

TERMS OF REFERENCE

FOR PERSONNEL WITHIN THE PROJECT MANAGEMENT UNIT (PMU) OF GCIP Moldova

Title:	National Project Technical Expert and Coordinator
Main Duty Station and Location:	Moldova
Mission/s to:	To be approved separately as required
Start of Contract (EOD):	TBC
End of Contract (COB):	TBC
Contract Type:	Regular

ORGANIZATIONAL CONTEXT

The Energy Efficiency Agency hereinafter referred to as EEA is a government body in Moldova subordinated to the Ministry of Infrastructure and Regional Development - the central specialized authority of the public administration in the energy sector. In general, the EEA is responsible for the co-design and implementation of state policies aimed at improving energy efficiency and promoting renewable energy. More specifically, the EEA participates in drafting national programs, action plans, and normative acts including technical regulations and standards in the field of renewable energy and energy efficiency; develops minimum energy efficiency requirements for devices and equipment produced in or imported to Moldova; and drafts innovative programs promoting energy efficiency and renewable energy as well as assists the central and local public authorities in drafting such programs. The EEA has been selected as the main executing entity of GCIP Moldova, responsible to recruit the project management personnel to the PMU. The PMU will be responsible for the day-to-day management, as well as monitoring and evaluation of project activities.

PROJECT CONTEXT

The United Nations Industrial Development Organization (UNIDO), with its unique mandate to support inclusive and sustainable industrial development, has partnered with the Global Environment Facility (GEF) to address the most pressing global environmental challenges of our time. Through fostering innovation and entrepreneurship ecosystems, UNIDO and GEF seek to promote affordable and scalable solutions, enabling countries to leapfrog to climate and clean energy technologies (cleantech) through the Global Cleantech Innovation Programme (GCIP).

GCIP fosters an ecosystem approach that supports cleantech innovations in existing and new SMEs and startups through the provision of catered tools and methodologies that enhance their productivity and competitiveness while promoting a supportive policy and regulatory framework on a national level. The GCIP takes a competition-based approach (accelerator) to identify a pool of promising entrepreneurs and support them through ongoing mentoring, webinars, and networking events to grow their innovative ideas and concepts into fully-fledged products and services ready for entering the national and global markets.

The GCIP is comprised of three programmatic pillars that are interlinked as described below:

- Pillar 1 on acceleration and investment facilitation focuses on the identification and growth of start-ups, with interventions targeting the private sector (enterprises).
- Pillar 2 on cleantech ecosystem strengthening and connectivity aims to support the national ecosystems with intervention targeting national institutions, ministries, financial institutions, and other key national stakeholders, as well as facilitate collaboration among the ecosystems.
- Pillar 3 on program coordination and coherence will provide strategic guidance for efficiency and effectiveness in achieving impact among GCIP countries, with interventions designed to enhance coordination among GCIP project teams at national and global levels, and with project executing partners.

Under the GCIP Framework, the “Clean technology innovation program for SMEs and start-ups in the Republic of Moldova” (GCIP Moldova is developed to support Moldova’s cleantech enterprises (SMEs and start-ups) to develop and scale up its solutions and to scale up the market adoption of cleantech innovations, thus leading to a reduction in GHG emissions and resource consumption. Furthermore, the project will facilitate increased investment, job creation, and cleantech market development. The focus of the project will be on enhancing institutional, market, and ecosystem capacities to support emerging clean technology start-ups and strengthening policy frameworks and mechanisms for technology innovation in and by SMEs. By using a cross-sectoral and multi-tiered approach to build a sustainable conducive business environment for cleantech innovation and entrepreneurship, the project’s approach will combine a competition to identify the most promising innovation entrepreneurs (start-ups and SMEs) across a country with a local business acceleration program, which will support and de-risk selected entrepreneurs/companies and connects them to potential investors, customers, and partners.

To this end, GCIP Moldova consists of three components in line with the above-described three programmatic pillars, as outlined below:

- **Component 1: Transforming early-stage innovative cleantech solutions into scalable enterprises**
 Component 1 aims at providing direct support to early-stage enterprises to enhance their capacity and competitiveness, and to leverage market opportunities. More specifically, Outcome 1.1 focuses on entrepreneurial training and business acceleration support, and Outcome 1.2 on advanced business growth and investment facilitation services to the cleantech enterprises at growth stages that demonstrate market traction and sales evidence, and can benefit from specialized support.
- **Component 2: Cleantech innovation and entrepreneurship ecosystem (CIEE) strengthening and connectivity**
 The policy framework and institutional capacity are integral parts of GCIP’s “ecosystems approach”, and of strategic relevance in ensuring that the outputs and outcomes of the project are contributing to the national priorities and are sustained after the project closure. Therefore, the objective of Component 2 is to build the capacity of the EEA and other key CIEE stakeholders at local and national levels in Moldova to engage in cleantech acceleration and commercialization. Further, the GCIP Moldova will assist the government in improving national policies and regulations that are conducive to cleantech innovation and commercialization.
- **Component 3: Programme coordination and coherence**
 The activities under Component 3 aim at ensuring that the achievements of the GCIP Moldova are captured and communicated globally, as well as that the GCIP Moldov and other GCIP country projects are implemented in a coherent and coordinated way. To this purpose, EEA is expected to collaborate with the GCIP Framework through the global PEEs, as well as to contribute to information gathering, knowledge sharing, and dissemination efforts.

FUNCTIONAL RESPONSIBILITIES

The National Project Technical Expert and Coordinator carry out day-to-day management and monitoring of all project activities, including:

Coordination and Management of Project Execution
<ul style="list-style-type: none"> • Leading the development of annual work plans and facilitating their approval by the PSC • Ensuring that project activities are undertaken in line with the approved GCIP Project Document, its annexes (incl. Gender Analysis Report and Gender Mainstreaming Action Plan, Stakeholder Engagement Plan, Environmental and Social Management Plan, etc.), and the agreed work plan

- Drafting contracts for consultants and other executing personnel
- Coordinating the efforts of contracted experts/consultants and maintaining a consolidated database of all technical reports prepared by subcontracted experts/consultants
- Coordinating with the global PEEs on the execution of activities as set out in the work plan
- Monitoring the project risks, proposing and reviewing risk mitigation measures, and reporting on risk management to the PSC
- Maintaining ongoing relationships with the PSC and relevant project stakeholders

Progress and impact tracking and reporting

- Ensuring that tracking of overall project milestones and progress towards the attainment of targets is achieved
- Proposing and introducing corrective measures in case the target achievement is at risk
- Keeping track of day-to-day activities related to the execution of the project, including procurement, financial management/budget as well as overall supervision of project activities according to the M&E framework
- Consolidating six-monthly financial expenditure reports and annual audited financial expenditure reports
- Consolidating regular progress reports
- Providing inputs to the annual GEF Project Implementation Report

TECHNICAL RESPONSIBILITIES

The National Project Technical Expert and Coordinator carry out specific activities under Project Components as described below:

Component 1 - Transforming early-stage innovative cleantech solutions into scalable enterprises

- Manage the implementation by national and international consultants of all activities of Component 1
- Providing technical expertise and inputs for the review and adaptation of the three GCIP guidebooks for Moldova
- Providing technical expertise and inputs for the training and certification of cleantech innovation and entrepreneurship experts
- Providing technical expertise and inputs to the cycles of the annual competition-based GCIP Moldova accelerators
- Providing technical expertise and inputs to the post-Accelerator support services to cleantech enterprises
- Providing technical expertise and inputs for investment mobilization efforts to deploy innovative cleantech solutions across various sectors

Component 2 - Cleantech innovation and entrepreneurship ecosystem (CIEE) strengthening and connectivity

- Manage the implementation by national and international consultants of all activities of Component 2
- Providing expertise and inputs for the institutional capacity building of stakeholders, including entrepreneurship train-the-trainer training programs for local universities
- Providing expertise and inputs for linkages, collaboration, and synergies across CIEEs
- Leading the international cooperation for linkages, collaboration, and synergies across CIEEs

Component 3 - Programme coordination and coherence

- Manage the implementation by national and international consultants of all activities of Component 3
- Leading the adaptation and implementation of the GCIP internal guidelines for project management teams for GCIP Moldova

- Leading the adaptation and implementation of program-level knowledge management, communication, and advocacy strategy for GCIP Moldova
- Leading the team in the operational and maintenance of the GCIP Moldova web platform
- Leading the adaptation and application of the GCIP methodology for impact assessment

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education: Advanced university degree (Master's degree) in economics, business administration, international relations, or other relevant discipline is **required**.

Technical and Functional Experience:

At least five (5) years of professional experience in technical cooperation project management or portfolio project management, including some exposure at the international level, is required. Experience in evaluating developing countries' needs, conditions, and problems is desirable.

- Extensive knowledge of business and administration, environmental protection, engineering, and project management.
- Experience working on similar assignments (working as National Coordinator of projects funded by UNIDO is mandatory).
- Demonstrated experience in innovation and/or energy project development and commercialization.
- Demonstrated track record of relevant work in the mentioned area (publications, project documents, reports).
- Excellent communication and excellent presentation skills.
- Excellent conceptual and writing skills.
- Awareness of gender issues in the field of cleantech innovation.

Languages: Fluency in written and spoken English and Rumanian is **required**. Fluency and/or working knowledge of other UN languages is **desirable**.

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 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, we also owe it to those we serve and 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.