

UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Project Title(s)	GEF-UNIDO projects “Sustainable energy access to manage water resources: Addressing the energy-water nexus in Cabo Verde” and “Strategic program to promote renewable energy and energy efficiency investments in the electricity sector of São Tomé and Príncipe”
Job Title:	Sustainable Energy Program Coordinator
Main Duty Station and Location:	Ministry of Industry, Trade and Energy (MITE), Praia, Santiago, Cabo Verde
Mission(s) to	Missions to ECOWAS, Sao Tome and Principe and internationally as required
Start of Contract (EOD):	July 2019
End of Contract (COB):	June 2020 (with possible extension)
Number of Working Months:	Full-time 12 months (with the perspective to be extended up to 3 years)

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that seeks to promote and accelerate inclusive and sustainable industrial development (ISID) in developing countries and economies in transition. The Programme Development and Technical Cooperation Division (PTC) is responsible for providing technical cooperation services on technological and economic issues in the covered by five (5) departments namely: Trade Investment and Innovation Department, Agri-Business Development Department, Department of Energy, Environment Department and Partnerships and Results Monitoring Department.

The position is located in the Climate Policy and Partnership Division (CPP) of the Department of Energy (ENE) aims to accelerate the uptake of integrated and inclusive markets for sustainable energy and climate technology products and services in LDCs, SIDS and emerging countries through policy support, advocacy, convening, knowledge and information systems and the creation of industry networks, associations, clusters and institutions. The Division develops innovative programmatic and multi-disciplinary nexus approaches and creates spill-over effects by combining global, regional and national interventions.

PROJECT CONTEXT

The United Nations Industrial Development Organization (UNIDO) in cooperation with the Ministry of Industry, Trade and Energy (MITE) and the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) are executing the Global Environment Facility (GEF) co-funded project “*Sustainable energy access to manage water resources: Addressing the energy-water nexus*”. This project seeks to accelerate the adoption of innovative technologies and management practices for GHG emission reductions and carbon sequestration regarding water management in Cabo Verde.

Simultaneously, UNIDO in partnership with the Ministry of Industry, Trade and Energy (MITE) in São Tomé and Príncipe and ECREEE is implementing the project “Strategic program to promote renewable energy and energy efficiency investments in the electricity sector of São Tomé and Príncipe”. The project

promotes the uptake of sustainable energy technology markets through combined interventions in the areas of policy and regulation, investment promotion, knowledge management, as well as qualification and certification.

In this context, UNIDO is recruiting an experience Sustainable Energy Program Coordinator that will take leadership in the implementation of the GEF project in Cabo Verde. The expert will manage the PMU within MITE and will closely coordinate with the envisaged executing partners of the project. Moreover, the expert closely coordinate with the Program Coordinator located in São Tomé and Príncipe on south-south activities.

Duties:

Under the direct supervision of the Project Management Team (PM) in HQ, Vienna and the overall guidance of the UNIDO Representative (UR) in Cabo Verde, the National Project Coordinator will manage the day-to-day affairs of project management unit (PMU) and take full responsibility of outputs of projects activities. He/she will follow up on all STC decisions and liaise with all relevant stakeholders in Cabo Verde in accordance with UNIDO rules and regulations. Specifically, the NPC shall undertake the following duties:

Main duties	Location	Expected Results
Develop and update detailed yearly work plan for approval by steering technical committee (STC) and act as secretary to STC	Praia, Cabo Verde	Consolidated detailed work plan
Liaise with the national counterparts, supplier, partners, stakeholders and international consultants for the planning, coordination, management and monitoring of project activities and events for the implementation of the work plan.	Praia, Cabo Verde	Smooth coordination and delivery of project outputs
Establish and maintain excellent working relationship with project stakeholders including potential donors and private companies.	Praia, Cabo Verde	New stakeholders identified
Provide regular reports for review by counterparts and PM: <ol style="list-style-type: none"> 1. Monthly monitoring report 2. Annual Project Information Reports(PIR) 	Praia, Cabo Verde	Monthly progress reports PIRs
Provide supervision of contractors at demonstration site	Praia, Cabo Verde	Supervision provided and contractors work delivered in a timely manner

Serve as UNIDO Expert in the field of energy and carry out any other duties as may be assigned by UNIDO	Praia, Cabo Verde	RE and IEE project portfolio of the Regional Office increased;
Lead the Regional Office in activities related to renewable energy: advise the Regional Director on energy issues, represent UNIDO in meetings and workshops related to renewable energy and climate change	Praia, Cabo Verde	Capacity of the UNIDO RO to effectively deal with renewable energy related activities enhanced;
Organize capacity building, awareness creation and knowledge management activities as well as plan and develop promotional and information dissemination materials for the project	Praia, Cabo Verde	Workshop training and dissemination of positive impacts of the project conducted
Prepare progress implementation reports and annual progress reports to HQ for clearance and onward submission to donors	Praia, Cabo Verde	Progress reports submitted
Work closely with counterparts to organize workshops and trainings and facilitate field missions by experts and staff	Praia, Cabo Verde	Workshops, trainings and field mission are conducted smoothly
Monitor and review developments in the area of renewable energy Kenya and identify further project development opportunities	Praia, Cabo Verde	Concepts approved by relevant agencies
Assist the UNIDO Program Coordinator in São Tomé and Príncipe on technical issues on a day-to-day basis and take leadership in the creation and implementation of south-south activities.	Praia, Cabo Verde incl. travels to STP	Documented support, reports and events
Perform any other assignment provided by PM or UR	Praia, Cabo Verde	Supports provided

For the first 6 months the below outputs have to be implemented:

<p>1. <u>Policy and Institutional Framework:</u></p> <ul style="list-style-type: none"> • Initiate the establishment of a Nexus Platform and a Website. • Provide inputs for recommendations on how to promote better coordination and a joint approach to energy-water nexus projects/initiatives. • Support the provision of Technical Assistance (TA) services to foster the adoption of sustainable energy-water nexus projects/initiatives. • Support the assessment of how RE and EE initiative in water resource management systems impact gender roles. • Assist the gap analysis for the development of an inclusion of ESCO 	<p>National platform to discuss synergies between sustainable energy systems and water resource management established.</p> <p>Recommendations on how to integrate the gender dimension into energy-water initiatives prepared and presented to decision makers</p> <p>Recommendation on how to improve policy and regulatory environment to promote ESCOs approach in sustainable energy-water resource management project developed and presented to decision makers.</p>
<p>2. <u>Capacity Building:</u></p> <ul style="list-style-type: none"> • Support the development of a training programme and training material on the integration of RE and EE technologies in water management systems. • Support the development of a training programme and training material on entrepreneurship and development and management of ESCOs. 	<p>Training materials on how to integrate RE and EE technologies in water management systems produced.</p> <p>Training material on development and management of ESCOs and entrepreneurship produced.</p>
<p>3. <u>Demonstration and Scaling-up:</u></p> <ul style="list-style-type: none"> • Assist the development of an ESCO approach and tailored financing mechanism to support the implementation of energy-water nexus investment projects. • Supervise the identification and implementation of 1.6 MW of sustainable energy-water nexus demonstration projects. • Support the monitoring and evaluation of the demonstration projects. 	<p>ESCOs approach and tailored financial mechanism developed and used to support demonstration projects integrating RE and EE in water resource management.</p>
<p>4. <u>Monitoring and Evaluation:</u></p> <ul style="list-style-type: none"> • Support the M&E Framework design and implementation. 	<p>Project's progress monitored, documented and recommended actions formulated.</p>

REQUIREMENTS AND COMPETENCIES

Core values

- Integrity
- Professionalism
- Respect for diversity

Core competencies

- Results orientation and accountability
- Planning and organizing
- Communication and trust
- Team orientation
- Client orientation
- Organizational development and innovation

Managerial competencies:

- Strategy and direction
- Managing people and performance
- Judgement and decision making
- Conflict resolution

Education

Post-graduate degree (at least Masters level) in engineering, economics, business management/administration or any other relevant discipline is a prerequisite. Additional qualification in renewable energy, energy efficiency or other environmental technologies is an asset.

Languages: Proficiency in Portuguese and good working knowledge in English is required.

Technical and Functional Experience:

Scope of demonstrated knowledge of renewable energy and energy efficiency issues, technologies and tools (e.g. project development, management and financing, capacity building, policy advisory);

Good knowledge of the energy sector in Cabo Verde is a prerequisite; knowledge of the energy situation in São Tomé and Príncipe is an added value;

No less than 5 years of work experience in technical and/or managerial positions in the energy sector; practical experience with cross-sectorial and nexus approaches, including water and/or agricultural sector is an added value;

Quantity and quality of the provided track-record regarding developed, managed and implemented energy programs/projects, as well as technical reports;

Demonstrate ability to work with various stakeholders at various levels required; experience in dealing with international development partners and banks is an asset;

Proficient use of processing tools (Word, Excel, PowerPoint and Access) Internet, electronic mail and financial/administrative systems; demonstrated experience with software tools such as COMFAR, RETScreen or HOMER is an advantage;

Flexibility to adapt to all situations and work varied hours; possibly work weekends or evenings;

Female candidates are strongly encouraged to apply.

APPLICATION PROCEDURE

Applicants are required to provide the following documents:

- Detailed CV;
- Track record of projects (specify your role) and/or technical reports;
- Scanned academic degrees and relevant certificate;
- Motivation letter (maximum one A4 page)