme Lead

### **3. Networking and cooperation tasks**

- Strengthen working relationships between LGUs and other local stakeholders, including communities, NGOs, private institutions, and service providers.
- Ensure communication and coordination with consultants, implementing partners, and programme teams involved in local delivery.
- Represent the programme in meetings, workshops, and coordination fora related to LGU solid waste management and environmental rehabilitation.
- Support joint planning and cooperation mechanisms that improve ownership and accountability at the local level.

### **4. Other related tasks**

- Prepare reports, briefs, presentation materials, and knowledge products related to LGU coordination and programme implementation.
- Contribute to internal coordination, knowledge management, team meetings, and country planning processes.
- Perform other programme-related tasks as assigned by the Programme Lead.

## **C. Required qualifications, competences and experience**

### **Qualifications**

- University degree (MA/MSc, MBA, or comparable qualification) from a recognized institution in natural resource management, environmental management, engineering, solid waste management, or plastic/packaging waste management.

### **Professional experience**

- At least 8 years of relevant working experience in solid waste management, circular economy, policy development, environmental governance, or community-based implementation.

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- At least 5 years of experience working with LGUs, national government agencies, or multi-stakeholder platforms on environmental or public service delivery issues.
  - Demonstrated experience in coordinating projects, work plans, consultants, and stakeholder processes in a development context.
  - Experience in behavior change campaigns, public outreach, community mobilization, or strategic communication is an advantage.
  - Experience with GIZ or other international development agencies is an advantage.

**Other knowledge, additional competences**

- Strong coordination, facilitation, and stakeholder engagement skills.
- Strong understanding of waste management systems, circular economy approaches, and local implementation challenges.
- Excellent organizational skills, reliability, and ability to manage multiple priorities under tight deadlines.
- Good interpersonal skills and ability to work in an intercultural and multidisciplinary team.
- Readiness for travel within the Philippines, including to partner localities, and if assigned by GIZ, also to other programme-related locations.
- Fluency in Tagalog and English (written and spoken) is required.

**Period of Assignment:** up to 31 August 2027, with a possibility of an extension.