

**TERMS OF REFERENCE
MONITORING AND EVALUATION (M&E) CONSULTANT
GEF-OFP PROJECT OVERSIGHT - PHILIPPINES**

Vacancy Code	VA/PRF/2026/003/GEF-OFP/Local (Philippine Nationals) Hire
Post Title	Monitoring and Evaluation (M&E) Specialist
Duty Station	Manila, Philippines
Contract Type	Consultancy
Hiring Date	April 2026
Duration	3 months spread over 5 months
Closing Date	15 March 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 the development of a monitoring and evaluation framework to assess the overall progress/performance of the GEF portfolio in the Philippines and identify areas for improvement, measure impact and facilitate learning.

Scope of Work

Under the direct supervision of the GEF Philippines Operational Focal Point, in close collaboration with the DENR Foreign-Assisted and Special Projects Service (DENR-FASPS) as OFP Secretariat, **and in close cooperation with the GEF Portfolio Assessment Consultant**, the scope of work of the incumbent are as follows:

A. Portfolio Review and Diagnostic Assessment

1. Conduct a cursory review of the current GEF Philippines portfolio (ongoing, pipeline and recently completed projects), as well as existing project-level M & E systems and reporting practices;
2. Review relevant documents such as Project Implementation Reports, GEF Assessment reports, Project Evaluation Reports;
3. Identify and analyze gaps in portfolio-level monitoring, and monitoring and reporting bottlenecks;
4. Conduct consultations with the GEF OFP, MEA focal points, GEF Implementing Agencies and selected Project Management/Implementing Units.

B. Development of the GEF Philippines Portfolio M & E Framework

1. Design a portfolio-level M & E framework that includes:
 - Theory of Change at the portfolio level indicating the contribution of GEF Philippines portfolio to the global environmental benefits, national development priorities, and cross-cutting themes (e.g. gender, stakeholder engagement, and sustainability);
 - Results framework (portfolio-level outcomes and outputs; indicators; baselines; targets; and data sources);
 - Analysis of the GEF country portfolio management experiences (documentation of experiences across each phase of the GEF project cycle, such as facilitating and hindering factors affecting project preparation, implementation and monitoring and evaluation; and recommendations identifying measures to be continued, strengthened, or modified to enhance the overall effectiveness, efficiency, and sustainability of the GEF country portfolio.
 - Monitoring structure (roles and responsibilities of OFP, GEF IAs, EAs, project-level M & E Units; data collection plan and validation processes, and reporting frequencies and templates);
 - Evaluation Framework (criteria for portfolio-level reviews; integration of lessons from project reviews; mechanism for tracking implementation of evaluation recommendations; and
 - Risks and Assumptions monitoring and management

C. Development of the M & E Framework Implementation Roadmap

1. Prepare a phased roadmap (3-5 years) for operationalizing the M & E Framework. This includes the following: i) institutional arrangements (responsibility centers and coordination mechanisms); ii) systems and tools (portfolio database and templates/reporting tools); iii) training and orientation for OFP and stakeholders; iv) resource requirements (human and financial); v) timelines/schedules.

D. Validation and Finalization

1. Present the draft M & E Framework and Roadmap to the GEF OFP, IAs and EA.
2. Conduct and facilitate a validation workshop with GEF project oversight stakeholders

E. Perform other relevant tasks assigned by the GEF-OFP.

Expected Outputs

- GEF Philippines Portfolio M & E Framework
- M & E Framework Implementation Roadmap
- Report on validation workshop.

Qualifications and Experience

- Education: University education (Master's degree is an advantage) in a relevant field such as public administration, public policy, development administration studies, social sciences, economics, statistics, or a related discipline.

- Experience:
 1. Proven professional experience in monitoring and evaluation for development projects.
 2. Demonstrated skills in data analysis and the use of M&E software and tools.
 3. Experience in developing M&E frameworks and implementing M&E plans.
 4. Experience in capacity building and training.

- 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; strong knowledge of and experience with different M&E 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