

## TERMS OF REFERENCE

### PHILIPPINE CENTER FOR ENVIRONMENTAL PROTECTION AND SUSTAINABLE DEVELOPMENT, INC.

Location: Cubao, Quezon City, Metro Manila

Contact Person: Ms. Rhea Paredes, Administrative and HR Manager

Email Address: [info@pcepsdi.org.ph](mailto:info@pcepsdi.org.ph) (cc: [admin@pcepsdi.org.ph](mailto:admin@pcepsdi.org.ph))

**Position Needed:** Project Coordinator- (Short Term Engagement) for the Development of Methane Reduction and Tracking System in the Philippines through Green Public Procurement Project

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#### Background

The Philippine Center for Environmental Protection and Sustainable Development, Inc. (PCEPSDI) is a non-stock, non-profit organization established in 2008. With years of pioneering expertise in the field of sustainability, PCEPSDI has become a leader in environmental advocacy that promotes Sustainable Consumption and Production (SCP) principles in the Philippines. Anchored to the sustainable development framework, PCEPSDI's initiatives address pressing issues through innovative solutions and collaborations with government bodies, businesses, and communities.

With the World Bank and the Government of the Philippines working together in strengthening the procurement practices in the country, which includes the development of green procurement strategies and policies, the project aims to contribute to the methane mitigation strategy of the country by integrating green public procurement, in the development of technical specifications of selected products and services and conducting capacity building activities with involved government organizations.

PCEPSDI is in need of a dynamic and passionate **Project Coordinator** to join the Project Management Team (PMT) and contribute to the ongoing *Development of the Methane Reduction and Tracking System in the Philippines through the Green Public Procurement Project*, funded by the World Bank and in partnership with the Government Procurement Policy Board-Technical Support Office (GPPB-TSO).

#### About the Role

The Project Coordinator plays a role in ensuring the effective implementation of project activities and assists the PMT by providing technical and coordinating functions. The Project Coordinator will act as the **key project focal**, leading the PMT in coordinating with involved partners and stakeholders. He/she will directly report to the Project Manager and Executive Director and is expected to perform all the tasks identified for the duration of the contract period.

Specifically, the **Project Coordinator** shall support the implementation of the project such as but not limited to:

1. Perform coordinative functions with the PMT and different project stakeholders such as but not limited to government organisations, private sectors, CSOs, associations, academic and research institutions, international organisations, the World Bank, and GPPB-TSO.
2. Work with the PMT during the planning and preparatory works by providing inputs on project activities and research deliverables;
3. Organise and coordinate participation of all involved stakeholders and project partners in the conduct of project activities to include, but not limited to: inception workshop, consultation meetings, field visits, trainings, market readiness assessment, capacity building activities, etc.
4. Assist the Project Research Assistant and Consultants in the conduct of data collection and analysis required by the project, in coordination with the Project Manager.
5. Lead the scheduling and preparation of all related requirements for the project events, meetings and workshops, such as materials and collaterals, meeting proceedings, photo documentation, and attendance for all project activities.
6. Liaise and engage with all stakeholders involved, and perform public relations function to build networks, negotiate and advocate on behalf of the project and implementing organisations
7. Arrange logistical arrangements for venue, food, parking, and other logistical arrangements for project meetings and workshops
8. Assist the PMT in the preparation and submission of project reports.
9. Create and deploy official project correspondence and communication materials;
10. Conduct regular stakeholder engagement to ensure adequate information flow, discussions and feedback to the project activities;
11. Assist the Project Manager in keeping track of the project budget and financial expenditures, and conduct other administrative and logistical functions as project support.
12. Lead in the preparation and submission of data to partners, through the use of the project data collection tools and creation of summary and data reports;
13. Lead the PMT in project documentation by compiling post-event materials and proceedings;
14. Perform other duties and functions as may be directed by the Project Manager or Executive Director.

## **Deliverables**

1. Project engagement and communication plan
2. Database of the project partners, networks, and stakeholders.
3. Database of compiled project documents and files including but not limited to official correspondence, reports, documentations, minutes of the meetings, and other documents of the project.

## **Compensation**

A monthly professional fee of **Twenty Seven Thousand Five Hundred Pesos (Php 27,500.00)**, subject to government taxes, will be remunerated within the duration of the contract. He/she is expected to perform all the tasks identified for the duration of the contract period and report to the post location based on a schedule set by the Project Manager.

## **Qualifications, Skills, and Knowledge Requirements**

PCEPSDI is looking for a dynamic and results-oriented individual with a strong understanding and passion for project management to join the PMT. The successful candidate must possess strong leadership skills, compelling interpersonal and communication skills, excellent analytical, planning, and organizational skills the ability to work in a team environment. Specifically, the candidate must also satisfy the following qualifications:

- Bachelor's Degree, preferably in Development Communication, Communication Arts, Environmental Science, Social Sciences, Development Studies, Human Ecology, or any related fields;
- Must have at least **1 year experience** in project management, project coordination, stakeholder engagement or any similar role;
- Must have comprehensive knowledge in project management, research, data gathering, event organizing, and facilitating meetings, workshops, and training;
- Demonstrated experience in working on any environmental, climate change, or sustainability projects is a strong advantage.
- Previous development sector experience in a similar role is highly desirable.
- Must possess strong communication, organizational, and cross-cultural coordination skills
- Excellent conceptual and analytical skills with the ability to produce results and meet given deadlines;
- Excellent writing skills and oral communication skills, especially for report writing and presentations.
- Ability to work independently and collaboratively across diverse teams
- Proficiency in Microsoft Office Suite and has working knowledge in navigating digital platforms
- Willing to travel on select project sites.

## **To Apply**

Qualified and interested individuals are encouraged to apply for the Project Coordinator role. Please submit your application containing the following requirements:

1. Application Letter addressed to Mr. June M. Alvarez, President and Executive Director, PCEPSDI
2. Comprehensive Resume with character references

### 3. Other supporting Documents

Submit your application via email at [info@pcepsdi.org.ph](mailto:info@pcepsdi.org.ph) (cc: [admin@pcepsdi.org.ph](mailto:admin@pcepsdi.org.ph)) with the subject line **Project Coordinator Application - Surname, Firstname**