Position Title: Investment Pipeline Data Consultant

Project: Private Sector Consultation Mechanism (PSCM) under the EU-PH Green Economy Partnership (GEP) Programme
Organization: European Chamber of Commerce of the Philippines
Employment Type: Project-Based Consultancy
Work Arrangement: Hybrid (Main Office & Remote)
Project Duration: July 2026 to June 2027
Reports To: Project Coordination Consultant

About the Organization

European Chamber of Commerce of the Philippines (ECCP) is one of the leading multilateral foreign chambers in the Philippines, representing more than 950 member companies and promoting stronger economic and commercial relations between Europe and the Philippines.

Under the EU-PH Green Economy Partnership (GEP) programme, ECCP is implementing the **Private Sector Consultation Mechanism (PSCM)** to support stakeholder coordination, investment facilitation, policy engagement, and circular economy initiatives involving government agencies, local government units (LGUs), development partners, and private sector stakeholders.

The project aims to strengthen investment promotion and develop structured pipelines for sustainability and circular economy opportunities through stakeholder engagement, investment mapping, and strategic coordination activities.

Position Summary

The Investment Pipeline Data Consultant will support the development, maintenance, and analysis of investment-related databases, lead tracking systems, stakeholder mapping tools, and investment pipeline monitoring processes for the PSCM project.

The consultant will assist in consolidating investment data, monitoring engagement activities, analyzing project and stakeholder information, and supporting reporting and investment facilitation activities aligned with project objectives.

The role requires strong analytical skills, database management experience, attention to detail, and the ability to organize and interpret investment and stakeholder information effectively.
The successful candidate will work closely with the ECCP Secretariat, project consultants, investment stakeholders, and development partners to strengthen investment pipeline tracking, reporting systems, and data-driven project implementation.

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Key Duties and Responsibilities

1. Investment Pipeline and Data Management

- Develop and maintain investment pipeline databases and tracking systems
- Consolidate and organize data related to investment opportunities, stakeholder engagement, and project activities
- Monitor qualified leads, investor engagement activities, and follow-up actions
- Ensure accuracy, consistency, and completeness of investment-related data and records

2. Stakeholder and Investment Mapping

- Support mapping of potential investors, companies, technologies, and priority sectors
- Assist in maintaining stakeholder databases and engagement records
- Analyze trends, opportunities, and gaps related to investment activities and pipeline development
- Support identification of high-potential investment opportunities and business matches

3. Monitoring, Reporting, and Analytics

- Prepare data summaries, dashboards, and analytical reports related to investment activities
- Support project monitoring systems and engagement tracking processes
- Assist in generating reports for project leadership, donors, and stakeholders
- Analyze pipeline performance indicators and provide recommendations for improvement

4. Research and Technical Support

- Conduct research on sustainability, circular economy, investment trends, and priority sectors
- Support development of investment briefs, sector profiles, and stakeholder analysis reports
- Assist in consolidating information from consultations, missions, and stakeholder engagements
- Provide technical support for evidence-based planning and decision-making

5. Coordination and Stakeholder Support

- Coordinate with project teams, consultants, LGUs, private sector organizations, and development partners
- Support investment-related consultations, meetings, and stakeholder activities
- Assist in tracking communication, follow-up activities, and engagement outcomes
- Support coordination for international investment engagement activities and business missions

6. Documentation and Knowledge Management

- Maintain organized digital records, tracking files, and investment documentation
- Support archiving and accessibility of project data and monitoring outputs
- Assist in documenting lessons learned, best practices, and investment engagement outcomes
- Ensure compliance with project documentation and reporting requirements

Qualifications and Requirements

Educational Background

- Bachelor's degree in Economics, Finance, Business Administration, Data Analytics, Statistics, Information Management, Development Studies, or related field

Professional Experience

- Minimum of 1–3 years of relevant experience in data management, investment analysis, project monitoring, business intelligence, or stakeholder database management
- Experience working with donor-funded projects, chambers of commerce, development programmes, or investment initiatives is an advantage
- Experience in sustainability, circular economy, or investment facilitation initiatives preferred

Technical Competencies

- Strong data management and analytical skills
- Experience managing databases, spreadsheets, and tracking systems
- Proficiency in Microsoft Excel and digital reporting tools
- Ability to prepare dashboards, summaries, and analytical reports
- Familiarity with CRM systems, investment tracking tools, or monitoring platforms is an advantage

Preferred Knowledge Areas

- Investment promotion and pipeline development
- Circular economy and sustainability initiatives
- Stakeholder engagement and business matching
- Development cooperation and donor-funded projects
- Monitoring and evaluation systems

Core Skills

- Attention to detail and accuracy
- Analytical and problem-solving abilities
- Strong organizational and documentation skills
- Effective communication and coordination abilities
- Ability to manage multiple tasks and deadlines
- Ability to work independently and collaboratively

Key Performance Indicators (KPIs)

The Investment Pipeline Data Consultant will be evaluated based on:

- Accuracy and completeness of investment pipeline databases and tracking systems
- Timeliness and quality of analytical reports and dashboards
- Effectiveness of stakeholder and investment data management
- Responsiveness to project monitoring and reporting requirements
- Contribution to investment facilitation and stakeholder engagement activities

Working Conditions

- Hybrid work arrangement depending on project requirements
- Coordination with local and international stakeholders and development partners
- Occasional travel may be required for consultations, investment activities, and stakeholder engagements
- Flexible work schedule during reporting periods and major project activities

Compensation and Benefits

- Competitive consultancy compensation package
- Opportunities for professional development and international exposure
- Participation in sustainability and investment-related initiatives
- Experience working with policy, investment, and stakeholder engagement programmes
- Collaborative and professional working environment

Equal Opportunity Statement

European Chamber of Commerce of the Philippines is committed to diversity, inclusion, and equal opportunity employment. We strongly encourage qualified candidates from disadvantaged, underserved, and underrepresented communities to apply.

Application Process

Interested applicants should submit the following:

- Updated Resume or Curriculum Vitae
- Cover Letter highlighting relevant experience in investment data management and analytics
- Relevant certifications or supporting documents (if applicable)

If you are interested in applying, please fill out the Google Form.
Link: bit.ly/applyPSCM

Only shortlisted applicants will be contacted for further evaluation and interview.