

Job Description

Organization: United Nations Institute for Training and Research (UNITAR)

Programme Unit: Peacekeeping Training Programme Unit (PTPU)

Project Title: Decarbonising Humanitarian Energy Multi-Partner Trust Fund (DHE MPTF)

Application Deadline: 5 August, 2024

Duty Station: The consultant may work remotely from any location, but ideally would be within +/- 2 hours of Central European Time.

Title: Senior Project Manager, DHE MPTF

Start date: ASAP

Duration of contract: 5 months

Background:

The United Nations Institute for Training and Research (UNITAR) houses the Secretariat of the Decarbonising Humanitarian Energy (DHE) Multi Partner Trust Fund (MPTF). The role of the DHE MPTF is to design, establish, and facilitate a Centralised Clean Energy Service (CCES) that takes a country-wide approach to supporting humanitarian actors in energy efficient, sustainable energy transitions in order to reduce reliance on costly diesel and reduce greenhouse gas emissions. The programme will position this support to further facilitate energy access for displaced and host communities in humanitarian settings.

The DHE programming is delivered by UNITAR, UNDP and NORCAP's Green Shift Programme, referred to as the DHE Programme Partners (PPs). The programme aims to: decarbonise and create energy access; support a simplified involvement of the private sector to increase its investment capacity; coordinate the grouping of multiple projects together ("bundling") to achieve economies of scale and unlock innovative financing mechanisms; open opportunities to improve energy access to the displaced and local host communities; and produce a suite of evidence-based communications materials that promote lower carbon operations.

The CCES offerings will most fundamentally provide technical support interested humanitarian clients (referred to as Energy Transition Partners or ETPs), including site energy audits and site-specific business cases. The CCES will further provide support and counsel on moving forward with business cases by addressing key structural barriers to unlock project viability, including bundling costly procurement for small, remote projects and addressing the early termination clause in humanitarian contracts.

As per the programme ToR, the CCES establishes its overall goal through two overarching indicators:

1. Reduction of greenhouse gas emissions achieved (measurement: Tonnes of CO₂eq); and
2. Reduction of energy costs achieved through the implementation of sustainable energy solutions (measurement: EUR).

The broader DHE programme is delivered through 6 work packages that interact with the CCES' core offerings.

1. Coordination and Strategic Project Development	Coordinating at global, national, and local levels, background research, connecting suppliers and other local partners to humanitarian organisations, kickstarting country- and region-level implementation, aggregating monitoring and reporting at the country and organisation level, coordinating scale-up of the CCES, collecting and analysing lessons learnt.
2. Evidence and Technical Assistance	Purchasing energy meters and conducting site assessments and energy audits to measure consumption, applying standard sustainable energy project development processes (with energy efficiency considerations) to assess sustainable energy value proposition, developing business cases for humanitarian organisations for individual and bundled sites, developing technical specifications for tender documentation, developing centralised procurement processes.
3. Greening Humanitarian Energy Infrastructure	Supporting implementation, monitoring, and evaluation of concrete sustainable energy projects (energy efficiency solutions and/or sustainable energy systems), producing evidence on public-private collaborations, monitoring systems performance systems, quantifying impact of transitions to sustainable energy solutions.
4. Leveraging Finance	Applying de-risking mechanism to humanitarian contracts, refining contractual frameworks, integrating opportunities for green financing and blended finance solutions.
5. Capacity Strengthening and Knowledge Sharing	Training on programme design through a standard project development process (UNDP 7 Step Green Energy Solution), vocational training for end users/communities on installation, operations and maintenance of sustainable energy systems, producing and disseminating knowledge products through webinars, events, and international conferences.
6. Enabling Community Access	Supporting creative business model development and implementation to extend electricity to communities and community resources, supporting innovative community-based energy access funds

General objectives of the contract:

The Senior Project Manager will provide operational management support to facilitate accelerated implementation of the CCES project pipeline in Nigeria, Niger and a third country (TBD). The Senior Project Manager will coordinate and manage activities across the DHE Programme Partners (GPA UNITAR, UNDP, NORCAP) to ensure timely and quality delivery of the CCES' energy transition objectives, which include supporting humanitarian actors in transitioning away from reliance on costly diesel generators and derisking,

standardising, and facilitating private sector entry in order to enable more sustainable third-party delivery models.

The CCES' core offering interacts with the broader programming reflected in other work packages, including but not limited to training and energy access. The Senior Project Manager's initial focus will be on rolling out and refining core CCES support in DHE countries (at present Nigeria and Niger), but they will also be asked to provide support on thinking through implementation of the integration of other work package activities with the CCES' core offerings as the 2024 workplan evolves.

Accountability:

The Senior Project Manager will work under the supervision of the Head of the DHE MPTF Secretariat and within delegated authority is responsible for the following duties:

1. Manage the development and implementation of the DHE MPTF's CCES in DHE Countries by:

- a) Managing coordination and implementation of CCES activities in cooperation with Programme Partners (PP), under the direction of the Head of the Secretariat and DHE MPTF Steering committee.
- b) Liaising closely with PP focal points to ensure effective support for the implementation of the DHE MPTF.
- c) Establishing clear and realistic project timelines in coordination with PPs and ensuring on delivery of project milestones
- d) Developing workplan and activities recommendations based on country assessments in coordination with the DHE Desk Officer.
- e) Integrating the Energy Access workstream into CCES implementation
- f) Facilitating collaboration, coordination, and communication between partners to ensure that, amongst other things, the DHE MPTF's Theory of Change and Results Framework are implemented effectively in CCES activities.
- g) Review progress reports submitted by PPs against the work plan and share feedback with the program partners' focal points on their work plans in coordination with the Desk Officer.
- h) Support the Head of Secretariat and Desk Officer in reviewing program partners' programme documents and budgets, ensuring they align with the DHE Manual of Operations (MOP).
- i) Prepare program documents and budgets for submission to the Steering Committee (SC) for review and approval in conjunction with DHE Desk Officer.
- j) Support in launching the Call for Proposals for Energy Access.
- k) Any other activities or responsibilities agreed with the Secretariat Lead.

2. Execute Coordinated, Impactful Project Implementation by:

- a) Identifying and coordinating overlapping priorities between the Programme Partners, Energy Transition Partners, and other partners and reflecting those priorities in project implementation decisions.
- b) Developing quality assurance approaches for DHE activities across the MPTF's approved activities.
- c) Providing planning, logistical, and operational support to the DHE MPTF Secretariat.
- d) Overseeing the application of the social and environmental safeguards systems and procedures as defined by the DHE MPTF.
- e) Establishing effective project management tools, reports and structures to ensure good communication, clear division of responsibilities and timely decision making across PPs and ETPs in close coordination with the DHE Secretariat.
- f) Overseeing development and implementation of a monitoring and evaluation framework to track program performance, manage change, and support effective scaling.
- g) Supporting PPs and ETPs in implementing ongoing risk mitigation measures guided by DHE risk management frameworks at the global programme and country levels.
- h) Ensuring timely and effective management of the DHE MPTF in line with the overall management of programmatic activities, operational risks, regulatory reporting and reviews.
- i) Develop DHE-specific knowledge management tools to capture project-related information, records, and archive documents to complement the Manual of Operations (MOP).

Work implies frequent interaction with the following:

- The DHE MPTF Programme Partners, which presently includes UNDP, UNITAR (GPA Coordination Unit) and NORCAP
- The DHE Secretariat, including the Secretariat Lead and Desk Officer
- The DHE MPTF Steering Committee.
- The DHE MPTF Energy Transition Partners working within the humanitarian response.
- Relevant country partners and stakeholder.

Results expected:

- Establish clear operational timelines that reflect project goals based on best project management principles.
- Successful development, implementation, and achievement of DHE CCES milestones in DHE pilot countries.
- Provision of organized and effective project management on a range of CCES-related activities in close collaboration with DHE MPTF PPs.
- Implementation of corrective action with respect to any operational issues of the DHE MPTF PPs.
- Implementation of a robust monitoring and evaluation approach.

Competencies:

- **Professionalism:** Expert knowledge in project management of energy projects in humanitarian settings. Shows pride in work and in achievements. Demonstrates professional competency and mastery of managing projects. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than person concerns. Shows consistency when faced with difficult problems and challenges. Remains calm in stressful situations.
- **Planning and organising:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Stakeholder orientation:** Establishes and maintains productive partnerships with all stakeholders by gaining their trust and respect; Identifies stakeholder needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the stakeholder's environment to keep informed and anticipate problems; Keeps stakeholder informed of progress or setbacks in projects.
- **Judgement/decision-making:** Identifies the key issues in a complex situation and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the MPTF; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.
- **Leadership:** Empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions..
- **Managing performance:** Delegate appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to programme partners; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback; supports creativity and initiative; appraises performance fairly.

Qualifications:

- **Education:** Advanced university degree in International Relations, Project Management, Economics, Social Sciences, or other relevant discipline, or the equivalent combination of education and experience in a related area.
- **Experience (required):**
 - 7 years of progressive experience at national and international level with project management methodologies in the humanitarian, international

development, or sustainable energy sectors, including results-based management.

- Strong Project / Programme management experience, including a demonstrated ability to develop structures and processes to support innovative programming.
- Experience in large-scale project implementation with proven record of mobilising resources to support project delivery in the public and/or private sectors.
- Demonstrated experience in coordinating multi-stakeholder projects, including engagement with UN agencies, donors, and implementing partners.
- Excellent communication and interpersonal skills, with the ability to build effective relationships and facilitate dialogue among diverse stakeholders.
- Experience in one or more of the following areas: project design, risk assessment, implementation, and results-based financial management
- Experience working in developing countries.
- **Other Skills (desired):**
 - Understanding of innovative financing, joint programming, partnerships, and country-level joint UN work is an asset.
 - Strong knowledge of sustainable energy sector dynamics preferred, particularly in humanitarian / development and energy access contexts.
 - Familiarity with UNDP and/or NORCAP project management processes and procedures is an asset.
- **Language:** Fluency in oral and written English is essential; knowledge of a second official UN language an advantage.

Applications:

- Interested candidates should submit an up-to-date CV and a one-page (maximum) motivation letter to energy@unitar.org before 12:00 (noon) Central European Time on **Monday, 5 August 2024** with the following email subject line "*Senior Project Manager*".

The Decarbonising Humanitarian Energy Multi Partner Trust Fund is implemented by the GPA Coordination Unit at UNITAR, NORCAP, and UNDP, and funded by the German Federal Foreign Office and the International Climate Initiative (IKI).

COORDINATED BY:



FUNDED BY:

