



## Terms of Reference (TOR)

### National Project Manager

#### Project: Policy Reforms and Market Transformation of the Energy Efficient Buildings Sector of the I.R. Iran Project

<b>Location:</b>	Project Office – Tehran
<b>Type of Contract:</b>	Individual Contract – staff
<b>Languages Required:</b>	Farsi, English
<b>Duration of Initial Contract:</b>	One year (after a three-month Probation period)

#### Background

The objective of this project is to transform the energy efficiency of heating systems in buildings in Iran, resulting in an invigorated sector in which skilled and well trained engineers fit / retrofit efficient and low carbon heating systems in residences and other buildings, as required by demanding, well enforced building codes - thereby reducing heating bills for residents and national GHG emissions. It is envisaged that this will be achieved by (i) reviewing the legislative, policy and regulatory frameworks that impact building efficiency in Iran; revisiting the building code and products standards and labels and developing a supportive cross-sectoral energy efficiency strategy; enhancing professional infrastructure of energy service business through contributing to the development of a training system and smart maintenance of energy utility in buildings (ii) developing demonstration and pilot smart energy efficiency and environment building based on energy efficient and renewable energy measures in an existing demonstration building; implementing pilot project of hybrid energy efficiency system (hybrid of fossil and renewable energy sources) in specific and selected buildings, piloting of energy service business in the framework of market transformation, and (iii) transforming the market by: introducing mechanisms of competitive energy efficiency and environment market, utilization of sectoral and temporal energy price differentials, facilitating trade of white certificates (energy efficiency and environment), developing policy framework for promoting energy service and energy efficiency business, identifying and formulating mechanisms for promoting development and diffusion of energy efficient technologies, preparing procedures for developing infrastructures for training energy service professionals and issuing professional certificates, developing a system of quality assurance of energy efficiency and environmental quality services in the building sector, developing a stakeholder awareness-raising campaign and developing proposals for financing mechanisms for households.

The project will operate through three main components:



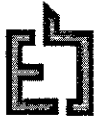
- **Component 1:** Key laws, policies, strategies, regulatory documents, frameworks and studies are approved and in place to provide overall national direction for the cost-effective CO2 mitigation/building Energy Efficiency (EE) measures and facilitation of cross-sectoral coordination and coherence for improved enforcement.
- **Component 2:** Improved heating systems and integration of SWH systems in privately owned residential buildings and government-owned buildings.
- **Component 3:** Market for Energy Efficiency and Environment (MEEE) promoting Energy Service Companies (ESCOs) to nationwide transformation of construction techniques for a thermally insulated building shell and reduced heating loads as well as improved behaviour and attitude of building owners and administrators towards energy use in buildings.

### **Main Purpose**

Under direct supervision of the National Project Director (NPD) the National Project Manager (NPM) will be responsible for overall project management as head of the Project Central Office (PCO). The NPM will ensure smooth implementation of the project in accordance with the project document and UNDP and GEF procedures. He/she shall be responsible for coordinating and overseeing the preparation and delivery of all substantive, managerial and financial reports from and on behalf of the project. He/she will supervise all project staff in the PCO as well as the project budget. He/she will deliver all managerial, technical and financial reports to the National Project Director (NPD).

### **Key Functions**

1. Assume operational management of the project according to the project document and UNDP policies and procedures for nationally executed projects;
2. Ensure smooth and timely implementation, as well as strategic development, through adaptive management, of the project in accordance with the annual work plans and in the framework of the Project Document and UNDP's procedures, fluid national policies and lesson learned;
3. Prepare and update project work plans, and submit these for clearance to the National Implementing Partner (National Project Director) and UNDP CO;
4. Oversee management of all contracts;
5. Represent the project in high level activities;
6. Organize round-table discussions on project achievements and failures, and ensure that partnership arrangements are in place for a cross-sectoral and market transformative approach;
7. Directly oversee and supervise communications, networking activities and participation of key stakeholders;
8. Assume direct responsibility for managing the project budget, ensuring that:
  - Project funds are made when needed, and are disbursed properly;



- Accounting records and supporting documents are kept;
  - Required financial reports are prepared;
  - Financial operations of the project are transparent and stand up to audit at any time;
  - Ensuring that financial procedures and regulations for UNDP/GEF projects are applied;
  - International and National consultants are hired and deliver their outputs on schedule;
9. Supervise the project staff and local or international experts/consultants working for the project;
10. Coordinate project implementation with projects and activities carried out by project partners and stakeholders, build partnerships and leverage resources; and
11. Report to the Implementing Agency and UNDP Country Office on a regular basis as per UNDP POPPs prescriptions and GEF guidelines.

#### Qualifications

- At least Master's degree in Energy Systems Engineering, Mechanics, Engineering, Civil Engineering or any other related field;
- Extensive experience in fields related to the energy efficiency of buildings;
- At least 10 years of experience as a senior project manager;
- Excellent inter-personal, communication, networking and negotiating skills;
- Familiarity with the regulations of Islamic Republic of Iran and rules and procedures of Vice Presidency for Science & Technology (VPST);
- Familiarity with the rules and procedures of international organizations strongly preferred, in particular those of the UNDP and GEF;
- Fluent English-language speaking and writing skills; and
- Demonstrated skills in office computer use - word processing, spreadsheets and databases.

**Note:** All interested applicants should send their CV along with a Cover Letter to the following email address: [eeee@isti.ir](mailto:eeee@isti.ir). Please mention the job title in the subject of your email.

**Date of Advertisement:** 4<sup>th</sup> of January 2018 till 18<sup>th</sup> of January 2018

Dr. Yadollah Saboohi

National Project Director (NPD)