

## Terms of Reference Technical Officer (Full time)

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| <b>Project Title:</b>          | Grid-Connected Small-Scale Photovoltaic Systems “Egypt-PV” |
| <b>Post Title:</b>             | Technical Officer  |
| <b>No. of Posts Available:</b> | 2 Officers   |
| <b>Contractual Modality:</b>   | Full time – one year                                       |
| <b>Duty Station:</b>           | Egypt-PV premises  |
| <b>Supervision:</b>            | Project Manager  |

### BACKGROUND/ORGANIZATION CONTEXT:

The project is executed by Industrial Modernization Centre (IMC) of the Ministry of Industry and Foreign Trade, which will assume the overall responsibility for the achievement of project results as UNDP’s Implementing Partner (IP). The project is funded by the Global Environment Facility (GEF) and United Nations Development Programme (UNDP) acts as the GEF Implementing Agency.

The objective of the project is to remove the barriers to increased power generation by small, decentralized, grid-connected PV systems. The project strategy builds on the planned Government initiatives to develop a market for small, decentralized renewable energy power generation by ensuring adequate returns on targeted private sector investments.

The project will catalyze the development of decentralized, grid-connected small-scale renewable energy (RE) power generation market in Egypt and the solar PV in particular. The target is to facilitate the installation of new decentralized PV resulting in direct GHG reduction benefits of 66 kilo-tons of CO<sub>2</sub>eq during the lifetime of the project. Complementary indirect mitigation benefits are expected from the sustained market growth of the PV market after the project with estimated GHG reduction of about 0.6-0.7 million tons of CO<sub>2</sub>eq.

By the end of the project, the project seeks to establish a basis for sustainable market growth by:

- Supporting the design, purchase and installation of the first PV systems as an easily replicable model;
- Establishing an enabling policy and institutional and regulatory framework to provide the basis for sustainable market growth of small, decentralized RE (primarily PV) applications and for attracting adequate financing for the required investments;
- Strengthening the supply chain by building the capacity of the key supply-side stakeholders such as system designers, equipment vendors and installers to offer competitively-priced, good-quality products and services to the targeted stakeholders (including required after-sales services) and by introducing adequate quality control mechanisms to build up customer confidence and positive customer experiences of small, decentralized PV systems; and
- Facilitating the establishment of a financing framework and a network of local financial institutions to support the development of the decentralized PV market by providing long-term financing on attractive terms for PV investments and, as applicable, dedicated funds especially for those households which, without a previous credit history and/or required collateral, may face difficulties in convincing the banks of their credit-worthiness.

The Technical Officer will be based in Egypt-PV premises in Dokki. Under the direct supervision of the Project Manager (PM) and overall guidance of the National Project Director (NPD)), the Project Technical Officer will support effective delivery of the activities within the project by administering and executing processes and transactions and supporting day-to-day project implementation consistent with UNDP rules and regulations.

#### **DUTIES AND RESPONSIBILITIES:**

The project technical officer will contribute to and supervise the technical aspects of the project, including:

1. Perform site visits and inspections at project implementation sites during various implementation stages.
2. Quality control of PV products and installation of projects receiving GEF support, including the required inspections and tests at the commissioning stage;
3. Supervising the monitoring of the annual performance of the PV investments supported by the project and analyzing the results, including interaction with the grid;
4. Short quarterly work-plan of the activities to be carried out under this assignment.
5. Draft Inception report of the Project.
6. Quarterly reports of the activities carried out under this assignment.
7. Mission report and debriefing for the field visit.
8. Elaborating the technical and other quality criteria for the PV systems, installations and supply-side service providers to benefit from the UNDP-implemented, GEF-financed project support.
9. Technical due diligence of the PV investment proposals received;
10. As applicable and in co-operation with the local and /or international grid analysis expert, drafting recommendations for required changes and improvements to the existing grid code for small, decentralized PV systems on the grid and operating them without distorting the grid balance;
11. By building on the previous work both in Egypt and abroad, elaborating a quality control and certification scheme applicable for Egyptian conditions for both products and installation, and facilitating its adoption by initiating required stakeholder consultations, drafting of proposals and eventual new regulations or standards required for the implementation of the scheme;
12. Local capacity building - preparation of training materials for and organizing/providing the actual training on the different technical aspects of the project, including PV system design, selection and installation, implementation of the quality control and certification scheme, product maintenance during operation, product performance monitoring and testing, etc.
13. Exploring opportunities for cooperation with local universities, professional and vocational schools and initiating and developing activities of common interest such as new courses and curricula for PV systems designers and installers and opportunities for practical training of the students.

14. Assisting PMU in supervising the work of service provider to guarantee the quality and consistency of the reports and deliverables, and help them finalize reports before their dissemination to concerned parties.
15. Timely and proactively provide recommendation for the improvement of all project activities.
16. Meeting minutes, with special reference to the technical parts.
17. Supporting and contributing to the implementation of other technical aspects of the project, as requested by the project manager.

## COMPETENCIES

### Core Competencies:

- *Integrity*: Demonstrate commitment to UNDP's mission, vision and values.
- *Respect of diversity*: Displays cultural, gender, nationality and age sensitivity and adaptability.
- *Project Orientation*: Focus on impact and results for the project and respond positively to feedback.
- *Team Work*: Participate in teams effectively and show conflict resolution skills.
- *Relationship Building*: Build strong relationships with stockholders and external actors.
- *Stress Management*: Remain calm, in control and good humored even under pressure.
- Demonstrate openness to change and ability to manage complexities.
- Consistently approach work with high energy and positive and constructive attitude.

### Functional Competencies:

- **Development and Operational Effectiveness**: Ability to perform a variety of specialized tasks related to Results Management, including support to planning and implementation of the project, managing data, and clear and accurate reporting. Ability to provide input to business processes re-engineering, implementation of new systems, including new IT based systems.

## REQUIRED QUALIFICATIONS

The Technical Officer shall have as a minimum the following qualifications:

1. Advanced degree in Engineering or related field to energy efficiency and renewable energy or any other related science-based background;
2. At least 4 years of relevant experiences in the field energy efficiency and renewable energy with a strong experience in PV systems;
3. Familiarity with the key characteristics of small, decentralized PV applications and hands-on experience with the Egyptian PV market ;
4. Demonstrated experience and success in the engagement of, and/or working with, the private sector;
5. Good analytical and problem-solving skills and the related ability to adaptively manage with prompt action on the conclusions and recommendations coming out of the project's regular monitoring and self-assessment activities as well as from periodic external evaluations;

6. Ability and demonstrated success to work in a team, to effectively organize it, and to motivate its members and other project counterparts to effectively work towards the project's objective and expected outcomes;
7. Good communication skills and competence in handling project's external relations at all levels; and
8. Fluent/good knowledge of the Arabic and English languages.
9. The Technical Officer should be independent and should not have any personal interest related to project activities which may hinder its independency and which may distort or bias his performance.

#### APPLICATION PROCESS

- For the interested candidate, please e-mail to [info@egypt-pv.org](mailto:info@egypt-pv.org) your CV and letter of interest in a single document named "[First, Middle and Last name]".
- The subject line of the e-mail should read "Egypt-PV Technical officer".
- Applications are currently being accepted until the deadline of 8<sup>th</sup> May 2019.