

Terms of Reference

a. **Project title:** Energy Policy Consultant, Sustainable Energy for All initiative (SE4ALL)

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 improvements in energy efficiency; and 3. Doubling the share of renewable 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 the 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 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 Secretary-General has designated a Special Representative of the Secretary-General (SRSG) for Sustainable Energy for All to oversee this initiative at the USG level, who will also act as the Chief Executive Officer (CEO) for the initiative. The SRSG/CEO directs a Global Facilitation Team (GFT), with offices in Vienna and New York. The objective of the SE4All Global Facilitation team (GFT) is to facilitate/catalyze the implementation of actions, projects and programmes to be undertaken by a wide range of partners, in line with the SE4All 3-year milestones established in the SE4All Strategic Work Program, and ultimately the 2030 objectives of SE4All.

In this regard, the incumbent will:

- Provide analysis on current affairs on energy, global targets/indicators on energy, and the energy-development nexus, in the form of concept notes, synthesis reports and other documents as inputs to the varied political and stakeholders' engagements.
- Organise a variety of meetings, workshops and engagements related to intergovernmental processes and stakeholder mobilization, with a view to improving understanding and appreciation of key stakeholders on various energy issues;
- Develop plans of action and costed strategies for organizing meetings, workshops and events, including identification of participants/speakers, agenda drafting, the schedule of meetings, calendar of events, coordinating appointments, and organizing follow-up activities by SE4ALL Global Facilitation Team members in New York and Vienna.
- Support administrative arrangements needed to make New York's office fully functional, in close collaboration with the Executive Office of the Secretary-General and other UN organizations as needed.
- Undertake additional functions as requested.

c. **Scope of Work:**

The incumbent will support the initiative by providing administrative, organizational and coordinating assistance to the Global Facilitation Team. The incumbent will also contribute, as needed, to the development of relevant substantive analysis.

d. Expected Outputs and Deliverables:

The incumbent will be expected to deliver the following:

- a. Monthly Updates, i.e. a detailed summary of activities by the GFT NY office every month.
- b. Concept note, agenda and summaries of bi-weekly SE4ALL Talk, with a series of guest speakers (about 20 Talks expected during this period of time)
- c. Concept notes for the Energy-Nexus side events on the margin of the Open Working Group on Sustainable Development Goals
- d. Concept note on the energy-development nexus focused on potential indicators linked
- e. Accurate records of meetings and events are maintained and distributed.
- f. Organization and coordination of events and meetings and their related logistics, the attendance to meetings and events as needed and the undertaking of follow-up actions
- g. Designed/fully edited materials for all relevant meetings, workshops and conferences.

e. Institutional Arrangements:

The incumbent will directly report to and seek approval/acceptance of output from the New York Office Representative/Team Leader for the Stakeholder Mobilization, Sustainable Energy for All initiative. The initiative will provide facilities and services where appropriate.

f. Duration of work:

1 year from the start of contract

g. Duty Station:

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

h. Qualification of the Successful Incumbent:

- Master's degree in Public Administration, Energy, Economics, International Relations, or other closely related field.
- Minimum 5-7 years of progressively responsible experience in the related fields, of which some should be at the international level.
- Experience working with a wide range of stakeholders is highly desirable.

- Work experience within the United Nations system at the global, regional and national levels is highly desirable.
- Excellent knowledge of UN rules, regulations, policies and procedures is an asset.
- Ability to manage multiple tasks, set deadlines, and plan work independently.
- Set clear priorities routinely, and meet key deadlines under pressure.
- Be a team player and support other UN/UNDP colleagues in their work.
- Display cultural, gender and political sensitivity in the workplace, and show ability to work in a dynamic, multicultural, multinational environment.
- Ability to research and write detailed summaries.
- Excellent knowledge of English, as well as writing, presentation and communication skills.
- Fluency in other UN languages is an asset.
- High level of computer literacy including Office (word, excel, powerpoint), on-line web based applications, and e-presentation techniques.

i. Scope of Price Proposal and Schedule of Payments:

Financial proposals must be all-inclusive¹ 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 Team Leader.

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 experiences 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

¹ The term “all-inclusive” implies that all costs (professional fees, communications, utilities, consumables, insurance, etc) that could possible be incurred by the contractor are already factored into the final amounts submitted in the proposal.

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 skill, familiarity with MS applications, organizational skills: managed and organized workshops/events etc.