

## **Terms of Reference**

**A. Project Title:** Consultant for SE4ALL stakeholder mobilization

**B. Project Description:**

The Secretary-General's Sustainable Energy for All (SE4ALL) initiative was launched in 2011 to catalyse and mobilise all stakeholders to take concrete action towards three critical objectives to be achieved by 2030: (1) ensuring universal access to modern energy services; (2) doubling the global rate of improvement in energy efficiency; and (3) doubling the share of renewable energy in the global energy mix. Accomplishing these objectives by 2030 will require action by all countries and all stakeholders.

The objective of this project is to support the implementation of the SE4ALL initiative, focused on: (1) scaling up action by supporting development, facilitation and execution of plans of country action and by facilitating cross-cutting, thematic high-impact opportunities in support of the three objectives; and (2) mobilization of all stakeholders, through, among other, support for effective internal and external communications, global awareness-raising initiatives, knowledge-management as well as activities related to the integration of SE4ALL into the post-2015 development agenda discussions and relevant international processes.

The incumbent will assist with the effective functioning of the office by providing substantive support as well as, within limits, general admin support to the Global Facilitation Team of the Sustainable Energy for All Initiative (SE4ALL). In addition, the incumbent will support mobilization of civil society and other stakeholders in support of SE4ALL, the UN Decade on Sustainable Energy for All, and post-2015 processes. The incumbent will support the Sustainable Energy for All Advisory Board and support the organization of SE4ALL related meetings and events, and will support linkages between SE4ALL and other SG on-going activities. The incumbent will select and evaluate a variety of documents, summarize, collect and analyse data and prepare background for papers, studies, briefs and reports. Produce analytical elements for reports. Drafts inputs for a range of documents/reports, briefings/debriefings, correspondence, etc. Participate in meetings & missions in support of above.

**C. Scope of Work:**

The incumbent will draw new stakeholders into meaningful engagement with the Initiative. This will require identifying appropriate opportunities for outreach. The incumbent will also identify new and innovative mobilization strategies to engage a wider audience with the initiative.

**D. Expected Outputs and Deliverables:**

The incumbent will be expected to deliver the following:

- Organize September SE4ALL related events;
- Organize Advisory Board meetings;
- Prepare supporting materials for Advisory Board meetings;
- Mobilize CSOs and other stakeholders in support of SE4ALL, the International Decade on Sustainable Energy for All, and post-2015 processes.

**E. Institutional Arrangement:**

The incumbent will directly report to and will seek approval/acceptance of output to the Senior Policy Advisor on Energy.

The incumbent will also liaise with all of the core partners of the initiative in the process of performing this work. The initiative will provide support personnel, facilities and services where appropriate.

**F. Duration of work:**

The expected duration of work is 12 months.

**G. Duty Station:**

UN Headquarters, New York, NY. The incumbent will be expected to travel for work when appropriate.

**H. Qualifications of the Successful Incumbent:**

**Education:**

Advanced university degree (Master's degree or equivalent) in environment, development, or related field

- At least 2-4 years working for an international institution;
- Experienced with energy policy, public/private partnerships or international relations is an advantage
- Ability to research and write detail summaries and analyse reports;
- Demonstrate excellent and effective written and oral communication skills;
- Ability to manage multiple tasks, set deadlines and plan work independently;
- Ability to work in a dynamic, multi-disciplinary, multinational environment;
- Set clear priorities routinely, and be able to meet key deadlines under pressure;
- Ability to synthesize and summarize complex information;
- Be a team player and support other UN/UNDP colleagues in their work;
- Display cultural, gender and political sensitivity in the workplace;
- Expert in Microsoft, Word, Excel & Powerpoint;
- Familiarity with e-presentation techniques and ability to operate with on-line web based applications and
- Fluency in English required, other language is an asset.

**I. Scope of Price Proposal and Schedule of Payments**

Financial proposals must be all inclusive<sup>1</sup> and must be expressed on the basis of "a daily fee.

Payment will be made monthly upon submission of a certificate of payment request, indicating outputs achieved and days worked to be verified and cleared for payment by the Senior Policy Advisor.

**J. Recommended Presentation of Offer**

Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

- **Personal P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management

fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

#### **K. Criteria for Selection of the Best Offer**

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%

70% comprises of: Education, Language, Relevant work experience in an international institution, Demonstrates strong analytical writing skills, Familiarity with MS applications, Organizational skills: manage and organized workshops/events etc...

#### **L. Approval**

Signature: \_\_\_\_\_

Name and Designation: \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>i</sup> The term ‘all inclusive’ implies that all costs (professional fees, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

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