Vacancy Code	**VA/PRF/2026/002/GEF-OFP/Local (Philippine Nationals) Hire**
Post Title	**DATA MANAGEMENT CONSULTANT**
Duty Station	**Manila, Philippines**
Contract Type	**Consultancy**
Hiring Date	15 February 2026
Duration	15 February 2026- 30 June 2026
Closing Date	30 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 Philippine GEF 9 and future country portfolios.

This TOR outlines the objectives, activities, and expected outcomes to increase visibility of the GEF support at the country level, strengthen information sharing about GEF activities and their impacts in the Philippines and provide easy access to the GEF Philippines database and KM products and or information materials produced.

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 Services (FASPS) as the OFP Secretariat, the incumbent will:

- Review existing data base of GEF Portfolio in the Philippines covering the GEF cycle stages;
- Gather project outputs, e.g., policies, policy studies/recommendations, and tools developed, documentation of projects lessons learned and best practices as part of the preparatory work for the development and/or improvement of GEF website or subsite within DENR web platform;
- Design an organized database that ensures accuracy and accessibility including quality assurance data by reviewing recommendations for cleansing and consolidating via digital tools;
- Provide recommendations in improving the archive and maintaining up-to-date electronic data;
- Coordinates with DENR FASPs, relevant DENR bureaus, GEF IAs and EAs and other relevant partners on GEF portfolio data and information management databases;
- Contributes to the design and revision of data analytics and systems as per the result frameworks of the GEF projects with the aim to monitoring the projects' impacts and benefits, lessons and, sustainability post project;
- Contributes to the development of other information management products, like data collection templates, maps, dashboards, project briefs, infographics, survey reports, and other monitoring reports, etc., as relevant;

- Collaborate with M&E and IT Consultant in the generation of relevant data and information in line with DENR's data management policies, regulations, standards, and donor reporting requirements;
- Perform other relevant tasks assigned by the GEF-OFP.

Expected Output

- GEF Philippines database; and
- GEF Philippines data management plan

Qualifications and Experience
- <u>Education:</u> Bachelor's degree in Statistics, Mathematics, Actuarial Science, Economics, Business Administration, and Information Management.

- <u>Experience:</u>

  1. Two to five years of relevant experience with data sharing, and data analysis including data governance, quality assurance and preservation, qualitative and quantitative analysis.
  2. Proven knowledge in data collection, cleansing, and visualization systems such as Microsoft Office Programs, statistical analysis and reporting.
  3. Working experience with development organizations and familiarity with their procedures and working methods is desirable.
  4. Experience in using on-line data collection and reporting tools.
  5. Experience in conducting and/or facilitating online or face-to-face training.

- <u>Skills:</u> 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; strong knowledge of and experience with different data management methodologies and best practices.

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