

**TERMS OF REFERENCE
COMMUNICATIONS SPECIALIST
GEF-OFP PROJECT OVERSIGHT - PHILIPPINES**

Vacancy Code	VA/PRF/2024/0010/GEF-OFP/Local (Philippine Nationals) Hire
Post Title	Communications Specialist
Duty Station	Manila, Philippines
Contract Type	Consultancy
Hiring Date	15 February 2026
Duration	15 February 2026- 30 June 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 enhancing the visibility of GEF support at the country level, strengthening information sharing about GEF's work in the Philippines, and providing easy access to the GEF Philippines database and Knowledge Management (KM) products and/or information materials produced.

Scope of Work

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

- Assess the current communications program of the GEF-OFP and GEF portfolio projects.
- Develop a communication plan to highlight project gains, impacts, etc. and provide guidance and recommendations on:
 - Reporting on progress of GEF portfolio design, implementation, evaluation and post project monitoring and reporting
 - Producing GEF Philippines video and brochure, and IEC materials (i.e. flyers/ brochures, short videos of ongoing and completed GEF projects and KM products produced by projects.

- Maintaining, feeding, and improving the GEF project/s microsite as part of the FASPS/DENR website and/or stand-alone citing advantages and disadvantages
 - Transforming technical documents into popular communication materials for the GEF project/s microsite and FASPS/DENR website and social media.
 - Advising project staff/teams on effective strategies for reaching internal and external audiences on events, opportunities, news, and news resources.
- Coordinate with GEF partners and collaborators on the submission of relevant communication materials and lessons from IEC on various GEF projects.
 - Ensure the compliance of messages, publications, videos, communications with GEF Philippines and development partner's branding and policies.
 - Carry out additional communications responsibilities as may be assigned from time to time by the GEF-OFP.

Expected Outputs

- GEF Philippines Communication Plan developed and implemented.
- GEF Philippines video and brochure prepared/enhanced from compilation of the Info materials and KM products produced by projects and cleared for uploading in the GEF website by the IT Specialist and printing for dissemination, respectively.

Qualifications and Experience

- Education: University education (Master's degree is an advantage) in a relevant field such as communication, public policy, information technology, social development or related fields.
- Experience: A minimum of 5 years of progressively responsible work experience in the area of communications, particularly in translating policy/technical language to easily accessible language. Experience in working for development projects.
- Knowledge and Skills:
 - Solid knowledge and experience in communications, including strategic communication; knowledge sharing, including e-platforms;
 - Experience in developing communication products, including technical briefs, program updates, newsletters, etc. for a variety of audiences including members, donors and external partners;
 - Solid experience with managing and maintaining websites and social media;
 - Ability to think and work logically and work precisely with attention to detail;
 - Ability to write clearly and concisely;

- Ability to edit and proofread technical/project reports;
- Knowledge of specialized software, including e-learning platforms, WordPress, InDesign, and others;
- Demonstrable interest in communication, including evidence of uptake and use.
- 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