

TERMS OF REFERENCE

FOR PERSONNEL WITHIN THE PROJECT MANAGEMENT UNIT (PMU) OF GCIP Moldova

Title:	National Project Administrative Assistant
Main Duty Station and Location:	Moldova
Mission/s to:	To be approved separately as required
Start of Contract (EOD):	TBC
End of Contract (COB):	TBC
Contract Type:	Regular

ORGANIZATIONAL CONTEXT

The Public Institution National Center for Sustainable Energy, hereinafter referred to as PI NCSE, is a governmental institution in Moldova, subordinated to the Ministry of Energy, which is the central body responsible for energy sector. PI NCSE, generally, is responsible for co-designing and implementing of state policies aimed to improve energy efficiency and promote renewable energy sources. PI NCSE participates in drafting of national programs, action plans, and normative acts, including technical regulations and standards in the field of renewable energy and energy efficiency, develops minimum energy efficiency requirements for devices and equipment produced in, or imported to Moldova and drafts innovative programs promoting energy efficiency and renewable energy as well as assists the central and local public authorities in preparing such programs. The PI NCSE has been selected as the main executing entity of GCIP Moldova, that is responsible for recruiting the project management personnel to the PMU. The PMU will manage, monitor, and evaluate project activities.

The PI NCSE is the Project Executing Entity at the national level and has two main areas of activity. Firstly, the PI NCSE is responsible for supporting the implementation of the project at the national level, by ensuring administrative and logistical support for the execution of the main activities. Secondly, by co financing the project, the PI NCSE ensures the financial support for implementing the investment and promotion activities at the national level.

PROJECT CONTEXT

The United Nations Industrial Development Organization (UNIDO), with its unique mandate to support inclusive and sustainable industrial development, has partnered with the Global Environment Facility (GEF) to address the most pressing global environmental challenges of our time. Through fostering innovation and entrepreneurship ecosystems, UNIDO and GEF seek to promote affordable and scalable solutions, enabling countries to leapfrog to climate and clean energy technologies (cleantech) through the Global Cleantech Innovation Programme (GCIP).

GCIP fosters an ecosystem approach that supports cleantech innovations in existing and new SMEs and startups through the provision of catered tools and methodologies that enhance their productivity and competitiveness while promoting a supportive policy and regulatory framework on a national level. The GCIP takes a competition- based approach (accelerator) to identify a pool of promising entrepreneurs and it supports them through ongoing mentoring, webinars, and networking events, in order to grow their innovative ideas and concepts into fully-fledged products and services that will be ready to enter the national and global markets.

The GCIP is comprised of three programmatic pillars that are interlinked as described below:

- Pillar 1 (*acceleration and investment facilitation*) focuses on the identification and growth of start-ups, with interventions targeting the private sector (enterprises).

- Pillar 2 (*cleantech ecosystem strengthening and connectivity*) aims to support the national ecosystems with intervention targeting national institutions, ministries, financial institutions, and other key national stakeholders, as well as facilitate collaboration among the ecosystems.
- Pillar 3 (*program coordination and coherence*) provides strategic guidance for efficiency and effectiveness in achieving impact among GCIP countries, with interventions designed to enhance coordination among GCIP project teams at national and global levels, and with project executing partners

Under the GCIP Framework, the „Clean technology innovation program for SMEs and start-ups in the Republic of Moldova” (GCIP Moldova) is developed to support Moldova’s cleantech enterprises (SMEs and start-ups) to develop and scale up its solutions and to scale up the market adoption of cleantech innovations, thus leading to a reduction in GHG emissions and resource consumption. Furthermore, the project will facilitate increase of investment, job creation, and cleantech market development. The focus of the project will be on enhancing institutional, market, and ecosystem capacities to support emerging clean technology start-ups and strengthening policy frameworks and mechanisms for technology innovation in and by SMEs. By using a cross-sectoral and multi-tiered approach to build a sustainable conducive business environment for cleantech innovation and entrepreneurship, the project’s approach will combine a competition to identify the most promising innovation entrepreneurs (start-ups and SMEs) across the country with a local business acceleration program, which will support and de-risk selected entrepreneurs/companies and will connect them with potential investors, customers, and partners.

To this end, GCIP Moldova consists of three components, in line with the above-described three programmatic pillars, as outlined below:

- **Component 1:** *Transforming early-stage innovative cleantech solutions into scalable enterprises.*
Component 1 aims to provide direct support to early-stage enterprises to enhance their capacity and competitiveness, and to leverage market opportunities.
More specifically, outcome 1.1 focuses on entrepreneurial training and business acceleration support, and Outcome 1.2 focuses on advanced business growth and investment facilitation services to the cleantech enterprises at growth stages that demonstrate market traction and sales evidence, and can benefit from specialized support.
- **Component 2:** *Cleantech innovation and entrepreneurship ecosystem (CIEE) strengthening and connectivity.*
The policy framework and institutional capacity are integral parts of GCIP’s „ecosystems approach”, and
of strategic relevance in ensuring that the outputs and outcomes of the project are contributing to the national priorities and are sustained after the project closure. Therefore, the objective of Component 2 is to build the capacity of the PI NCSE and other key CIEE stakeholders at local and national levels in Moldova to engage in cleantech acceleration and commercialization. Further, the GCIP Moldova will assist the government in improving of national policies and regulations, that are conducive to cleantech innovation and commercialization.
- **Component 3:** *Programme coordination and coherence.*
The activities under Component 3 aim to ensure that the achievements of the GCIP Moldova are captured and communicated globally, as well as that the GCIP Moldova and other GCIP country projects
are implemented in a coherent and coordinated way. To this purpose, PI NCSE is expected to collaborate with the GCIP Framework through the global PEEs, as well as to contribute to information gathering, knowledge sharing, and dissemination efforts.

FUNCTIONAL RESPONSIBILITIES

The Project Administrative Assistant, generally, supports the National Project Coordinator in day-to-day execution of the project, procurement processes, monitoring of project funds availability, and reporting, including:

Administrative support:
<ul style="list-style-type: none">• Providing required support in organizing/conducting project activities;• Drafting minutes of the Project Steering Committee and other project-related meetings;• Conducting administrative follow-up as needed for all activities;• Collecting project-related information and supports the NPC in the preparation of reports as set out in the work plan;• Assisting in coordination of efforts of contracted experts/consultants;• Assisting in project's financial resources management, Human Resources Management, efficient procurement, and logistical services;• Assisting in the preparation of payment requests for operating expenses, salaries, insurance, etc. against project budgets and work plans;• Supporting the follow-up on project auditing issues;• Maintaining up-to-date files and records of project documentation;• Providing logistical support for workshops and other meetings as tasked by the NPC;• Supporting the timely preparation and submission of progress reports, donor reports, project reviews, financial reports, audit reports, and any other required project reports;• Arranging external and internal meetings (including the meetings of the Project Steering Committee, technical meetings, as well as other relevant meetings, etc.);• Assisting in organization, execution, and coordination of public events, like seminars, trainings, workshops, forums, and exhibitions;• Providing general office assistance, such as responses to complex information requests and inquiries; reviewing and responding to routine incoming correspondence; performing routine administrative tasks, including maintaining attendance records, assessing telephone billing, etc.
Communication:
<ul style="list-style-type: none">• Drafting routine and non-routine correspondence (both on project-related and administrative matters);• Revising and formatting drafts of document (project documents, reports, etc.);• Designing/preparing project-related documents for publication.

RESPONSIBILITIES RELATING TO TECHNICAL OUTPUTS

The Project Administrative Assistant carries out specific activities under Project Components as described below:

Component 1 - Transforming early-stage innovative cleantech solutions into scalable enterprises
<ul style="list-style-type: none">• Support the review and adaptation of the GCIP guidebooks for Moldova;• Support the organization of training and certification of cleantech innovation and entrepreneurship experts;• Support the administrative and logistical aspects concerning the establishment of local hubs GCIP Moldova to support the formation of regional innovation ecosystems;• Support the organization of the annual competition-based GCIP Moldova Accelerators cycle through the local hubs in order to identify and support high-impact technologies and business model innovation into market- ready businesses;• Support the organization of Post-Accelerator and Advanced Accelerator services to cleantech enterprises;• Support the administrative and logistical aspects concerning investment mobilization to deploy innovative cleantech solutions across various sectors.

Component 3 - Programme coordination and coherence

- Support the adaptation and implementation of GCIP internal guidelines for project management teams by the GCIP Moldova;
- Support the adaptation and implementation of the program-level knowledge management, communication, and advocacy strategy adapted and implemented for GCIP Moldova;
- Support the operation and maintenance of the GCIP Moldova web platform;
- Support the administrative and logistical aspects concerning the adaptation and application of the GCIP methodology for impact assessment;
- Keep track of project activities based on Monitoring & Evaluation framework;
- Provide support to project evaluation process conducted by external evaluators.

MINIMUM ORGANIZATIONAL REQUIREMENTS

1. A University degree in business and Administration, management, economics, or finance.
2. Confirmed expertise by additional certifications.
3. Well-grounded computer skills such as databases, e-mail (fully proficient), internet (fully proficient) and MS Office (fully proficient).
4. At least two (2) years of relevant work experience in project administration, supporting managerial/professional staff, and using secretarial/administrative skills to assist in project management.
5. Working experience with international donors will be an advantage.
6. Experience in organization of public events, training, and meetings.
7. Thorough understanding of project administration-related aspects, as well as the ability to interpret and apply administrative and financial procedures and channels of communication.
8. Excellent presentation skills, both orally and in writing.
9. Result-oriented, flexible, and able to work effectively in a international team.

LANGUAGES:

- Fluency in written and spoken English and Romanian is **required**. Fluency and/or working knowledge of other UN languages is **desirable**.

REPORTING:

- The Administrative Assistant is reporting to the Project National Coordinator and the Director of the PI National Center for Sustainable Energy.

TYPE OF CONTRACT:

- Employment Contract.

DURATION OF CONTRACT:

- Till the end of 2024, with possibility of extension.

WORKING TIME:

- Administrative Assistant is required to ensure presence at the office of the PI National Center for Sustainable Energy, from Monday to Friday from 8:00 to 17:00 o'clock, lunch time from 12:00 to 13:00 o'clock.

MEANS OF COMMUNICATION:

- For all project related correspondence, the Administrative Assistant will use the official e-mail address created by PI National Center for Sustainable Energy for this purpose.

EVALUATION PROCEDURE:

- The Hiring Committee of PI National Center for Sustainable Energy will screen the applicants in accordance with the requirements specified in Terms of Reference. Only shortlisted candidates will be contacted.

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 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, 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.