

Terms of reference

Job title: International Advisor for the Climate Change, Energy Efficiency and Environment Cluster, UNDP Moldova

Duty Station for International Consultant: based in Chisinau

Contract type: Individual Contract (IC)

Expected workload: 520 working days

Starting date: April 1, 2016 – March, 2018

Background

Under the supervision and overall guidance of the Deputy Resident Representative (DRR), the International Advisor for the Climate Change, Energy Efficiency and Environment Cluster (Energy and Environment Cluster Lead) acts as advisor to Senior Management on all aspects of CO programme in the area of Energy and Environment. The incumbent manages the Energy and Environment programme practice area. The main role is to plan, implement and manage the country programme in the area of responsibility including continued resource mobilization for the sector. The International Advisor leads the Energy and Environment team in strategic planning, identification of new programme areas and mobilization of the resources to support new areas and creative responses to emerging challenges and opportunities, provision of substantive inputs to the development of the new UNDAF and CPD.

International Advisor leads and supervises Energy and Environment programme team and works in close collaboration with Programme and Operations teams in the CO, Programme staff in other UN Agencies, UNDP HQs staff and Government officials, technical advisors and experts, multi-lateral and bi-lateral donors and civil society to successfully implement the UNDP programme.

Scope of Assignment

The main **objective** of this assignment is to provide advisory and managerial support to the UNDP Senior Management in efficiently managing the *Green Sustainable Energy & Resilience*. In particular, the Advisor is expected to: (i) support in managing the Environment and Energy portfolio and ensure synergies and complementarities with *Inclusive & Sustainable Growth*, as well as with *Good Governance & Rule of Law* clusters; (ii) participate in establishing strategic partnerships and mobilize resources for energy and environment related initiatives; (iii) provide technical inputs and relevant policy advice on energy and environment matters; (iv) contribute to the upstream policy dialogue with the Government on promoting green growth through environmentally friendly production and consumption practices, promotion of energy efficiency and clean technologies, implementation of climate mitigation and adaptation measures, etc.

In order to achieve the stated objective, the International Advisor will have the following **responsibilities**:

1. *Provides substantive support in the pipeline development in the specific areas of environment management, climate change, energy efficiency and green sustainable development*
2. *Supports transposition of 'Green economy principles' into practical initiatives*
3. *Leads the effective management of the Energy and Environment Portfolio focusing on projects' quality assurance, timely and efficient implementation, monitoring and reporting and provides expert advisory support to UNDP Senior Management and national counterparts*

Deliverables and Deadlines

No.	Deliverables/milestones	Indicative timeframe
1.	a) At least 6 project proposals in the areas of environmental management, climate change, disaster risk management and energy efficiency designed; Special attention should be put on the area of energy efficiency in residential buildings b) GEF 6: support provided to the team of experts in the project proposal preparation c) Green Climate Fund: support provided to UNDP CO and the National Designated Authority in accessing Green Climate financing: working closely with Ministry of Environment in setting-up & building the capacity of the NDA, support in the readiness program & projects proposals preparations provided	April 2016 – March 2018
2.	a) Concept of green economy/green sustainable development (principles and factors to achieve green development) designed, consulted with UNDP CO colleagues b) Support provided in mainstreaming the developed green economy/green sustainable development concept into on-going projects and/or new initiatives	April 2016 – March 2018
3.	a) Thorough analysis of the political, social and economic situation in the sector and collaborative preparation/revision of CCA, UNDAF, CPD, CPAP, AWP and other strategic documents. b) Quality assurance and backstopping for projects in the Energy and Environment thematic area, including those which are fully nationally implemented applying cash transfers under HACT (planning, budgeting, implementing and monitoring of the projects) c) Aggregate reports are regularly prepared on projects' activities. Preparation of inputs for corporate reports and donor reports. d) Advisory and hands-on support in constant monitoring and analysis of portfolio, proposals for readjustments made e) Analysis of the country situation on energy and environment, which serves as a basis for advising the Cluster Lead and Senior Management on the trends and UNDP actions. Briefs on Energy and Environment area prepared	April 2016 – March 2018

Financial Arrangements

Payments will be disbursed in monthly installments, upon submission and approval of deliverables (reports and timesheets), and certification by Deputy Resident Representative that the services have been satisfactorily performed.

Competencies:

Technical work

- Thorough understanding of environmental and energy efficiency areas
- Demonstrated knowledge and expertise in governance and operational management of energy and environment initiatives
- In depth knowledge and experience on project cycle management
- Experience in drafting strategic documents

Partnerships

- Maturity and confidence in dealing with senior and high-ranking members of international, regional and national institutions
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors
- Excellent written communication skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of analytical documents

Results

- Promotes the vision, mission, and strategic goals of UNDP
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback

Qualifications:

Education

- Advanced university degree in energy efficiency and/or environmental management, disaster risk management, or a closely related field

Experience

- 10 years relevant work experience in energy efficiency and environment management, or related fields;
- At least 2 years of experience in providing policy advice to the government officials in the area of energy efficiency and environment management;
- Demonstrated solid knowledge of environmental financing and project cycle management;
- Good knowledge of Rio Conventions requirements;
- Experience in the policy development process associated with environment, climate change and sustainable development would be an asset

Language

- Excellent English writing skills are essential. Knowledge of Romanian and/or Russian would be an asset