

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

<b>Title:</b>	<b>National Project Administration Assistant</b>
<b>Main Duty Station and Location:</b>	<b>Moldova</b>
<b>Mission/s to:</b>	<b>To be approved separately as required</b>
<b>Start of Contract (EOD):</b>	<b>TBC</b>
<b>End of Contract (COB):</b>	<b>TBC</b>
<b>Contract Type:</b>	<b>Regular</b>

**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 programmes promoting energy efficiency and renewable energy as well as provides assistance to the central and local public authorities in drafting such programmes. 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 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, other key national stakeholders, as well as facilitate collaboration among the ecosystems.
- Pillar 3 on programme 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 projects teams at national and global levels, and with project executing partners.

Under the GCIP Framework, the “Clean technology innovation programme 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 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 programme, 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 the Component 2 is to build 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 Moldova 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 Project Administration Assistant generally supports the National Project Technical Expert and Coordinator in day-to-day execution of the project, procurement processes, monitoring of project funds availability and reporting, including:

### **Administrative support**

- Providing required support in organizing/conducting project activities.
- Drafting minutes of Project Steering Committee and other project-related meetings.
- Conducting administrative follow-up as needed for all activities.
- Collecting project-related information and supporting the NPC in the preparation of reports as set out in the workplan.
- Assisting in projects financial resources management, Human Resources Management, efficient procurement, and logistical services.
- Assisting in the preparation of payments requests for operating expenses, salaries, insurance, etc. against project budgets and workplans.
- Supporting the follow-up on project auditing issues.
- Maintaining up-to-date files and records of project documentation.
- Providing logistical support for workshops and other meetings as tasked by the NPC.
- Supporting the timely preparation and submission of progress reports, donor reports, project reviews, financial reports, audit reports, and any other required project reports.
- Arranging external and internal meetings (including the meetings of the Project Steering Committee, technical meetings, as well as other relevant meetings, etc.).
- Assisting in organizing, executing, and coordinating logistically public events, like seminars, training, workshops, forums, and exhibitions.
- Providing general office assistance such as responses to complex information requests and inquiries; reviewing and responding to the routine incoming correspondence; performing routine administrative tasks, including maintaining attendance records, assessing telephone billing, etc.

### **Communication**

- Drafting routine and non-routine correspondence (both on project-related and administrative matters).
- Revising and formatting draft documents (project documents, reports, etc.).
- Designing/preparing project-related documents for publication.

## **RESPONSIBILITIES RELATING TO TECHNICAL OUTPUTS**

The Project Administration Assistant carries out specific activities under Project Components as described below:

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

- Support the review and adaptation the three GCIP guidebooks for Moldova
- Support the organization of training and certification of cleantech innovation and entrepreneurship experts (trainers, mentors, judges- at least 30)
- Support the administrative and logistical aspects concerning the establishment four local hubs established under GCIP Moldova to support the formation of local innovation ecosystems
- Support the organization the three cycles of the annual competition-based GCIP Moldova accelerators through the local hubs to identify and support high-impact technologies and business model innovation into market-ready businesses
- Support the organization of post-Accelerator services to cleantech enterprises
- Support the administrative and logistical aspects concerning investment mobilization to deploy at least 2 innovative cleantech solutions across various sectors
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### **Component 3 - Programme coordination and coherence**

- Support the adaptation and implementation of GCIP internal guidelines for project management teams for GCIP Moldova
- Support in the adaptation and implementation of the programme-level knowledge management,

communication and advocacy strategy adapted and implemented for GCIP Moldova

- Support the operation and maintenance of the GCIP Moldova web platform
- Support the administrative and logistical aspects concerning the adaptation and application of the GCIP methodology for impact assessment

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

1. University degree in business and administration, management, economics, or finance.
2. Confirmed expertise by additional certifications.
3. Well-grounded computer skills such as databases, e-mail (fully proficient), internet (fully proficient), MS Office (fully proficient).
4. A minimum of 3 years of relevant work experience in project administration, providing support to managerial/professional staff, and using secretarial/administrative skills to assist in project management.
5. Minimum of 3 years of experience working with international donors.
6. Experience in organization of public events, trainings and meetings.
7. Thorough understanding of project administration related aspects as well as ability to interpret and apply administrative and financial procedures and channels of communication.
8. Excellent presentation skills, both orally and in writing.
9. Result oriented, flexible, and able to work in an international team in an effective manner.

**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, but 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.