



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	Project Assistant
Level:	SB2 (G-4)
Main Duty Station and Location:	Brasília
Mission/s to:	As required
Start of Contract (EOD):	25 August 2024
End of Contract (COB):	31 October 2024 (renewable)
Contract Type: <i>Regular or WAE</i>	Regular

ORGANIZATIONAL CONTEXT

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the *Abu Dhabi Declaration* adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The **Directorate of Directorate of Technical Cooperation and Sustainable Industrial Development (TCS)** under the overall direction of the Director General, and in close collaboration with all relevant organizational entities within UNIDO, the Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), headed by a Managing Director, ensures the Organization's application of strategies and interventions for sustainable industrial development related to environment, energy, Micro, Small and Medium-Enterprises (MSMEs), and digitalization. The Directorate also oversees the Organization's normative contribution to achieving the Sustainable Development Goals through industrial policy advice and capacity

development. Through coordination in-house and with Member States and industry stakeholders, it ensures that the services provided in these areas contribute to effective and appropriate technical, business and policy solutions and are focused on results, scaling up and positioning UNIDO as a leading platform for industrial development in developing countries and global fora.

The Directorate is responsible for the Division of Industrial Policy Advice and Capacity Development (TCS/IPC), and technical Divisions of Circular Economy and Green Industry (TCS/CEG), Energy and Climate Action (TCS/ECA), Climate Innovation and Montreal Protocol (TCS/CMP); MSME Competitiveness, Quality and Job Creation (TCS/SME); and Digital Transformation and Artificial Intelligence (TCS/DAI). Leveraging the diverse skill sets of UNIDO personnel and the services provided by the two TC directorates, TCS collaborates closely with IET to develop and implement programmes and projects, aiming at enhancing synergy and complementarity and maximizing UNIDO corporate performance and impacts on the ground. The Directorate also ensures close coordination and collaboration among the Divisions as well as with relevant entities in all Directorates across the Organization.

The **Division of Energy and Climate Action (TCS/ECA)** under the supervision of the Managing Director of the Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), and in close coordination with other organizational entities within UNIDO, the Division of Energy and Climate Action (TCS/ECA) assists Member States in the transition to low-carbon and climate resilient economies through the promotion of renewable energy, energy efficiency solutions and breakthrough technologies in industry and other key sectors, diversifying supply chains for renewable energy manufacturing and stimulating innovation to address critical climate and energy related challenges.

The Division assists governments in fulfilling national commitments under the Paris Agreement and progress towards the 2030 Agenda for Sustainable Development, thereby facilitating a just transition towards sustainable industrialization. In transitioning to a low-carbon and climate resilient economies, the challenges of addressing energy poverty and climate change are an integral part of the Division's activities, as is the dissemination of policies, knowledge and technologies and pathways to plan, manage and finance the energy transitions and climate action for industrial transformation. It collaborates closely on converging issues with IET/CTP and TCS/CMP.

The position is located under the **Energy Systems and Industrial Decarbonization Unit (TCS/ECA/ESD)** promotes the emergence, deployment and large-scale adoption of sustainable energy technologies to drive the decarbonization of energy systems and industrial processes. It supports Member States to charter pathways for net zero industrial development through the development of conducive policies. It also promotes the deployment of crosscutting energy efficiency solutions, electrification and carbon management of industrial processes in large and small-scale industries. It charters norms and standards for reporting embodied carbon in products and supports member states in developing the reporting and verification structures to support compliance with global standards.

PROJECT CONTEXT

In May 2017, the Global Environment Facility (GEF) endorsed the full-sized project under its Climate Change Focal Area entitled “**Biogas applications for the Brazilian agro-industry**” for which UNIDO will act as the implementation agency and Ministry of Science, Technology, Innovation and Communication will act as the leading institution.

While Brazil only accounts for 1.4% of global GHG emissions, these have increased in the last decade, totaling 739,671Gg of CO₂eq in 2010. The agricultural sector, representing 48% of national GHG emissions, is the main source, thereby offering opportunities for mitigation actions to achieve substantial impact and introduce a more low-carbon development path by incorporating renewable energy systems. Brazil has

played a leading role in global environmental discussions since the Rio Summit in 1992 and was the first signatory to the UNFCCC. Brazil's National Policy on Climate Change (PNMC), adopted in December 2008, established voluntary commitment to cut projected GHG emissions between 36.1% and 38.9% by 2020.

Moreover, it is recognized that the energy potential of biomass and biogas feedstock in agro-industries, specifically the beer breweries (90.1%), is hardly exploited, which translates into a lost opportunity to add value to the production chain and to address environmental issues related to agro-industrial residues and effluents. Currently, though, the introduction of biogas energy technologies into small and medium-sized agro-industries is hampered by a range of specific barriers.

In order to address these barriers, the present GEF Project will take a broader approach to the biogas market in Brazil by (i) facilitating investment in market segments which are ready to take off; (ii) expanding professional capacities and skills for scaling-up; and (iii) providing technical assistance and disseminating best practices, thereby reducing project costs and accelerating penetration of biogas technology downward the market pyramid.

The overall objective of the project "Biogas applications for the Brazilian agro-industry" is to reduce GHG emissions and dependence on fossil fuels through the promotion of biogas-based energy and mobility solutions within agro-industrial value chains in Southern Brazil and strengthening of national biogas technology supply chains.

The project has three substantive components:

- Policy framework and information.
- Biogas and biomethane technology and value chain.
- Demonstration and optimization of biogas projects.

The project counts on a budget of USD 7,000,000 in GEF grant funding and USD 58,392,070 in co-financing to be mobilized from different stakeholders. The total duration of the project is 60 months.

FUNCTIONAL RESPONSIBILITIES

Under the supervision of the Project Manager and in close cooperation with the project team in the HQ and field location, the Project Assistant provides clerical/administrative support to the project implementation and is responsible for the following key functions:

- Perform general administrative tasks such as arrangements for meetings, events, study tours, trainings and workshops.
- Provide logistical support to international consultants, national consultants, and visiting UNIDO staff members and in organizing meetings, study tours and workshops at the field level and travel requests and expense reports when required.
- Monitor disbursements, commitments and budget allocations and availability for the projects.
- Consult to clarify the application of new financial and procurement rules and procedures, TC guidelines and other instructions Collect and compile all data and documents for bi-annual reports, annual reports, service providers' reports and other reports as required.
- Keep track of project budget expenditures; follow-up on status of contracts for the local project team, provide information on the project, draw the supervisor's attention to problems encountered.
- Maintain project equipment inventories (both paper and electronic asset management) and ensure appropriate use.
- Prepare/compile relevant documents and when applicable using SAP, initiate and follow up on actions related to trainings and study tours, purchase of equipment/goods and services, travel requests/claims, recruitment, visa applications, and deal with all related inquiries in coordination with the project team at HQ. Process all payments through relevant accounts and liaise with project

team in the country and UNIDO HQ to clear all payments in a timely manner.

- Prepare/compile relevant documents and when applicable using SAP, initiate and follow up on actions related to trainings and study tours, purchase of equipment/goods and services, travel requests/claims, recruitment, visa applications, and deal with all related inquiries in coordination with the project team at HQ.
- Assist with on boarding of new project personnel.
- Assist in drafting regular and/or ad-hoc reports on project activities.
- Carry out ad-hoc assignments and research activities, as required.
- Maintain all project related files (both paper and electronic) and databases related to work.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education: Completed higher secondary education (high school diploma or equivalent), is required. Formal administrative/secretarial/clerical training or equivalent, is **desirable**. *Credit towards total working experience may be considered on a year by-year- basis, up to maximum of four years, for a higher degree education (including first university degree or equivalent diploma and/or master's degree), in a relevant field to the post.*

Experience, technical and functional expertise

- A minimum of six (6) years of work experience in the related fields of the post is **required**.
- Experience in office procedures and practices, preferably within the UN system or in a multicultural environment, is **desirable**.
- Experience in project administration, accounting and finance, providing support to managerial/professional staff and using administrative skills to assist in the execution of project development and implementation of work, is **desirable**.
- Experience and proficiency in using Microsoft Office (Outlook, Word, Excel and PowerPoint), is **required**.
- Experience with SAP or similar ERP software is **desirable**.

Languages: Fluency in written and spoken English is **required**. Fluency and/or working knowledge of Portuguese is **required**.

REQUIRED COMPETENCIES

Core Values

WE LIVE AND ACT WITH INTEGRITY: work honestly, openly and impartially.

WE SHOW PROFESSIONALISM: work hard and competently in a committed and responsible manner.

WE RESPECT DIVERSITY: work together effectively, respectfully and inclusively, regardless of our differences in culture and perspective.

Key Competencies

WE FOCUS ON PEOPLE: cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

WE FOCUS ON RESULTS AND RESPONSIBILITIES: focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

WE COMMUNICATE AND EARN TRUST: communicate effectively with one another and build an environment

of trust where we can all excel in our work.

WE THINK OUTSIDE THE BOX AND INNOVATE: To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.