

# TERMS OF REFERENCE

**Position:** Project Officer

**Organization:** Eco Innovation Consultancy, Inc. (EICI)

**Office Address:** 3F Asian Pacific Center, 26 Harvard St., Cubao, Quezon City

**Contact Numbers:** (632) 7004-3908 | 0917-301-2578

**Contact Person:** Ms. Rhea Paredes, Administrative and HR Manager

**Contract Duration:** 9 months

---

## I. Background

Eco Innovation Consultancy, Inc. (EICI) provides a comprehensive range of consultancy services focused on sustainable consumption and production. The company supports improved business performance through innovative and proven solutions that advance sustainability and environmental protection.

EICI is currently partnering with an intergovernmental organization to promote innovative technologies that address key environmental challenges in the Philippine fishery sector. The project seeks to bridge technology seekers—individuals and institutions in need of sustainable solutions—with technology providers offering innovative products and services. Through this initiative, EICI aims to foster a more sustainable, resilient, and innovation-driven fisheries sector in the Philippines.

To support the effective implementation of this project, EICI is seeking to engage a **Project Officer** who will provide technical, coordination, and project management support to the Management Team. The Project Officer will be responsible for facilitating, monitoring, and ensuring that all project activities are implemented in line with approved work plans and that targeted outputs and outcomes are achieved.

## II. Scope of Work and Responsibilities

Under the overall supervision of the Program Manager and the President and CEO, the Project Officer shall perform the following duties and responsibilities, including but not limited to:

1. Serve as the primary focal person for day-to-day project coordination with stakeholders and ensure timely implementation of project activities in accordance with approved work plans and expected results;
2. Manage project correspondence and communication with internal and external partners;
3. Collect, record, organize, and maintain all information related to project activities, ensuring an updated and systematic project filing system;
4. Facilitate the preparation, consolidation, and submission of periodic progress and accomplishment reports;
5. Prepare meeting agendas, coordinate and arrange field visits, appointments, and meetings (internal and external), and document minutes of meetings, workshops, seminars, and conferences;
6. Conduct research, studies, data gathering, and fieldwork activities as required by the project;
7. Organize, compile, and properly file all project deliverables and outputs to accurately document accomplishments and progress;
8. Lead the preparation of project administrative reports, workshop proceedings, meeting documentation, and other required project outputs;

9. Coordinate closely with the Finance and Administrative Officer on financial documentation, record keeping, and preparation of project financial reports in accordance with EICI's financial policies and procedures;
10. Facilitate payment requests for operational expenses and project-related procurement;
11. Support the preparation of project work plans, operational requirements, and logistical arrangements;
12. Assist in the preparation and submission of project expenditure reports and budget status updates;
13. Support the preparation of recurring reports for budget planning, financial monitoring, and audit requirements;
14. Represent EICI in project-related meetings, field activities, research, presentations, and other official functions, as authorized;
15. Provide support in overall project planning, budgeting, monitoring, and coordination of organizational and operational matters; and
16. Perform other duties and responsibilities as may be assigned by the Program Manager and the President and CEO.

### **III. Qualifications, Skills, and Competencies**

EICI seeks a dynamic, results-oriented professional with a strong interest in sustainability, environmental management, and project implementation. The ideal candidate should possess initiative, adaptability, and the ability to work effectively with diverse stakeholders. The minimum qualifications include:

- A Bachelor's degree in Fisheries, Aquaculture, Agriculture, Agribusiness, Environmental Science, Human Ecology, Development Studies, Business Management, or other related fields;
- At least one (1) year of relevant experience in project management, research and development, multi-sectoral programs, business or community-based initiatives;
- Demonstrated knowledge and skills in project management, monitoring and evaluation, research writing, data collection, event organization, and facilitation;
- Ability to establish and maintain effective working relationships with communities, Local Government Units (LGUs), and government agencies;
- Strong leadership, organizational, and interpersonal skills, with a positive and professional attitude;
- Proven ability to work collaboratively in a team environment, manage multiple tasks, and perform effectively under pressure;
- Excellent written and verbal communication skills;
- Strong analytical, conceptual, and problem-solving skills with the ability to meet deadlines;
- Ability to work independently, take initiative, and manage concurrent activities;
- Flexibility, adaptability, and openness to innovation in response to evolving project needs.

### **IV. Application Process**

Qualified and interested applicants are invited to submit the following:

1. Application letter addressed to **Mr. June M. Alvarez**, President, Eco Innovation Consultancy, Inc.;
2. Comprehensive Curriculum Vitae, including character references;
3. Other relevant supporting documents.

Applications may be submitted via email to **ecoinnovationconsultancyinc@gmail.com**