



## **Philippine Efficient Lighting Market Transformation Program**

The PELMAT Project funded by the Global Environment Facility (GEF) and the United Nations Development Programme (UNDP), and implemented by the Department of Energy (DOE) is in search of qualified candidates for the post of **Task Specialist for Information, Education and Communication** to be based at the DOE Office in Taguig City.

The PELMATP is intended to address the barriers to widespread utilization of energy efficient lighting (EEL) systems in the Philippines.

**Information, Education and Communication Specialist** Initial duration of employment is one (1) year, but may be extended based on performance; directly supervised by Project Director.

### ***Duties and Responsibilities***

The **IEC Specialist** shall be responsible in providing technical inputs as well as administrative to the PMO on various activities of the project specifically on the aspects of information, education and communications. He/she will coordinate logistics, monitor the conduct of the activities according to specified/agreed timetable, evaluate the outputs and outcomes of the activities, and provide recommendations to address the activity level for the EEL Applications Consumer Awareness Improvement Program.

He/she shall assist the Project Manager in formulating strategies towards the institutionalization and long-term sustainability of the above-mentioned PELMATP Project components. He or she shall also be responsible for adherence to the prescribed management criteria (e.g., approved terms of reference, contractual obligations, quality control, etc) are followed in the execution of the activities under the above-cited project components. He/she will also be responsible in the implementation, monitoring and evaluation of these activities according to the prescribed procedures. Specific activities include the following:

- Regular reporting to Project Manager on the status of project activities vis-à-vis target outputs;
- Synthesis of the activities and outputs of consultants and subcontractors involved in the said Project Components;
- Provision of assistance in managing project risk;
- Provision of technical inputs during the conduct of annual advisory group meetings and the quarterly TWG meetings and in the preparation of quarterly financial/project progress reports; and,
- Provision of technical inputs in the preparation of annual project reports (APR) and others as required by the UNDP.
- Preparation of a system of measuring/tracking impacts of IEC activities carried out under the project.

The Specialist will also undertake various administrative activities that may be deemed necessary in the expedient performance of his/her duties and responsibilities under the PELMATP Project.

***Qualification and Experience***

- Bachelors Degree in social sciences, public administration, communications or engineering; preferably with Masters Degree in the same or any other relevant field.
- Minimum 5 years experience in information, education and communication programs preferably in the energy sector.
- Proven track record in project management such as in meeting deadlines, timely submission of acceptable deliverables, etc.;
- Excellent English communication skills, both written and verbal;
- With good appreciation of and strong links with government agencies, LGUs, NGOs, academe and professional organizations involved in the energy sector; and
- With satisfactory skills on the use of office software packages such as MS Word, Excel and Power Point.

All application letters and comprehensive resumes should reach our office on or before **August 10, 2006**. Address applications to the PELMATP Project, Human Resource Department, Department of Energy, Energy Center, Meritt Road, Taguig, Metro Manila.

This advertisement shall remain posted in [www.doe.gov.ph](http://www.doe.gov.ph) until August 10, 2006.



## Philippine Efficient Lighting Market Transformation Program

### TERMS OF REFERENCE

<u>Title:</u>	<b>Task Specialist, Information, Education &amp; Communication (IEC)</b>
<u>Duty Station:</u>	PELMATP Project Management Office, DOE, Philippines
<u>Duration of Assignment:</u>	Initial duration is one (1) year. This is a fixed-term appointment but the same may be extended on a performance and quality basis to a total period of five (5) years.
<u>Direct Supervisor:</u>	Project Manager

#### I. Rationale

The Philippine Efficient Lighting Market Transformation Project (PELMATP) is intended to address the barriers to widespread utilization of energy efficient lighting (EEL) systems in the Philippines. It is aimed at contributing to the realization of the country's sustainable development objectives and its goal in reducing GHG emissions in the energy sector. It will specifically focus on the promotion of EELs energy efficient version of linear fluorescent lamps (i.e., slim tube T8 triphosphor coated), CFLs, high intensity discharge (HID) lamps, ballasts (low loss electromagnetic and electronic), and energy efficient luminaires. The project will accelerate integration of EEL promotion programs to the energy conservation and energy efficiency (EC&EE) programs of the Philippines' Department of Energy (DOE), enhance private sector's involvement and appreciation of the benefits of EELs, and ensure that environmental impacts associated with the widespread use of EELs are mitigated. The project objectives will be achieved with the implementation of specific barrier removal programs that will involve: (1) updating of policies, standards and guidelines on lighting applications; (2) institutional and technical capacity building; (3) consumer education and information dissemination; (4) development and implementation of appropriate financing mechanisms; and (5) mitigating environmental impacts of the widespread utilization of EELs.

Under the Global Environment Facility (GEF) Operational Program No. 6 entitled "Removing Barriers to Energy Conservation and Energy Efficiency", the United Nations Development Program (UNDP) assisted the Department of Energy (DOE) in the formulation of PELMATP. GEF is a financial mechanism structured as a trust fund that operates in collaboration with the three implementing agencies, one of which is UNDP, for the purpose of achieving global environmental benefits. DOE is the implementing agency for PELMATP and will be responsible for the successful delivery of the desired project outputs and outcomes as stipulated in the project document. A Policy Advisory Group, chaired by a DOE Undersecretary shall provide policy and program direction for the implementation of the project. A Technical Working Group (TWG) composed of concerned government agencies and representatives from other stakeholders of the Project shall provide over-all guidance on

key program activities including policy recommendations, fund commitments, and co-financing arrangements.

PELMATP shall be implemented by a Project Management Office (PMO) reporting to the Project Director, who is also the Director of the Energy Research and Testing Laboratory Services (ERTLS) of DOE. The PMO shall be responsible for the over-all PELMAT operations and financial management and reporting in accordance with the rules and regulations for the nationally executed project. PELMATP shall operate for a period of 5 years.

## **II. Duties and Responsibilities**

The **IEC Specialist** shall be responsible in providing technical inputs as well as administrative to the PMO on various activities of the project specifically on the aspects of information, education and communications. He/she will coordinate logistics, monitor the conduct of the activities according to specified/agreed timetable, evaluate the outputs and outcomes of the activities, and provide recommendations to address the activity level for the EEL Applications Consumer Awareness Improvement Program.

He/she shall assist the Project Manager in formulating strategies towards the institutionalization and long-term sustainability of the above-mentioned PELMATP Project components. He or she shall also be responsible for adherence to the prescribed management criteria (e.g., approved terms of reference, contractual obligations, quality control, etc) are followed in the execution of the activities under the above-cited project components. He/she will also be responsible in the implementation, monitoring and evaluation of these activities according to the prescribed procedures. Specific activities include the following:

- Regular reporting to Project Manager on the status of project activities vis-à-vis target outputs;
- Synthesis of the activities and outputs of consultants and subcontractors involved in the said Project Components;
- Provision of assistance in managing project risk;
- Provision of technical inputs during the conduct of annual advisory group meetings and the quarterly TWG meetings and in the preparation of quarterly financial/project progress reports; and,
- Provision of technical inputs in the preparation of annual project reports (APR) and others as required by the UNDP.
- Preparation of a system of measuring/tracking impacts of IEC activities carried out under the project.

The Specialist will also undertake various administrative activities that may be deemed necessary in the expedient performance of his/her duties and responsibilities under the PELMATP Project.

### **III. Deliverables**

Based on the aforementioned scope of work, the PMO IEC Specialist has the following specific deliverables, to wit:

1. Monthly Technical Status Report for Component 3 of PELMATP to be submitted to the Project Manager. Said report must also highlight the correlations of the outputs of the said components with respect to the PELMATP objectives, goals, and key success indicators.
2. Duly signed Monthly Accomplishment Report to be submitted to Project Manager. The Report must highlight the relevance and contribution of the position to the overall goals and objectives of the PMO as support group to PELMATP.
3. Report on the impacts of IEC activities carried out under PELMATP.

### **IV. Qualification and Experience**

- Bachelors Degree in social sciences, public administration, communications or engineering; preferably with Masters Degree in the same or any other relevant field.
- Minimum 5 years experience in information, education and communication programs preferably in the energy sector.
- Proven track record in project management such as in meeting deadlines, timely submission of acceptable deliverables, etc.;
- Excellent English communication skills, both written and verbal;
- With good appreciation of and strong links with government agencies, LGUs, NGOs, academe and professional organizations involved in the energy sector; and
- With satisfactory skills on the use of office software packages such as MS Word, Excel and Power Point.