

TERMS OF REFERENCE
(Individual Contract Agreement)

Title: Project Management Support - Senior Assistant

Project: Rural Renewable Energy Project

Duty Station: Freetown, Sierra Leone

Section/Unit: AFR/GHMCO

Contract/Level: ICS 5 / LICA 5

1. General Background

GHMCO is responsible for managing strategic and operational risks associated with a subset of the regional portfolio of engagements, developing and delivering cost effective services contributing to partners' sustainable results and achievements of UNOPS management results.

The core functions of the Operational Hub are to:

- Liaise and develop engagements, and deliver services responding to partner needs.
- Leverage advice and integrate delivery modalities of the three Delivery Practices and the Global Partner Service Office.
- Maintain appropriate arrangements and capacity for direct transactional support for delivery of the sub-regional portfolio.

Background Information - Sierra Leone

UNOPS has been established in Sierra Leone since 2000 and currently has over 70 personnel in the country, operating out of 3 main locations with its country office in Freetown.

During the last 15 years, UNOPS has delivered a variety of infrastructure projects nationwide, particularly in the fields of health and security infrastructure, and has procured a variety of vehicles, non-medical health related items and medical equipment.

Background Information – Job Specific

The Rural Renewable Energy Project (RREP) is a first of its kind in scale and scope in Sierra Leone and regionally in Sub-Saharan Africa, implemented by the Ministry of Energy (MOE) with support from the United Nations Office for Project Services (UNOPS) and grant funded by FCDO. The project is contributing to Sierra Leone's economic development through increased access to electricity in rural areas while simultaneously reducing Sierra Leone's future GreenHouse Gas (GHG) emissions.

This project aims to establish an enabling environment in Sierra Leone for a private sector driven rural mini-grid market and to provide up to 5MW of sustainable renewable power in rural community households; priority institutions such as Community Health Centers (CHCs), schools, agricultural business centers; and other productive uses as well as chiefdom administrative offices through installations of at least 94 solar mini-grids based on a Public-Private Partnership approach.

The implementation of the project is developed around the following Work Packages (WP):

- I. Work package 1 and 1+ (WP1/1+): Installing stand-alone 6kWp solar photovoltaic (sPV) systems in a minimum of 50 communities by July 2017 (with the ambition to scale up to 80 communities subject to availability of funds). The stand-alone 6kWp solar photovoltaic systems will provide electricity to the Community Health Centres, and subsequently expand these installations into small mini-grids in the 50 villages by the end of 2018, to connect all other public institutions and households in the villages. The 50 small mini-grids (< ~36kW) will be operated by private operators with commercial interests in order to ensure long term sustainability.
- II. Work package 2 (WP2): The project will support a range of public-private sector business models for providing rural communities electrification through the installation of environmentally and economically sustainable mini-grids (> ~36kW). A minimum of 40 mini-grids will be completed by October 2020, adding up to 5 MW to the country's power generation capacity.
- III. Work package 3 (WP3): Technical Assistance (TA) and institutional development (capacity building) to both government authorities and the private sector, as part of the holistic approach, to facilitate mini-grid development and long term sustainable operations.

- IV. Work Package 4 (WP4): The Freetown Landslide Emergency Earthworks Response and Camp Preparatory Works. The initial project budget for the RREP was amended in 2017 to include the Emergency Earthworks and Temporary works in response to the Freetown Landslide and Flooding. This work package was completed in March 2018. This work package is included in this project just to further clarify budget allocation.
- V. Work Package (WP5): Monitoring and Evaluation and communications. A Monitoring and Evaluation plan is in place to ensure that the project meets the expected outcomes and deliverables. The existing Communications Strategy was revised during the third quarter of 2019.
- VI. Work Package 6 (WP6): Productive Use (formerly Private sector development). Through this work package, RREP seeks to develop a private sector engagement and strengthening strategy, underpinned by a keen understanding of local market systems, to promote productive use economies in mini-grid catchment areas; supporting both the commercial viability of the privately operated mini-grids and promoting local income improvements and local job creation.
- VII. Work Package 7 (WP7): Tariff Affordability Support. Tariff subsidy for non-generation assets and elimination of public reserve account payments. Through this work package, additional funds will be used to procure non-generation assets (electricity meters and indoor connection materials e.g. sockets), and to eliminate public reserve account payments by the operators for the first four years of the project. UNOPS will act at the directive of DFID and manage the Fund, disbursing only at agreed times to procure indoor connection materials in-house (for economies of scale) and transferring into the Reserve Account (for the Operators' procuring their own meters, which are proprietary, and for predictive maintenance) as per the PPP agreement.

2. Purpose and Scope of Assignment

The Project Management Support Senior Assistant for WP3 will work under the overall supervision of the Sr. Project Manager and with direct supervision from the Capacity Building Specialist for Technical Assistance and Capacity Building. The incumbent will work closely with assisting various work-package team leaders, Project Management Unit (PMU) and Project Support unit to support the delivery of the project.

The Project Management Support Senior Assistant will assist the Capacity Building Specialist in monitoring a number of external subcontractors for their successful delivery, monitoring dynamic timelines through multiple work packages. The Project Management Support Senior Assistant is responsible for supporting the Capacity Building Specialist in coordinating the deliverables from all activities that link to WP 3: Technical Assistance, ensuring the quality of the through all aspects of its life cycle.

1. **Support implementation of operational strategies and adapt processes and procedures focusing on the achievement of the following results:**
 - Assist the Capacity Building Specialist to maintain a good working relationship with subcontractors while supporting timely delivery of sub-contractors' milestones;
 - Support the effective and timely coordination of communications and ensure stakeholders are aware of project activities, progress as it relates to WP 3;
 - Inform the Capacity Building Specialist, any issues she/he may notice which may have an impact the achievement of WP 3 objectives and project outcomes;
 - Support to archive of all project documents as directed by the Capacity Building Specialist;
 - Support dissemination of visibility items, such as Factsheet on the added-value, best practices, lessons learned of the RREP WP3
2. **Ensure efficient and effective portfolio planning, administration and management, focusing on the achievement of the following results:**
 - Support the Capacity Building Specialist in monitoring of progress for all the project delivery as per the Work Package plans;
 - Maps and attend operational and process issues, referring complex issues to the supervisor with clear recommendations for courses of action;
 - Assist with needs and performance assessments ensuring WP3 objectives and deliverables are well documented;
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 - Assisting in preparation of project budgets and revisions and other related documents;
 - Initiation of procurement of goods or services by requesting quotations or proposals and examining cost estimates,. Active follow-up from procurement award to contract issuance and management;
 - Provide support in the preparation of contracts for services, or other agreements;

- Alert the Capacity Building Specialist (as required) of any deviations from the plan work plan or finances;
 - Support in the verification of the accuracy of request/transactions and completeness of documentation as pertains to the project;
3. **Ensure efficient procedures and monitoring control, focusing on achievement of the following results:**
- Assist to coordinate with the Capacity Building Specialist to support the Project Manager, Deputy Project Manager and PMS Specialist to ensure that all expenditure comply with UNOPS Financial Rules and Regulations (FRR);
 - Support the Capacity Building Specialist in managing budgets, cash flow and obligations related to the Work Package to ensure that deliverables are met and payments to contractors and personnel are received on time;
 - Extraction of required financial information from UNOPS project agreements and set up of necessary accounts in line with existing UNOPS financial policies and procedures;
 - Assist in planning, organization and implementation of training, conferences and study tour logistics;
 - Assist in the preparation of briefing materials as required for mission travel and/or discussion on project activities;
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4. **Knowledge building and knowledge sharing, focusing on achievement of the following results:**
- Maintenance of accurate data and information to facilitate monitoring and evaluation of project and service activities, and to institutionalize and disseminate knowledge;
 - Inform colleagues about portfolio management and service administration and encourage feedback to lead to process improvement and standardization;
 - Publication and sharing of information and knowledge with colleagues, clients and partners;
 - Participation in programme/project management training initiatives;

3.. Qualifications and Experience

A. Education

- A minimum of a high school diploma is required.
- A Bachelor's Degree in Project Management, Business Administration, Development Studies, Engineering, Energy Studies or other relevant disciplines will be considered an asset and may substitute some of the required years of experience,

B. Work Experience

- A minimum of Five (5) years experience providing support in the implementation of projects.
- Experience working with Government institutions in the delivery of activities is highly desirable.
- Experience interfacing with service providers and/or contract management is desirable;
- Experience in stakeholder and/or community engagement is an advantage
- Competency in the use of computer applications for work (Spreadsheet, Word, Docs and other G-Suite office applications) is required
- Knowledge of the UN system and familiarity with UNOPS procedures is an advantage;

C. Language

- Fluency in English is essential
- Knowledge of Krio and/or other local languages is an advantage.

D. Key Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as a positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles.



Demonstrates understanding of the impact of one's own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts its own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

E. Certifications

- PRINCE2 Foundation /Practitioner Certification – desirable

Contextual Skills

- International organizations experience
- Institutional Reform, Capacity Building
- Cross-institutional Knowledge Management
- Accountability for results

Project Management Skills

- Project Management
- Budget Management
- Risk Analysis and mitigation
- Stakeholder Engagement
- Contract Management
- Process compliance
- Monitoring and Evaluation
- Multistage Reporting

Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date