



As of 11 November 2024

**GEF/UNDP/ASEAN PROJECT ON REDUCING POLLUTION AND PRESERVING ENVIRONMENTAL FLOWS
IN THE EAST ASIAN SEAS THROUGH THE IMPLEMENTATION OF INTEGRATED RIVER BASIN
MANAGEMENT (IRBM) IN ASEAN COUNTRIES**

VA/NC-PH-IRBM/2024-009

Title	IRBM NATIONAL COORDINATOR FOR THE PHILIPPINES
Type	National on part time basis
Duration	January 2025 - December 2025
Closing Date	15 February 2025

BACKGROUND

The GEF/UNDP/ASEAN Project on Reducing Pollution and Preserving Environmental Flows in the East Asian Seas through the Implementation of Integrated River Basin Management (IRBM) in the ASEAN Countries is a 5-year project (2023-2027) with the goal of establishing functional IRBM mechanisms in priority river basins/sub-basins in the six ASEAN Member States (AMS), i.e., Cambodia, Indonesia, Lao PDR, Malaysia, Philippines and Viet Nam, to reduce pollution, sustain freshwater environmental flows and adapt to climate change vulnerabilities.

The PEMSEA Resource Facility (PRF) serves as the Project Implementing Partner, working in collaboration with National Government Partners and River Basin Organizations of the six AMS with UNDP providing a three-tier project assurance function. The project is governed by the Regional Steering Committee, comprising of members of the ASEAN Working Group on Water Resources Management, UNDP, the ASEAN Secretariat, and East Asian Seas Executive Committee.

The Project is designed to improve governance and management arrangements in IRBM and accelerate the required changes in the six AMS in support of national priorities, objectives and commitments to global sustainable development targets using the Source to Sea (S2S) framework. The Project is organized into 4 components with 5 major outcomes and 20 key outputs to achieve the project goal and objective.

An IRBM National Project Coordinator is being hired on a **part time basis** to provide project management, coordination and technical and administrative support towards the effective and timely implementation of the Project in the Philippines.

SCOPE OF WORK, DUTIES AND RESPONSIBILITIES AND DELIVERABLES

Scope of Work

Coordinating IRBM Project planning, implementation, monitoring, documentation and reporting of project activities, as specified in the approved annual IRBM Project work plan and budget for the Philippines covering the period 2025-2027 under the direct supervision of the Regional Project Manager (RPM) in close coordination with the Department of Environment and Natural Resources (National Focal Point for the project), local governments in the priority river basins/sub-basins and in consultation, as necessary, with other concerned agencies/institutions, national and local experts, and other organizations and partners.

Duties and Responsibilities:

- Coordinate the preparation of detailed annual work and budget plans based on the approved overall work plan for the project in coordination with the RPM and in consultation with DENR and local governments and ensure their timely submission to the Regional Project Management Unit (RPMU) of PRF.
- Prepare schedules for project activities identified in the annual work plan and ensure timely implementation of all activities. Work with DENR and local governments to monitor project activities and fund utilization, ensuring the funds are used for the proper purposes, proper activities with efficiency and transparency.
- Ensure that all procurement of goods and services and issuance of service agreements for vendors to be contracted under the project are processed in accordance with the applicable UNDP/GEF, PRF and national government's policies and procedures.
- In coordination with RPM, facilitate the identification and establishment of Project Teams to implement the various activities under the 3 Project Components, including the recruitment of consultants/partners and managing the implementation of the work of consultants/partners by: a) developing/reviewing the TORs to conduct specific activities set forth in the work plan; b) managing, monitoring and guiding the contracted consultants/partners to work on the activities and objectives listed in the work plan and ensuring that their work is conducted in a timely manner and with high quality; and c) reviewing all deliverables and reports of contracted consultants/partners that the outputs meet the requirements of the TORs.
- Facilitate the conduct of workshops, consultations and special skills training, including: a) identification of participants; b) development of training program in coordination with RPM and/or the PEMSEA Network of Learning Centers, as appropriate; c) provide logistical and administrative support; and d) documenting training activities and administering end-of-training evaluation.
- Facilitate the participation of national and river basin representatives in regional capacity building and knowledge-sharing events.
- Receive relevant documentation and project outputs for technical review and approval.
- In coordination with RPM, compile, summarize, and present information/data on specific project and related topics or issues, including: State of River Basin (SORB) template, SORB Guide, technical report on good practices, IRBM Guide, review of monitoring program of the river basin, capacity assessment in the river basin, drafting and finalization of SORB reports (baseline, end of project), river basin governance and management review, among others.

- Organize the annual meeting of the project's coordinating mechanism to review and plan project activities and prepare minutes of the meetings. Assist DENR in preparing for the Philippines participation in the annual Regional Steering Committee meeting in coordination with UNDP, PRF and ASEAN Secretariat.
- Coordinate the conduct of field visits to the priority river basin to monitor and evaluate the progress of project activities.
- Facilitate the monitoring and documentation of good practices and lessons learned from project implementation, and assist in packaging information into knowledge products/case studies.
- Prepare quarterly and annual activity progress and financial reports and ensuring the accuracy and timely submission of these reports to RPMU/PRF.
- Disseminate/contribute articles to the Project Newsletter showcasing significant events and good practices in project implementation in the Philippines.
- Establish effective linkages with other partners and relevant projects and initiatives on IRBM/IWRM/ICM that are implemented in the Philippines to generate synergies.
- Maintain regular communication on relevant project issues with PRF, DENR and local governments to ensure quality and timely delivery of all agreed outputs.
- Facilitate the conduct of mid-term and terminal evaluation for the project in coordination with UNDP, ASEAN Secretariat and RPMU/PRF.
- Any other project-related tasks assigned by RPMU/PRF, DENR and local governments to achieve the project objectives.

Performance Indicators

- Project activities executed in line with UNDP/GEF and PRF rules and procedures.
- Project funds delivered in accordance with the approved Annual Work Plans.
- Project Team(s) effectively and efficiently guided and backstopped, as needed.
- Links with other relevant projects/initiatives established and partnerships created in support of project implementation.
- High quality reports prepared and submitted on time.

WORKING ARRANGEMENTS

Institutional Arrangement

The National Coordinator will be coordinating regularly with the Regional Project Manager with support from the IRBM Project Technical Officer, M & E Officer, Training and Capacity Development Manager, Communications and Knowledge Management Specialist and Finance Officer to report on progress, address emerging challenges and in seeking approval and acceptance of the above-mentioned outputs.

Duration of the Work

Successful candidate will be offered an output-based 12-month contract (January 2025 – December 2025), which may be extended based on satisfactory performance, for another period of 2 years (2026-2027) until project completion.

Duty Station

The National Coordinator will be based at PRF office in Quezon City and/or at the designated Project Coordinating Office of DENR.

Travel Plan

In the event that the National Coordinator is required to travel to render services, as required under the TOR, associated travel costs will be covered by the RPMU.

Qualifications of the Organization/consultant

Education:

- Masters or Bachelor's degree in natural resources management, environment, water resources, forestry, sustainable development, Climate change or a closely related field.

Experience:

- 2 years of relevant experience (with Masters) or 4 years of relevant experience (with Bachelors) of relevant experience in project implementation/management of projects within the disciplines of environmental science, integrated ecosystem-based adaptation, integrated water resources management, natural resource management or other related field at national or international level.
- Technical experience related to integrated water resources management, ecosystem-based adaptation, land use planning, environmental management, results-based management and planning, gender inclusion and/or similar specializations.
- Experience in managing projects and teams, including project design, activity/budget planning, implementation, monitoring and reporting.
- Experience working with Government departments, UN agencies, NGOs, and international development agencies.
- Excellent knowledge of MS software packages and ability to learn and adopt to new systems.
- Excellent inter-personal, communication and negotiating skills.
- Excellent coordination skills, with ability to work under pressure and handle multiple activities and tasks concurrently.
- Ability to lead a team and to work in the team effectively.

Language requirement:

- Good written and verbal communication skills in English

Submission of Applications

Qualified candidates may submit their application together with complete Curriculum Vitae to the Recruitment Officer, via email to recruitment@pemsea.org. Kindly indicate the vacancy number and post title when applying (in the subject line) by email. The deadline for submission of application is **15 February 2025**. Applications received after the closing date will not be considered. Only those candidates that are shortlisted will be notified.

As of 11 November 2024

PEMSEA seeks to increase the number of women at senior levels and therefore, qualified women are particularly encouraged to apply. PEMSEA will make every effort to facilitate the employment of persons with disabilities.

For more information on IRBM, please visit www.pemsea.org
