



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Please find attached Vacancy Announcement for the following post with UNIDO Regional Office
in Thailand

National Project Coordinator (NPC)
“Greening Industry for Low Carbon Technology Applications for SMEs”
(project funded position)

Interested candidates should submit a curriculum vitae with a cover letter explaining how they
meet the requirements to w.sethakul@unido.org by **7 August 2020**.

Qualified men and women are encouraged to apply.

This is a project post; the project will be completed at the end of December 2021. Filling of this
position is subject to funding availability and the initial appointment will be for a period of six
months. Extension of the appointment is subject to extension of the mandate and/or the availability
of the funds.



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	National Project Coordinator (NPC)
Project:	“Greening Industry for Low Carbon Technology Applications for SMEs” (130279)
Main Duty Station and Location:	Thailand
Mission/s to:	Travel within Thailand may be required

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 mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in the developing countries and economies in transition.

PROJECT CONTEXT

Please see the GEF CEO Endorsement document on the project.

DUTIES AND RESPONSIBILITIES:

The National Project Coordinator (NPC) will have overall responsibility for the management and effective execution of the project, and the achievements of planned outputs and set objectives. The NPC will be responsible for ensuring that all relevant government partners and institutional stakeholders are kept involved and informed as appropriate, in order to ensure optimum cooperation. The NPC will play a key role in all project activities. The NPC will be responsible also for the management of the Project Management Unit (PMU) comprising of the NPC and a full time project administrative assistant.

With the technical and managerial supervision and support of the UNIDO’s Project Manager, periodic consultation with the Project Steering Committee (PSC) and ongoing dialogue with key project partners, the NPC will be responsible for the daily management of the project to ensure that the project is effectively and smoothly implemented. Specifically, the NPC is expected to carry out the duties and activities listed in Table I below under general supervision of the UNIDO Project Manager (PM) and guidance from the UNIDO Regional Thailand Office.

Main Duties	Concrete/ measurable Outputs to be achieved	Expected duration	Location
<p>1. Project management</p> <ul style="list-style-type: none"> a. To lead, manage and coordinate the day-to-day operations of the project management unit (PMU), including administration, accounting and reporting; b. In close consultation with project execution partners, primarily the Department of Industrial Promotion (DIP) and other project stakeholders, to lead the formation of the Project Steering Committee (PSC), including definition of terms of reference and modus operandi; c. To act as Secretariat of the PSC by convening regular meetings to report and review project implementation progress; d. To act as Secretariat of the Working Group formed by the PSC's decision. e. In close consultations and collaboration with project execution partners, primarily the DIP, and UNIDO PM, to prepare detailed annual work plans with human resource and budget requirements; f. To monitor project activities execution against work plans' milestones and outputs, and take prompt corrective actions whenever needed; g. To lead the preparation of national subcontracts' terms of reference; identification of national subcontractors/ bidders and preparation of cost estimates and time schedules for providing services as required by the project; h. To lead the preparation of job descriptions for national consultants and assist in their recruitment process through advertisement, collection of applications and short-listing of candidates; i. To ensure timely delivery and quality of national subcontractors' and experts' outputs and deliverables; j. To coordinate activities of project execution partners, consultants and subcontractors including contract management, supervision of field operations, logistical support, review of technical outputs/ reports, assessment of project achievements and cost control; 	<p>Effective management, sound coordination and timely implementation of project activities in line with UNIDO and GEF rules and regulations.</p>	<p>40%</p>	<p>Bangkok and other locations with Thailand</p>

Main Duties	Concrete/ measurable Outputs to be achieved	Expected duration	Location
<p>2. Project execution</p> <ul style="list-style-type: none"> a. To lead, supervise and assist in the identification and selection of qualified experts/organization to conduct the policy analysis and improvement for the promotion of low-carbon technologies within Thai SMEs; b. To lead and conduct negotiations with the Experts on preparing the training materials on the topics of low-carbon technologies, energy efficiency improvement, and productivity improvement as well as conduct the quality check for their outputs. The training materials will be varied and customized for the specific trainings as stated in the CEO document; c. To lead, supervise and assist in the identification and selection of the enterprises to participate in the energy efficiency improvements and low-carbon technologies capacity building program; d. To design the customized program for the in-depth technical training; e. To lead, supervise and assist in the identification and selection of the national trainees for in-depth technical trainings; f. To lead, coordinate and assist in the organization and delivery of trainings and workshops as mentioned in the CEO document; g. To lead, conduct and supervise negotiations with partner enterprises for implement low-carbon technologies and EnMS, and prepare document collaboration agreements; h. To lead, coordinate and supervise in the development of media such as video clips, articles, and case studies aimed to raise awareness about the Project and disseminate the best practices and results; i. To help moderate the brainstorming session/ knowledge sharing/ fact finding that support other project activities such as the vendor meeting; j. To lead the development of the project website, which is part of creating the peer-to-peer network, and ensure the quality of the website's content to help promote the project; 	<p>Project Components successfully executed.</p> <p>Coordination and synergies of project activities and overall project impact maximized.</p>	<p>45%</p>	<p>Bangkok and other locations with Thailand</p>

Main Duties	Concrete/ measurable Outputs to be achieved	Expected duration	Location
<ul style="list-style-type: none"> k. To lead, supervise and assist in the identification and selection of a qualified supplier to design and maintain an Information and Learning Platform (I&LP); l. To screen and approve the contents to be posted on the Information and Learning Platform (I&LP); 			
<p>3. Project reporting</p> <ul style="list-style-type: none"> a. In line with UNIDO and GEF requirements and templates, to prepare the following reports and documents: <ul style="list-style-type: none"> i. Quarterly progress and financial reports; ii. Annual project implementation review reports (PIR); iii. Biannual updates of detailed work plans for the following 6-month periods with relevant resources and budget requirements; iv. Annual report in Thai submitted to PSC; b. To submit annual performance appraisal of the PMU's staff; c. To submit 1-page evaluation for experts recruited and services providers working for the project; d. To continuously monitor the execution of project activities, performance and track progress towards milestones as indicated in the M&E Plan in the CEO Endorsement Document and provide information on monitoring as required by the DIP and UNIDO PM; 	<p>Timely and quality reporting of project progress and performance vis-à-vis planned activities, outputs and set outcomes and indicators</p> <p>Quality of project expertise and services ensured</p>	10%	Bangkok
<p>4. Project contingent activities</p> <ul style="list-style-type: none"> a. To carry out ad-hoc activities necessary during project implementation; b. To carry out other activities related to the project as desired by UNIDO Project Manager. 	Effective management, sound coordination and timely implementation of project activities.	5%	Bangkok and other locations with Thailand

REQUIRED COMPETENCIES

The NPC is a national expert with proven competence in the area of productivity improvement, energy efficiency and climate change. He/She shall have demonstrated experience in the execution and management of energy and GHG-emission related industrial projects involving dialogue with different stakeholders primarily within industry and supervision of several teams of technical experts. The NPC has good leadership, oral communication and drafting skills, and willingness to work individually as well as part of a team.

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

- Advanced Degree in engineering, management or another related discipline;

Technical and Functional Experience:

- At least 7 years of working experience in the implementation and management of industrial energy projects in the private sector;
- At least 7 years' experience in managing multi-disciplinary team of experts working in thematic areas such as energy efficiency and industrial energy systems;
- Excellent knowledge and familiarity with the working of Thai government agencies and their process and rules;
- Good understanding of the Global Environment Facility (GEF) project cycle, operating principles, monitor and reporting requirements and experience and knowledge of UN procedures, rules and regulations will be an asset;
- Proficient in the Microsoft Office software package (Word, Excel, Power Point and Project);

Languages:

- The NPC shall be fully proficient in Thai and have a good command of English in both speaking and writing.

Reporting:

In line with UNIDO and GEF requirements and templates, the NPC will have to prepare and submit the following reports and documents and others as required:

- Quarterly project progress and financial reports
- Annual project implementation review reports
- Biannual updates of detailed working plans for the following 6-month periods with relevant resources and budget requirements
- Minutes of SC meetings

The NPC will have also to submit quarterly and a final short summary of his/her in-country travels and main activities. All reports must be in English and as long as possible, submitted in an electronic format.