

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:

Deputy Programme Manager (Band 5)

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 Deputy Programme Manager will support the Programme Manager in the strategic, technical, and operational management of the programme, including coordination of implementation, work planning, reporting, partner engagement, and compliance with GIZ organizational procedures.

Reporting Relationship:

The Deputy Programme Manager reports directly to the 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 Deputy Programme Manager performs the following major functions/duties:

A. Responsibilities

- Co-lead overall programme coordination and delivery in line with programme objectives, annual milestones, and partner commitments.
- Assist the Programme Manager in translating programme objectives into operational plans and implementation schedules.
- Coordinate technical and operational workstreams across national and local levels, including LGUs, NGAs, private sector actors, and other stakeholders.
- Lead budget monitoring, procurement follow-up, and contract administration in accordance with GIZ procedures and programmatic and contractual requirements.
- Lead partner management, including coordination of implementation agreements, technical working groups, and MoU-related follow-ups.
- Lead the development of the Programme Implementation Pipeline and drive the intervention co-design process.
- Ensure that monitoring, reporting, learning, and communication processes are aligned with programme objectives and GIZ standards.
- Perform disciplinary function for ~6 project staff.
- Act as a focal point for selected programme components or partner clusters as assigned by the Programme Manager.

B. Tasks

1. Coordination and implementation

- Support implementation of programme activities with national agencies, LGUs, communities, civil society organizations, and private sector partners.
- Follow up on agreed actions, commitments, and deliverables from partners and implementation teams.
- Drive coordination of programme activities in selected cities, municipalities, barangays, and communities.
- Drive the intervention co-design process and development of the programme implementation plan.
- Support planning, preparation, and facilitation of workshops, learning exchanges, technical meetings, and field activities.
- Monitor implementation progress and flag operational bottlenecks, risks, and corrective actions to the Programme Manager.

2. Technical and advisory support

- Provide technical inputs on solid waste management, environmental rehabilitation, circular economy, behavior change, and local implementation approaches.
- Support, and in some instances, lead the design and review of interventions that strengthen waste reduction, segregation, collection, recycling, and environmental protection.
- Lead in the preparation of Terms of Reference, briefing notes, technical documents, and other programme deliverables.
- Review technical outputs and provide quality assurance inputs as needed.
- Drive evidence-based planning, including data collection, analysis, and synthesis of lessons learned.

3. Stakeholder and partnership management

- Co-lead coordination with National Government Agencies, barangays, private sector actors, NGOs/CSOs, and academe.
- Manage communication with implementing partners, consultants, grantees, and campaign service providers.
- Represent the programme in relevant meetings, technical fora, and stakeholder coordination processes when delegated.
- Co-lead partnership-building, joint planning, and synergy creation with related GIZ programmes.

4. Monitoring, reporting, and learning

- Spearhead learning and adaptive management processes, including monitoring and evaluation, documentation, and reporting.
- Contribute to preparation of programme reports, technical briefs, annual plans, presentations, and knowledge products.
- Assure that data and evidence from programme implementation are properly documented and used for decision-making.
- Structure knowledge management and internal coordination within GIZ Philippines and with programme partners.

5. Operations and compliance

- Lead following up on procurement, contracting, and administrative requirements in line with GIZ procedures.
- Support compliance with GIZ integrity, data protection, security, and safeguard requirements.
- Co-lead risk monitoring and operational problem-solving as needed.
- Perform other programme-related tasks assigned by the Programme Manager.

C. Required qualifications, competences and experience

- Advanced university degree (MA/MSc, MBA, or comparable qualification) from a recognized institution in environmental management, natural resource management, engineering, solid waste management, public policy, or related fields.

Professional experience

- Minimum of 10 years of relevant professional experience in solid waste management, environmental rehabilitation, environmental governance, circular economy, or related development sectors, with practical experience in designing and implementing waste management transformation programmes in Global South context.
- Demonstrated experience working with national government agencies, local government units (LGUs), solid waste management operators, and multi-stakeholder platforms is strongly preferred.
- Proven experience in subcontracting or grant management, as well as supporting core programme management functions such as planning, coordination, reporting, budgeting, and contract management.
- Experience in designing or managing behavior change, community engagement, or public communication initiatives is considered an asset.
- Background in conducting intervention assessments and developing business cases or models for integrated waste management systems is an advantage.
- Experience in managing NGOs and/or overseeing monitoring, evaluation, research, and learning (MERL) functions is desirable.
- Familiarity with GIZ or other international development agencies is an advantage.

Other knowledge, additional competences

- Strong understanding of Philippine municipal solid waste value chains, separate collection, logistics, material recovery, EPR developments, and links to marine litter prevention.
- Familiarity with OHS and environmental safeguards for field operations; experience setting up M&E systems and data flows for waste tracking.
- Strategic planning, problem-solving and decision-making; strong partner management and negotiation skills.
- High integrity and compliance orientation; ability to operationalize GIZ quality and fiduciary standards.
- Willingness to travel regularly to project sites; ability to supervise field operations.
- Proficient in MS Office; familiarity with data/visualization tools and standard GIZ systems (e.g., SAP) is an asset.
- Fluency in English required; Filipino highly desirable.

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