

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

Title:	Project Administrative and Reporting
Level:	SB2/G4
Main Duty Station and Location:	ECREEE Office, Praia, Carbo Verde
Mission/s to:	As required
Start of Contract (EOD):	01 July 2025
End of Contract (COB):	31 January 2026
Monthly Consultancy Fee:	EUR 2,000
Contract Type:	Regular

ORGANIZATIONAL CONTEXT

Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the Lima Declaration adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the Abu Dhabi Declaration adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.



Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Directorate of Technical Cooperation and Sustainable Industrial Development (TCS) under the overall direction of the Director General, and in close collaboration with all relevant organizational entities within UNIDO, the Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), headed by a Managing Director, ensures the Organization's application of strategies and interventions for sustainable industrial development related to environment, energy, Micro, Small and Medium-Enterprises

(MSMEs), and digitalization. The Directorate also oversees the Organization's normative contribution to achieving the Sustainable Development Goals through industrial policy advice and capacity development. Through coordination in-house and with Member States and industry stakeholders, it ensures that the services provided in these areas contribute to effective and appropriate technical, business and policy solutions and are focused on results, scaling up and positioning UNIDO as a leading platform for industrial development in developing countries and global fora.

The Directorate is responsible for the Division of Industrial Policy Advice and Capacity Development (TCS/IPC), and technical Divisions of Circular Economy and Green Industry (TCS/CEG), Energy and Climate Action (TCS/ECA), Climate Innovation and Montreal Protocol (TCS/CMP); MSME Competitiveness, Quality and Job Creation (TCS/SME); and Digital Transformation and Artificial Intelligence (TCS/DAI). Leveraging the diverse skill sets of UNIDO personnel and the services provided by the two TC directorates, TCS collaborates closely with IET to develop and implement programmes and projects, aiming at enhancing synergy and complementarity and maximizing UNIDO corporate performance and impacts on the ground. The Directorate also ensures close coordination and collaboration among the Divisions as well as with relevant entities in all Directorates across the Organization.

The Division of Energy and Climate Action (TCS/ECA) under the supervision of the Managing Director of the Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), and in close coordination with other organizational entities within UNIDO, the Division of Energy and Climate Action (TCS/ECA) assists Member States in the transition to low-carbon and climate resilient economies through the promotion of renewable energy, energy efficiency solutions and breakthrough technologies in industry and other key sectors, diversifying supply



chains for renewable energy manufacturing and stimulating innovation to address critical climate and energy related challenges.

The Division assists governments in fulfilling national commitments under the Paris Agreement and progress towards the 2030 Agenda for Sustainable Development, thereby facilitating a just transition towards sustainable industrialization. In transitioning to a low-carbon and climate resilient economies, the challenges of addressing energy poverty and climate change are an integral part of the Division's activities, as is the dissemination of policies, knowledge and technologies and pathways to plan, manage and finance the energy transitions and climate action for industrial transformation. It collaborates closely on converging issues with IET/CTP and TCS/CMP.

The position is located under the Sustainable and Just Energy Transitions Unit (TCS/ECA/JET) focuses on promoting energy for development and leveraging technology innovation and social inclusion to lead a just energy transition. It promotes the modernization of energy infrastructure to drive decoupling growth from emissions and deploys de-risking approaches to channel public and private investments to accelerate energy access and industrial development. It supports Members States in building and diversifying renewable energy supply chains and fostering manufacturing capabilities to achieve a just energy transition for all. The unit also supports the integration of energy system design into the wider development objectives and helps countries navigate the trade-offs for energy development while ensure compliance with social and environmental norms. Finally, the Unit coordinates the Global Network of Regional Sustainable Energy Centres and related partnerships and uses regional policies and approaches to achieve economies of scale.

PROJECT CONTEXT

EELA Regional project: SAP ID 240153

The EELA Regional Project, funded by the Government of Sweden and supported by the Swedish International Development Cooperation Agency (Sida), builds on the achievements of its first phase. The project aims to enhance a harmonized regional policy and regulatory framework, strengthen the capacities of key stakeholders, and foster the development of local energy efficiency markets by promoting private sector participation.

Over five years (2024 – 2029), the EELA Regional project will implement a broad range of activities to enhance the market transformation towards the accelerated uptake of Energy-Efficient (EE) products, services and industrial equipment across SADC, ECOWAS, and EAC regions through the following main outcomes:

Outcome 1: Regional key institutions and stakeholder groups supported and knowledge

exchange between regions and member states facilitated: This outcome is an overarching cross-cutting component which provides support to, and collaboration between, the three regional centres on energy efficiency and includes work on external partnerships, advocacy, communication and outreach. In addition, knowledge products and guidelines will be developed, the EELA E-learning platform will be expanded and the EELA Technical Assistance (TA) Facility will be managed to offer TA support for the development and implementation of public and private sector led energy efficiency projects.

Outcome 2: Regional policy and regulatory environment for EE lighting, appliances and industrial equipment in the SADC, EAC, and ECOWAS regions is improved, considering climate change impact and gender responsiveness: Through this outcome, policies and regulations for EE lighting, appliances and industrial equipment will be improved applying a gender and climate responsive approach. This will involve updating and developing harmonised Minimum Energy Performance Standards (MEPS) and labels selected product groups and support for implementation and compliance. It will also address environmental issues including waste management and end-of life treatment of appliances and equipment. In parallel, capacity will be built in the standards setting.

Outcome 3: Private sector development support for EE services and products provided: Strong private sector involvement is needed to achieve a market transformation towards high-quality EE services and products. New business opportunities are coming up with a growing market for local companies. The EELA Regional project provides support through the EELA TA Facility to companies along the value chains for energy efficient technologies and components including manufacturing, assembly, importers, stockists, consultants and consumers. Innovative delivery models for EE services and products, including industrial equipment such as those provided by ESCOs and other Public-Private Partnerships or private initiatives will be supported.

Outcome 4: Technical Assistance to National EE interventions (Upon request): Implementation support for national EE interventions is essential. Countries can request assistance from the EELA Technical Assistance (TA) Facility through a transparent selection process. This support can be provided for the adoption and implementation of regional MEPS and labelling at the national level, or to a particular area, such as testing capacity, market surveillance or public awareness tailored to the needs and priorities of each country.

FUNCTIONAL RESPONSIBILITIES

Under the supervision of the Project Manager based at UNIDO and ECREEE and in close cooperation with the project team in the UNIDO HQ and ECREEE HQ, the Team Assistant provides clerical/administrative support to the project implementation and is responsible for the following key functions:

- Perform general administrative tasks such as arrangements for meetings, events, study tours, trainings and workshops.

- Develop communication materials and provide logistical support in organizing meetings, study tours and workshops at the field level and travel requests and expense reports when required
- In collaboration with the Finance team, monitor disbursements, commitments and budget allocations and availability for the projects.
- Consult to clarify the application of new financial and procurement rules and procedures, TC guidelines and other instructions Collect and compile all data and documents for bi-annual reports, annual reports, service providers' reports and other reports as required.
- Keep track of project budget expenditures; follow-up on status of contracts for the local project team, provide information on the project, draw the supervisor's attention to problems encountered.
- Maintain project equipment inventories (both paper and electronic asset management) and ensure appropriate use.
- Compile relevant documents and when applicable using SAP, initiate and follow up on actions related to trainings and study tours, purchase of equipment/goods and services, travel requests/claims, recruitment, visa applications, and deal with all related inquiries in coordination with the project team at HQ. Process all payments through relevant accounts and liaise with project team in the country and UNIDO HQ to clear all payments in a timely manner.
- Compile relevant documents and when applicable using SAP, initiate and follow up on actions related to training and study tours, purchase of equipment/goods and services, travel requests/claims, recruitment, visa applications, and deal with all related inquiries in coordination with the project team at HQ.
- Assist with on boarding of new project personnel.
- Assist in drafting regular and/or ad-hoc reports on project activities.
- Carry out ad-hoc assignments and research activities, as required.
- Maintain all project related files (both paper and electronic) and databases related to work.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Formal administrative/secretarial/clerical training or equivalent, is desirable.

Technical and Functional Experience:

- A minimum of one (1) year of experience in the related fields of the post, is required.
- Experience using Microsoft Office (Outlook, Word, Excel), internet search engines, is required.
- Experience with office procedures and practices, preferably within the UN system or in a multicultural environment, is desirable.
- Experience in providing support to managerial/professional staff and using secretarial/administrative skills to assist in the execution of project development and implementation of work, is desirable.
- Experience with communication design tools is desirable.



Languages: Fluency in written and spoken English is **required**. Knowledge of French, Portuguese and local languages and dialects are an asset.

REQUIRED COMPETENCIES

Core values:

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key competencies:

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.

APPLICATION INSTRUCTIONS

Interested candidates should submit their application containing the following documents:

- Cover letter;
- Detailed CV;
- Scanned copy of university certificate and any other certificates they deem relevant.

Applications should be sent by e-mail to this tender email **ONLY:** Assistant-ELLA@ecreee.org , clearly indicating in the subject line: " Project Assistant - ECREEE".



Deadline for applications: 28th june 2025, 23:59 (UTC-1)

For any further information/clarification, please contact: Mawufemo Modjinou at mmodjinou@ecreec.org and/or Alcides Oliveira at adeoliveira@ecreec.org

When submitting a proposal, please do not copy any other email addresses but the tender email or your application will be disqualified.