



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	Cluster Coordinator (Engineer - RE)
Main Duty Station and Location:	New Delhi, India
Mission/s to:	In-country travels, to be authorized separately
Start of Contract (EOD):	As soon as possible
End of Contract (COB):	Initial contract of 6 months, extendable yearly till Dec 2019, subject to satisfactory performance and continued project funding
Number of Working Days:	Regular

ORGANIZATIONAL CONTEXT

UNIDO's industrial energy efficiency programme

Improving energy efficiency in industry is one of the most cost-effective measures to help supply-constrained developing and emerging countries meet their increasing energy demand and loosen the link between economic growth and environmental degradation, particularly climate change.

The final goal of the UNIDO Industrial Energy Efficiency (IEE) Programme is to effect sustained energy management and foster energy-efficiency practices in industry of developing countries and emerging economies in order to reduce the environmental pressure of economic growth while increasing productivity, helping to generate economic growth, creates jobs and alleviates poverty.

UNIDO pursues such goal through projects aimed to deliver comprehensive capacity building at the institutional level, in the market and within enterprises especially for micro, small and medium sized enterprises (MSMEs) on energy management covering both energy efficiency and renewable energy. UNIDO projects provide also technical assistance to strengthen existing institutional, policy and regulatory frameworks through the development of policy programs, legislation and normative instruments that promote and support permanent integration of energy management and efficiency practices in industry management culture.

In this project "Promoting Energy Efficiency and Renewable Energy in Selected MSME Clusters in India", UNIDO is the executing agency of the Global Environment Facility (GEF) and the Bureau of Energy Efficiency (BEE) under the Ministry of Power, Government of India, is the executing partner.

The mission of Bureau of Energy Efficiency (BEE), Government of India is to develop policy and strategies, principally through self-regulation and market principles, within the overall framework of the Energy Conservation Act (EC Act) of 2001 with the primary objective of reducing energy intensity of the Indian economy. This will be achieved with active participation of all stakeholders, resulting in accelerated and sustained adoption of energy efficiency in all sectors.

PROJECT CONTEXT

UNIDO, in close cooperation with the BEE is implementing the project funded by the Global Environment Facility (GEF) on "Promoting Energy Efficiency (EE) and Renewable Energy (RE) in Selected MSME Clusters in India". The main objective to the project is to develop and promote a marketed environment for introducing energy efficiency and enhanced use of renewable energy technologies in process applications in 12 selected energy intensive MSME clusters. The sectors and clusters involved are: foundry (Coimbatore, Belgaum and Indore); brassware (Jamnagar); ceramic (Khurja, Thangadh, and Morbi); hand tools (Nagaur and Jalandhar); and dairy (Gujarat; Sikkim; and Kerala).

The Project is structured in four components, respectively:

1. Increase capacity of suppliers of EE/RE products, service providers and financing;
2. Increase the level of end-use demand and implementation of EE and RE technologies and practices by MSMEs;
3. Scaling up the project to a national level; and
4. Strengthening policy, institutional and decision-making frameworks

So far, some 250 units were surveyed in 9 clusters and 54 follow up audits completed, resulting in adoption of 6 investment projects and 150 low cost projects. An initial set of 4 pilot projects has also been implemented with co-financing from the project. Moreover, Best Operating Practices workshops were organized, 9 Energy Management Centres (EMCs) established and initial case studies prepared.

FOR FURTHER INFORMATION ABOUT THE PROJECT, PLEASE SEE THE GEF CEO ENDORSEMENT DOCUMENT ON THE PROJECT. <https://www.thegef.org/project/ind-promoting-energy-efficiency-and-renewable-energy-selected-micro-sme-clusters-india-under>

DUTIES AND RESPONSIBILITIES

The Cluster Coordinator (CC) will work under the direct supervision of the National Project Manager and with the additional guidance from National Technology Coordinator. The CC will have overall responsibility for the coordination of project activities at cluster level. The CC will be responsible for ensuring that all cluster leaders are guided properly to discharge their duties at cluster level. The CC will assist NPM and NTC as and when required in the implementation and execution of project related activities.

MAIN DUTIES

- Technology map across the target industry sectors
- Steer assessment on energy consumption patterns and energy saving potential for these technologies
- Peer review of Detailed Project Reports (DPRs) for MSMEs by cluster leaders, local service providers
- Lead the functioning of energy management cells (EMC) in each cluster
- Manage and support the cluster leaders at cluster level in discharging their key responsibilities
- Manage partnerships with technical agencies, industrial associations and local service providers.
- Manage MSME units in implementation of energy efficient/renewable energy technologies
- Develop and prepare various templates, information brochure, case studies for information decimation and replication of demonstration
- Support in organizing technology demonstration and dissemination initiatives across target sectors. Design and execute technical training programs
- Prepare cluster level energy usage database to form the basis of a benchmarking system
- Extend timely support to Project Manager and National Technology Coordinator in various project activities.
- Regular travel to cluster locations for better monitoring and implementation of project activities
- Provide support as required for realization of synergies with other UNIDO projects in India and contribute on as needed basis in areas of competence to activities of the UNIDO Regional Office in India

MINIMUM ORGANIZATIONAL REQUIREMENTS

EDUCATION:

Required

- B.E./B.Tech in Electrical/Mechanical/Chemical/Energy engineering background from reputed colleges and preferable certified energy auditor/manager

Desirable

- (i) Master's degree in Energy/Business Industrial/Systems Management, of a recognized University or Institute or equivalent.
- (ii) Person should have over all perspective of National Energy Problems and Policies..

TECHNICAL AND FUNCTIONAL EXPERIENCE & SKILLS

- Minimum 4 years of work experience in renewable energy specific to technologies, equipment, process, and project management & consulting. Out of 4 years, at least 2 years should be with micro, small and medium enterprises (MSMEs) sector specific to renewable energy technology deployment. Past working experience with UN agencies would be an asset.
- Understanding of renewable energy interventions in the MSME context is required.

Languages

- Fluency in written and spoken English and Hindi is required

Computer Skills

- E-Mail (Full proficient), Internet (Full proficient), Spreadsheets (Full proficient), Word processing (Full proficient) and proficient in the MS Office package (Word, Excel, Power Point and Project)

REQUIRED COMPETENCIES

Core values:

1. Integrity
2. Professionalism
3. Respect for diversity

Core competencies:

1. Results orientation and accountability
2. Planning and organizing
3. Communication and trust
4. Team orientation
5. Client orientation
6. Organizational development and innovation

Managerial competencies (as applicable):

1. Strategy and direction
2. Managing people and performance
3. Judgement and decision making
4. Conflict resolution