

TERMS OF REFERENCE

for KOICA Multilateral Cooperation Officer (KMCO)

I. General Information

Title: Officer
(Equivalent) Grade: X8
Sector of Assignment: Monitoring, Reporting, and Evaluation
Country: Philippines
Duty Station(city): Makati, Metro Manila
Agency: Global Green Growth Institute
Duration of Assignment: 12 months (with possible extension of additional 12 months)

II. Supervision

Name of Supervisor: Juhern Kim
Title of Supervisor: Country Representative
Content and Methodology of Supervision:

The officer will report to the Country Representative of GGGI Philippines who will certify quality of performance. The Officer will also need to collaborate with all members of GGGI Philippine Office to provide required services and support the country program.

A detailed work plan will be agreed with the Country Representative and reviewed every six months. Based on the agreed work plan, day-to-day supervision may be delegated to Program Lead of GGGI Philippines.

III. Duties, Responsibilities and Output Expectations

Under the guidance and supervision of the Country Representative, the Officer will contribute to producing all documents related to effective monitoring, reporting, and evaluation of all ongoing projects in the Philippines Country Program, in compliance with donor(s) and GGGI's policies.

Specific responsibilities include, but not limited to:

- Manage an overall performance monitoring activities of the GGGI Philippine Office;
- Backstop the Country Representative to formulate periodical and ad-hoc reports (e.g. technical progress reports, annual/quarterly program performance report, and evidence-bases summaries for internal/external purpose), in compliance with GGGI's and donor guidelines;
- Develop project management dashboards to track down all activities and monitor metrics for a project's overall performance and progress, or highlight underlying challenges for informed decision making;

- Support the country program to cultivate institutional partnerships and maintain knowledge & communications networks with bilateral and multilateral and, development agencies, government agencies, NGOs and private sector actors; and,
- Support all inputs required for the various required reports for country program's additional resource mobilization.

IV. Qualifications and Experience

Required Education and Work Experience

- Master's degree or higher in business, public administration, international development, environmental studies, economics, environmental management/science, public policy, and sustainable development.
- A minimum 3 years of work experience, preferably in the fields of climate change, green growth and sustainable development.
- A minimum 1 year of work experience at the international level
- Specific working experience in project management/ monitoring preferred.
- Experience working in international organization, management consulting, and research institute is a plus.

Key Competencies of the Assignment

- Maintain a high degree of professional integrity and work ethics, and punctual
- General level of understanding of green growth and sustainable development and the nexus with climate change
- Excellent command of written and oral English; Tagalog command is a plus
- Self-motivated, accurate, and able to work with limited supervision
- Able to work across multiple projects
- Able to effectively communicate, listen to others, and contribute to an environment for open communication
- Proactive and builds collaborative working relationships with stakeholders and colleagues understanding high degree of cultural diversity
- Ability to build and manage complex multi-stakeholder relationships

V. Background Information

GGGI supports the Republic of Philippines in its transition toward climate resilient and inclusive green growth. Since 2011, GGGI has been partnering with the Climate Change Commission (CCC), National Economic and Development Authority (NEDA), Department of Trade and Industry (DTI), and the Provincial Governments mainly with Palawan and Oriental Mindoro. GGGI Country Strategy and Country Planning Framework (CPF) for 2016-2020 is aligned with key government plans and targets, such as the Philippine Development Plan (PDP) 2017-2022, National Climate Change Action Plan (NCCAP) 2011-2028, and Nationally Determined Contributions (NDC).

Based on strong partnership and technical track-records accumulated at various levels of governance – national, regional and local –, GGGI focuses on structuring investable green growth projects while advising relevant policies around the thematic areas of sustainable

energy, sustainable landscapes (agriculture/adaptation), and green cities, with an aim of bringing them to a financing stage.

In 2017-2018, GGGI's intervention focused on strengthening government's capacity on green growth planning, while contributing to institutional coordination and widening spectrum working with diverse stakeholder groups including private sector, which laid the groundwork for structuring bankable projects. One of the salient examples for planning intervention is the provincial-level Climate Resilient Green Growth (CRGG) Strategies adopted in Palawan and Oriental Mindoro, which integrated green growth in local development and investment plans while identifying a pipeline of projects for implementation. These tasks have been conducting based on the partnership with CCC, while interacting with national and international financing facilities, such as Green Climate Fund, Adaptation Fund, and People's Survival Fund, to improve local government units (LGUs)' access to financing for climate adaptation and mitigation projects.

Based on the achievements and organizational direction of structuring bankable projects, GGGI Philippines has identified areas of thematic focus addressed by the Country Program in 2019-2020: (1) Sustainable Energy – expanded access to energy services through solar PV and waste-to-energy technology that can be transformational in remote rural areas and island barangays and other areas where the energy source is mainly diesel generated, has exorbitantly high rates, highly subsidized, and yet undersupplied, with a potential of displacing coal in the power mix; and (2) Sustainable landscapes – enhancement of climate change adaptive capacity of national, regional and local governments; promotion of climate resilient and green agriculture value chain to increase local income and create jobs; and (3) Green Cities – promotion of sustainable transport (e.g. replacing gasoline-based tricycle into electric one) in islands; mainstreaming climate resilient green growth in MSMEs operation.

VI. Information about Living Conditions at the Duty Station

Location of the work place

- GGGI Philippine Office is hosted by the Department of Trade and Industry and located in the Makati City, Metro Manila, known as financial hub of Philippines.
- The Office is within 1-3 kilometers of various residential areas.
- Transport times vary but housing is available within walking distance. Taxis and Grab Car are easy to find.

Housing

- Diverse housing options are available with a wide range of rent levels. Real estate brokers will be recommended from the office.

Security and Safety

- The new staff will be fully briefed with any safety concerns.
- GGGI is supported by International SOS, the world's largest medical and travel security services firm – any travel and medical risks information will be provided.

Required visa type and Issuance Process

- Visa issuance will be supported by the GGGI Philippines, in consultation with the UNOPS and Department of Foreign Affairs. The required type of visa is 9E (diplomatic visa).

VII. Agency Information

Name of Country Director: Juhern Kim

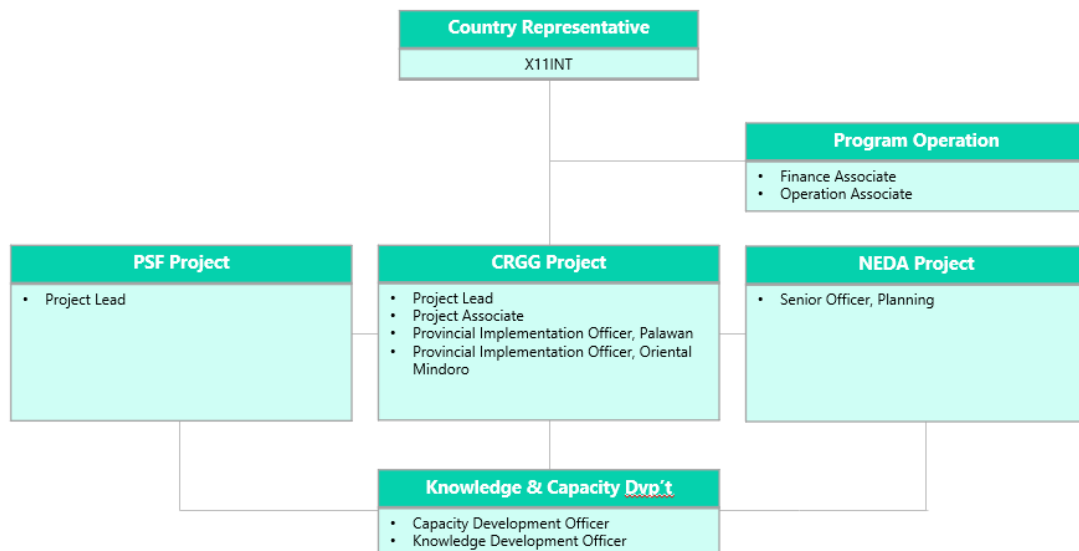
Number of Staff: 10 (total), 1 (international)

Number of Korean staff (if any): 1

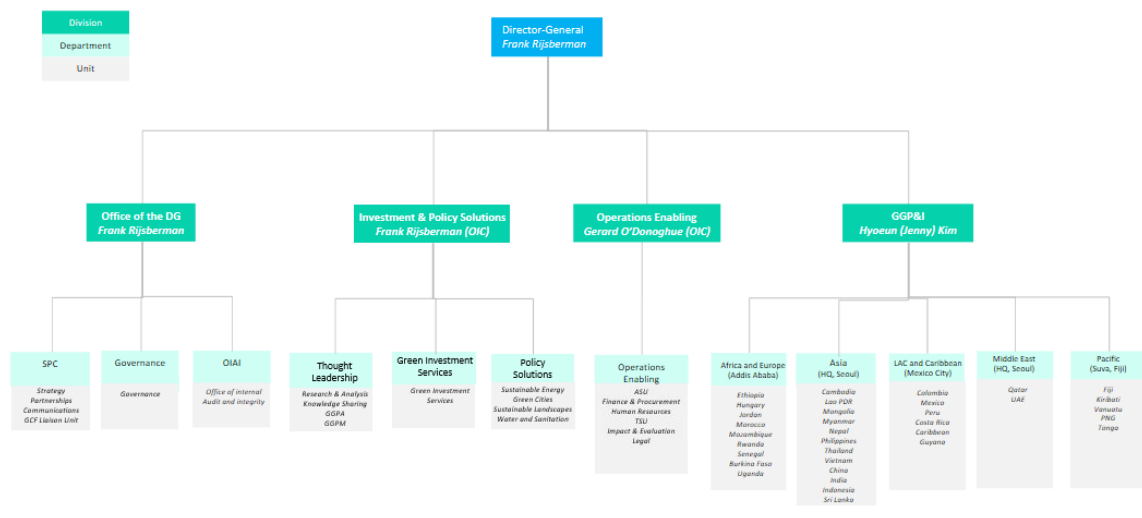
Address: 3/F UPRC Building, DTI-FTEB, 315 Sen Gil J. Puyat Avenue, Makati City

Telephone/Email/Website: juhern.kim@gggi.org

Organigramme for GGGI Philippines Staff (as of 21 June 2019):



Organigramme for GGGI:

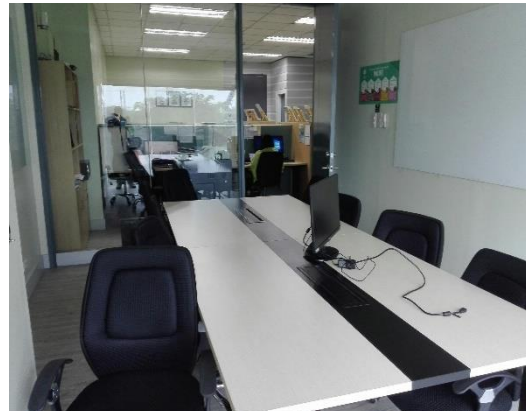


Pictures of the Office Building (Exterior & Interior)

Exterior



Interior



Submitted by

Name: Juhern Kim

Title: Country Representative

Agency / Unit: Global Green Growth Institute – Philippines Office

Email: juhern.kim@gggi.org

Date of Submission: 22 June 2019