

**TRAINING AND CAPACITY DEVELOPMENT SPECIALIST
GEF-OFP PROJECT OVERSIGHT - PHILIPPINES**

Vacancy Code	VA/PRF/2025/009/GEF-OFP/Local (Philippine Nationals) Hire
Post Title	Training and Capacity Development Specialist
Duty Station	Manila, Philippines
Contract Type	Consultancy
Hiring Date	15 February 2026
Duration	15 February 2026- June 30 2026
Closing Date	15 January 2026

Background

The Global Environment Facility (GEF) aims to support the Government of the Philippines in implementing environmental projects. The objective of this project is to assess and enhance the project oversight capacity of the Department of Environment and Natural Resources (DENR) and its partners, and to develop a strategic direction for the GEF 9 country portfolio.

This TOR outlines the objectives, activities, and expected outcomes for building the capacity of the DENR OFP Secretariat on project oversight, covering the entire project lifecycle from project proposal development to post implementation.

Scope of Work

Under the direct supervision of the GEF Philippines Operational Focal Point (OFP), in close collaboration with the DENR-Foreign-Assisted and Special Projects Service (FASPS) as the OFP Secretariat, the consultant will be responsible for the following:

- Conduct training and capacity needs assessment to identify gaps in knowledge, skills and resources.
- Develop capacity development plans and strategies aligned with organizational goals.
- Recommend specific training modules, materials, and curricula.
- Facilitate and deliver workshop to review, test and validate the assessment tool.
- Create and implement monitoring plans with measurable indicators to track progress and evaluate impact of training and other capacity development interventions.
- Include recommendations on mentoring, coaching, and ongoing support to staff and stakeholders.
- Perform other relevant tasks assigned by the GEF-OFP.

Expected Outputs

- Training needs assessment (TNA)
- Outline of a Training Module

Qualifications and Experience

- Education: University education (Master's degree an advantage) in Education, Environmental Science/Social Sciences.
- Experience: At least 5 years of relevant experience at an international/regional or national level with specialized training and experience in training and knowledge sharing.
- Knowledge and Skills:
 - Expertise in training needs assessment, curriculum development, and training facilitation.
 - Experience in developing/ curating and applying training assessment tools and training needs of organizations
 - Strong communication, facilitation, and relationship-building skills.
 - Ability to think and work logically and work precisely with attention to detail;
 - Ability to write clearly and concisely;
 - Has own initiative, strong conceptual abilities, sound judgment, strong liaison and networking skills.
 - Strong analytical, problem-solving, and research skills; excellent written and verbal communication skills; proficiency in standard computer software (word processing, excel, presentations, databases and internet); ability to work effectively in a collaborative and multi-stakeholder environment.

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.

Applications received after the closing date will not be considered. Only those candidates that are shortlisted for interviews will be notified. Qualified female candidates are strongly encouraged to apply.

For more information on this consultancy advertisement, please visit the website at www.pemsea.org

PEMSEA Resource Facility acts as a third party procurement service provider to DENR FASPS on this particular GEF SEC project oversight activity, but technical review and approval of the consultancy deliverables will be handled by DENR FASPS

