



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	<b>Public Policy Project Manager</b>
Level	<b>SB5 (P-4)</b>
Main Duty Station and Location:	<b>Brasilia</b>
Mission/s to:	<b>As required</b>
Start of Contract (EOD):	<b>20/11/2024</b>
End of Contract (COB):	<b>31/04/2025 (renewable)</b>
Contract Type: <i>Regular or WAE</i>	<b>Regular</b>

#### **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 **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, headed by a Managing Director, oversees the Organization's development of capacities for industrial development as well as industrial policy advice, statistics and research activities and the Organization's normative contribution to Member States and global development community in achieving the SDGs. The Directorate also ensures the application of strategies and interventions for sustainable industrial development related to Environment, Energy, SMEs, Competitiveness and Job creation, as well as Digitalization and Artificial Intelligence. Through coordination in-house and with Member States and industry stakeholders, it ensures that the services provided in these areas contribute toward effective and appropriate

technical, business and policy solutions and are focused on results and on realizing any potential for scaling up and positioning UNIDO as a leading platform for industrial development in developing countries and global fora.

The Directorate houses the technical Divisions of Capacity Development, Industrial Policy Advice and Statistics (TCS/CPS); Circular Economy and Environmental Protection (TCS/CEP); Decarbonization and Sustainable Energy (TCS/DSE); SMEs, Competitiveness and Job Creation (TCS/SME); and Digital Transformation and AI Strategies (TCS/DAS). The Directorate also ensures close coordination and collaboration among the Divisions as well as with relevant entities in the Directorate of Global Partnerships and External Relations (GLO) and the Directorate of SDG Innovation and Economic Transformation (IET).

The Division of **Decarbonization and Sustainable Energy (TCS/DSE)** 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, assists Member States in the transition to a sustainable energy future through the application of renewable energy solutions for productive uses, adoption of the efficient concepts of energy use by industry and the introduction of low-carbon technologies and processes. In transitioning to a sustainable energy future, the challenges of addressing energy poverty and climate change are an integral part of the Division's activities, as is the dissemination of relevant knowledge and technologies and paths to plan, manage and finance the energy transition. It collaborates closely on relevant and converging issues with the Climate and Technology Partnerships Division (IET/CTP) and analytical and strategic matters with TCS/CPS and ODG/SPU.

This position is located under the **Energy Systems and Industrial Decarbonization Unit (TCS/DSE/ESD)** which focuses on promoting sustainable energy solutions and infrastructure for industrial development. It promotes industrial decarbonization through crosscutting solutions, such as optimized energy management systems and the deployment of renewable energy technologies. Bringing together the supply and demand side for disruptive energy solutions, both technical and business related, the Unit fosters transformative change on the system level driven by the convergence of key technologies such as distributed generation, digitization and storage. The Unit is also responsible for coordinating dialogues and partnerships at national, regional and global levels to promote disruptive energy solutions and shape policy change for this. Finally, the Unit positions UNIDO strategically in the global energy and climate change forums and coordinates the Global Network of Regional Sustainable Energy Centres and related partnerships.

## **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 CO<sub>2</sub>eq 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 direct supervision of the Project Manager in HQ and close cooperation with the project team in the field and HQ, the Public Policy Project Manager will be responsible for the coordination/implementation of activities under Component 1, Policy framework and information, and monitoring/evaluation and reporting of the project. Specifically, the Public Policy Project Manager will perform the following duties:

## **MAIN DUTIES**

### **1. Organizational tasks:**

To coordinate all project activities related to Component 1 of the project as well as taking place outside of the project region (Southern Brazil) that are required for the proper execution of the annual work plan, including, amongst others:

- Facilitate engagement of key stakeholders through effective day-to-day communication and information sharing.
- Support the development of work plans and activities pertaining to project monitoring and evaluation.
- Participate in research, work plan formulation, and implementation of specific activities as requested.
- Support the preparation of project execution plans with required budgets and human resources.
- Support in the preparation and timely submission of project work plans and reports.
- Organize the preparation and organization of project-related events and relevant project meetings.
- Support the Project Management Expert - PME in coordinating the meeting program for the field visits of experts of UNIDO and strategic partners (incl. meeting minutes and follow-up on agreed issues; participation in the meetings and field visits as required; handling the local logistics).
- Support the coordination of follow-up, scale-up and spin-off initiatives that can further the results of the Project.
- Other related duties as required.

### **2. Technical inputs:**

To lead the execution of all project activities related to Component 1 of the project as well as

taking place outside of the project region (Southern Brazil) that are required for the proper carrying out of the annual work plan, including, amongst others:

- Be the technical lead support for the execution and coordination of activities 1.1.1-1.1.4 and 1.2.1-1.2.2 as described in the CEO Endorsement Request.
  - Analysis of public policies related to biogas, biomethane and biofertilizer residues and related Brazilian legislation.
- Analysis of the proposal for adaptation of federal energy policy instruments, regulations and financial instruments to support biogas-based electricity generation.
- Analysis of the feasibility and structure of a financial guarantee mechanism to support investments in biogas and biomethane energy projects.
- Support and manage the preparation of consultants' and subcontractors' terms of reference; identification and selection of national, regional and international experts and relevant service/equipment providers; cost estimation, time scheduling, contracting, and reporting on the planning of project activities and budget (particularly pertaining to Component 1).
- Support the PME in the coordination and monitoring of the work of the local consultants (e.g. review of technical assistance; planning, organizing and participating in the transparent procurement of and/or request for proposals process for the selection of potential service providers and ensuring the preparation of a transparent evaluation process).
- Monitor the financial aspects (especially the co-financing expenditures) of the project.
- Support the monitoring of the project execution and achievements, particularly pertaining to Component 1 and areas outside of the project region as specified in the project document and in line with GEF, UNIDO and the Government of Brazil procedures.
- Assist in the evaluation of the project as specified in the project document and in line with applicable GEF, UNIDO, and the Government of Brazil guidelines.
- Lead discussions and dealings with local and national authorities and other relevant stakeholders on matters pertaining to activities described in the project document, particularly in the policy arena.
- Support the development and implementation of project management procedures to support the activities.
- Inform the PME of any risks or issues associated with the needed outputs.

### **3. Communication / Project Reporting:**

To support the coordination of all communication activities of the project, including, amongst others:

- Report monthly to the UNIDO PM (report activities, findings and corrective plans);
- Collect, record and maintain project information continuously, using primary sources (interviews, site visits, etc.).
- Maintain records of project deliverables, documents, files, equipment and materials that are part of the project.
- Coordinate together with the PME the execution of the outreach programme, events and activities, website, publications, etc..
- Participate in video/phone conferences and project meetings (incl. with local counterparts, the PME, international and national experts, relevant stakeholders and UNIDO offices), whenever required.

### **4. Project contingent activities:**

- To carry out ad-hoc activities that might become needed during project execution.
- To carry out other activities related to the project assigned by the UNIDO Project Manager.

## **MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Advanced university degree in engineering, sciences, economics, business administration, international relations or other relevant discipline is **required**.

### **Technical and Functional Experience:**

- At least seven (7) years of professional experience in coordinating the implementation of development/technical cooperation programmes/projects at national level, is **required**.
- Experience in evaluating the needs, conditions and problems in Brazil is **required**.
- Experience in Project Management is **required**
- Experience with management of multidisciplinary international stakeholders for project implementation and design is **required**.
- Experience/knowledge of other development agencies donor communities, private sectors, government and relevant institutions in the country, or similar country in the region is **desirable**.

### **Languages**

Fluency in written and spoken English is **required**.

Fluency in written and spoken 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.