

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

Title:	<b>Technical Project Coordinator</b>
ISA Level:	<b>International Expert/Specialist (P2)</b>
Main Duty Station and Location:	<b>ECREEE Office, Praia</b>
Mission/s to:	<b>To be determined</b>
Start of Contract (EOD):	<b>01 July 2025</b>
End of Contract (COB):	<b>31 January 2026</b>
Monthly Consultancy Fee:	<b>EUR 3,000</b>
Contract type:	<b>Regular</b>

### ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United 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 Member 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 ensuring

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 (EACREEE, ECREEE and SACREEE) 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 Regional Minimum Energy Performance Standards (MEPS) and labels for 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**

The Terms of Reference aim to identify a **Technical Expert for the ECOWAS region** under the EELA Regional Project. The Technical Expert will work under the joint supervision of the Head of Division, Energy Efficiency of ECREEE as well as the UNIDO-EELA Regional Project Manager, with direct reporting to ECREEE and UNIDO. The role requires close coordination with teams based at SACREEE and EACREEE and the execution of duties in collaboration with all project counterparts.

## **Key Responsibilities**

### **1. Project Coordination**

- Lead and coordinate EELA project activities in the ECOWAS region, ensuring proactive, timely, and efficient implementation as outlined in the annual work plan and project document.
- Maintain active communication with the UNIDO-EELA Project Coordinator and project team.
- Regularly engage with key stakeholders, including the ECOWAS Secretariat and national focal persons.
- Organise meetings for the validation and consolidation of comments of stakeholders on draft deliverables and prepare meeting reports covering the decisions of the meetings.

### **2. Planning and Reporting**

- Develop the annual work plan, budget, quarterly and annual progress reports for the EELA project.
- Organize Project Steering Committee (PSC) meetings in collaboration with UNIDO, SACREEE, and EACREEE.

### **3. Policy and Standards Development**

- Support the harmonization of national and regional policies and quality assurance frameworks for energy efficiency.
- Participate in Technical Committee meetings for developing and adopting technical standards.
- Contribute to energy efficiency discussions by preparing policy briefs, publishing articles, and engaging with regional experts.
- Provide technical input for EELA communication activities, including website updates, press releases, and social media content.

### **4. Capacity Building**

- Identify capacity-building needs and design resources to address gaps in the ECOWAS region.
- Support the EELA e-Learning platform by contributing to curriculum development, speaker recommendations, and training materials.
- Facilitate training cycles for change agents by designing calls for expressions of interest, evaluating applications, engaging trainers, and organizing venues.

### **5. Private Sector Engagement**

- Support ESCO market development activities by providing technical input for project design and implementation through the EELA Technical Assistance Facility.
- Raise awareness of ESCO opportunities across ECOWAS countries.

### **6. Stakeholder Coordination and Resource Mobilization**

- Coordinate with ongoing programs in the region to avoid overlaps, identify synergies, and accelerate energy efficiency initiatives.



- Develop national EELA projects and lead fundraising initiatives to support implementation.
- Engage donor agencies to mobilize resources, such as grants or buy-down mechanisms, for EELA activities.

#### **7. Technical Assistance EELA National Projects**

- Provide technical assistance to EELA national projects in the ECOWAS region.
- Guide the development and implementation of energy efficiency initiatives to align with EELA objectives.

Perform additional activities as requested by UNIDO and ECREEE.

### **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Advanced university degree (Master / PhD degree) in engineering, applied physics, energy, economics or equivalent study with energy focus;

#### **Technical and Functional Experience:**

- A minimum of three (3) years' work experience in project and coordination positions in the energy sector of ECOWAS; preferable in the public and private sector is required;
- Extensive knowledge of energy efficiency, lighting and appliances including legal and policy frameworks, business and investment projects is required;
- Experience with donor projects and requirements of international organizations (UNIDO) is an added value is required;
- Good interpersonal, communication and analytical skills is required;
- Ability to work independently, under pressure and handle politically and culturally sensitive issues is required.

#### **Languages:**

- Fluency in written and spoken French or Portuguese or English is required. Knowledge of one additional official languages of the ECOWAS Community (English, French & Portuguese) will be an advantage.

### **REQUIRED VALUES AND 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: [Coordinator-ELLA@ecreee.org](mailto:Coordinator-ELLA@ecreee.org), clearly indicating in the subject line: " Technical Project Coordinator- ECREEE".

**Deadline for applications: 12th July 2025, 23:59 (UTC-1)**

For any further information/clarification, please contact: Mawufemo Modjinou at [mmodjinou@ecreee.org](mailto:mmodjinou@ecreee.org) and/or Alcides Oliveira at [adeoliveira@ecreee.org](mailto:adeoliveira@ecreee.org)

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