
Terms of Reference

Green Economy Programme in the Philippines (GEPP) 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 seeks a qualified candidate for one (1) position as:

Advisor for Programme Coordination and Legal Affairs (Band 4T)

To support the Environmental Management Bureau (EMB) in drafting and reviewing reports, legal, and regulatory documents, provide guidance on legal compliance, and in conducting research on environmental laws to support activities of the EU-PH Green Economy Partnership. The incumbent will prepare reports and liaise with stakeholders to address legal and operational challenges. In addition, the successful applicant will support coordination processes and tasks for the EU-PH Green Economy Partnership; facilitate and ensure process compliance with programme, government, and EU protocols; represent the EU-PH Green Economy Partnership Programme Coordination Office (PCO) in meetings; liaise with partners; and support consultations, workshops, and other programme-related events.

Project background:

The green economy is gaining significant importance in the Philippines and in international discussions. Particularly relevant is the promotion of more sustainable production and consumption models as well as waste prevention and recovery.

The GIZ is implementing part of the EU-PH Green Economy Partnership. The GIZ contribution focuses on strengthening a low-carbon circular economy and includes the following components: (1) Establishing a multistakeholder platform with participants from the EU and the Philippines for knowledge exchange and partnership building; (2) Policy consulting and dialogue with a focus on Extended Producer Responsibility (EPR) and a comprehensive framework legislation on circular economy; (3) Identification, implementation, and impact assessment (including climate impact) of demonstration projects related to circular economy or waste prevention with policy or technology reference; (4) Development of training modules on low-carbon circular economy together with national institutions.

Additionally, knowledge exchange and awareness-raising activities are included. Other elements of the GEPP are being implemented by the United Nations Development Programme (UNDP), Expertise France, and the International Finance Corporation (IFC World Bank Group), including collaboration with cities and the private sector, and elements in support of clean energy use. GIZ plays a coordinating role vis-à-vis these implementation partners. The GIZ activities are part of the regional Bundesministerium für Wirtschaft und Klimaschutz (BMWK) project "Urban-Act" based in Bangkok.

Tasks

- Review and draft legal documents, including contracts, memoranda of understanding (MOUs), and other agreements related to programme activities.
- Provide guidance on legal compliance for programme activities in alignment with national laws and international agreements.
- Prepare summaries and reports on the programme's progress covering all elements of the programme implemented by GIZ, Expertise France, UNDP and IFC.
- Support the development of legal and policy recommendations to address challenges in programme implementation.
- Liaise with government agencies, stakeholders, and legal professionals to address legal and regulatory issues concerning the programme.
- Provide legal input during meetings, workshops, and consultations related to the programme.
- Coordinate with internal and external partners to ensure timely submission of legal, reporting, and compliance documents.
- Prepare minutes, briefs, and correspondence of the programme.
- Support interagency and inter-office coordination processes and tasks while facilitating and ensuring process compliance with programme, government, and EU protocols;

Tasks with the Material Circularity Advisor

- Support the EMB's internal point of contact for the programme
- Take an active role in programme meetings and events to support PCO initiatives
- Provide logistical and technical support for organizing programme-wide stakeholder consultations, workshops, and other programme-related activities.
- Perform additional duties and responsibilities related to advancing green economy practices as assigned by the PCO.

Qualifications

- Bachelor's degree in Law, Public Policy, Legal Management, Political Science, Economics, Business Management, or a related discipline, with a demonstrated emphasis or specialization in environmental law being highly desirable;
- At least 5 years of work experience relating to research, technical writing, interagency/interoffice coordination, and overseeing the implementation of complex programme;
- Experience working with government agencies and/or international development cooperation is desirable;
- Preferably with relevant knowledge and experience related to green economy, circular economy, sustainability, resilience, climate change adaptation and mitigation, and others;
- With relevant experience in organizing meetings and administrative work;
- With good analytical skills as well as oral and written communication skills;
- Must have a strong attention to detail;
- Must have the ability to work well in a multidisciplinary team and relate well with diverse range of stakeholders at local and national levels;
- Must have basic to advanced working knowledge of digital tools such as, but not limited to, Office 365, Zoom, Webex Microsoft Teams, SharePoint, Canva, etc.
- Can handle pressure and deliver within given timelines; and
- Has strong initiative, capacity to identify challenges, and implement solutions with minimal supervision.

Reporting Relationship/Duty Station

The Advisor for Program Coordination and Legal Affairs reports directly to the Team Leader of the GEPP. The incumbent is seconded to the Department of Environment and Natural Resources (DENR) and holds office at the Environmental Management Bureau (EMB) Office of the Director.

Period of the Assignment

Earliest possible date until December 2027.