



*Empowered lives.
Resilient nations.*

Country: Somalia
Initiation Plan

Project Title:	Project Initiation Phase (PIP) - Shifting the Energy Paradigm in Somalia (STEPS)
Expected Outcome(s):	Somali women and men benefit from increased sustainable livelihood opportunities and improved natural resources management.
Initiation Plan Start Date:	February 2018
Initiation Plan End Date:	July 2018
Implementing Partner:	UNDP (Direct Implementation Modality – DIM)
Project Gender Marker Score:	1 – PIP will contribute in some way to gender equality, but not significantly.

Brief Description

The main objectives of the initiation phase is to establish coordination support office with the primary task of facilitating and coordinating current and future Energy Activities between the Federal government of Somalia, UN, Donors and the Somali Private Sector. Furthermore, this phase will oversee the development of energy policy while coordinating capacity building exercises of the MoEWR. The initial phase of this programme is also expected to put especial focus on organising One-on-One discussions with potential investors.

Programme Period:	2018-20	2018 AWP budget (USD):	291,250
Key Result Area (Strategic Plan):	Sustainable	Total resources required:	291,250
	Development	Total allocated resources:	291,250
Atlas Award ID:	00108027	• Regular:	291,250
		• Other:	0
Project ID:	00108053	Unfunded budget:	0
PAC Meeting Date:	06 Dec 2017	Government (in-kind):	0

Agreed by UNDP:
George Conway – Country Director

A. Soer
CD – OIC

Agreed by the Ministry of Energy and Water Resources, Federal Government of Somalia:
H.E. Salim Aliyow Ibrow, Minister of Energy and Water Resources

I. PURPOSE

There are a number of challenges Somalia faces in the energy sector, which have been extensively documented. These challenges constrain the development of the country and require a profound and fundamental response.

Coordination Support Office: Somali Energy stakeholders is an ever increasing list, from the Federal government, the international development partners to the Somali private sector who are undertaking a number of projects to further Energy development in Somalia. However, many – if not all, of these efforts run parallel to each other without proper coordination or unified direction. This creates overlapping and duplication of efforts burdening already scarce resources. The setup of this coordination unit will bring positive semblance by harmonizing Energy related activities of Somali Government and the International partners with several line ministries, including Ministry of Planning, Ministry of Public works and Ministry of Finance. The coordination unit will ensure the issues and priorities emanating from the private Sector as appropriately addressed.

Policy and regulation: One of the key challenges facing the energy sector is the lack of and/or the limited nature of Policy Direction and Regulatory Oversight. The current energy sector – electricity and fuels is dominated by a small number of private stakeholders which operate under limited government oversight. While there have been efforts to self-regulate especially in terms of tariffs, the current environment does not safe-guard or protect the interest of the consumers – especially households or businesses. This absence of policy and regulatory oversight constraints the ability of rural Somalis and IDPs to access modern energy services.

Know-how: There is a significant gap in terms of the capacity of the federal government to develop a comprehensive policies and regulations in the sector. There are gaps in know-how of for instance policy development, technical awareness and the proper coordination of available resources.

Investment availability: The recent forum on opportunities and barriers to investment in the country, it was clear that large scale investments were almost non-existent. Except for a small amount of self-funding that the private sector players are involved in, there are no financial options available for the sector from either the local or international financial institutions. This means that there is a dire need for strong public-private based initiative to seek tangible investment in the sector.

Based on these challenges, the initiation phase for the energy capacity enhancement program has three main objectives.

- To establish a coordination support office, the aim of this office will be
 - To develop a draft energy policy
 - To coordinate between the relevant federal and regional ministries regarding energy matters,
 - To coordinate between the government and the private sector regarding energy matters. This shall include key ministries at federal and member states levels, in particular, Ministry of Planning, Investments and Economic Development (MOPIED).
- To conduct a limited capacity building exercises to the officials and employees of the MoEWR of the federal government
- To establish a limited One-on-One investment discussion regime between the government and potential private investors.

II. EXPECTED OUTPUTS

Following three outputs are envisaged during the initiation phase:

Output 1: Establishment of a Coordination Support Office at the MoEWR. The first output shall include, 1) A draft energy policy 2) establishment of a communications corridor between the government and the private sector and 3) establishment of strong inter-ministry cooperation network.

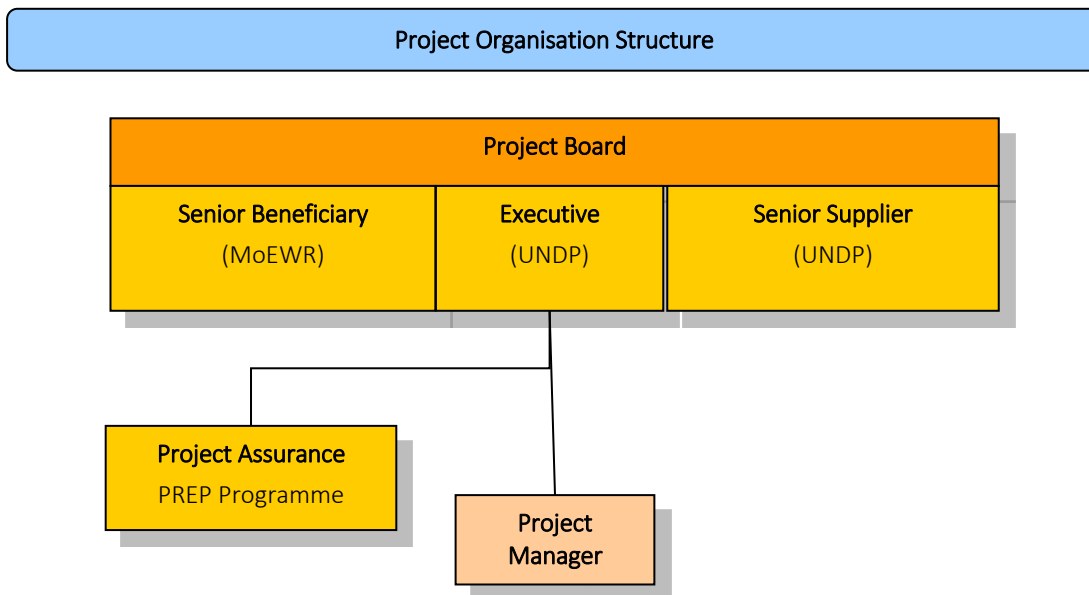
Output 2: At least three One-on-One investment discussion meetings between the government and potential investors.

Output 3: Capacity building courses developed and delivered to officials and employees of the MoEWR. Full-scale project document finalised and donors funds mobilised.

III. MANAGEMENT ARRANGEMENTS

The PIP will be managed by the UNDP team of Resilience and Climate Change portfolio. Portfolio Manager, will be the project manager for Initiation Phase. The portfolio team will also provide project support functions. International, national consultants and experts with clear terms of reference will be hired for specific tasks for the coordination support office (refer to Annex 1 and 2).

The project will follow the established processes of the country office for approval, management, oversight and accountability and reporting and operations management processes.



IV. WORK PLAN

Year: January to July 2018

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME (2018)		RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2		Funding Source	Budget Description	Amount
<p>Output 1: Coordination Support Office in the Ministry of Energy and Water Resources (MOEWR) Established <i>Baseline (2017): 1. MOEWR lacks coordination capacities; 2. No energy policy at national level</i> <i>Target (2018): 1. Fully functional coordination office operational in MOEWR; 2. Draft National Policy</i> <i>Indicators: 1. Coordination Office Functional; 2. Draft Energy Policy Document</i> <i>Targets:</i></p>	1.1. Developing the draft Energy Policy	X	X	UNDP, MOEWR	TRAC	National Experts (Co-ordination Unit)	USD 102,000
	1.2 Establishment of a communications corridor between the government and international partners					Stakeholders Meetings	USD 15,000
	1.3 Establishment of strong inter-ministry cooperation network					Office Equipment and furniture	USD 21,600
	1.4 Stakeholder meetings focused on federal and regional government cooperation					Running cost	USD 9,900
						Output 1	USD 148,500

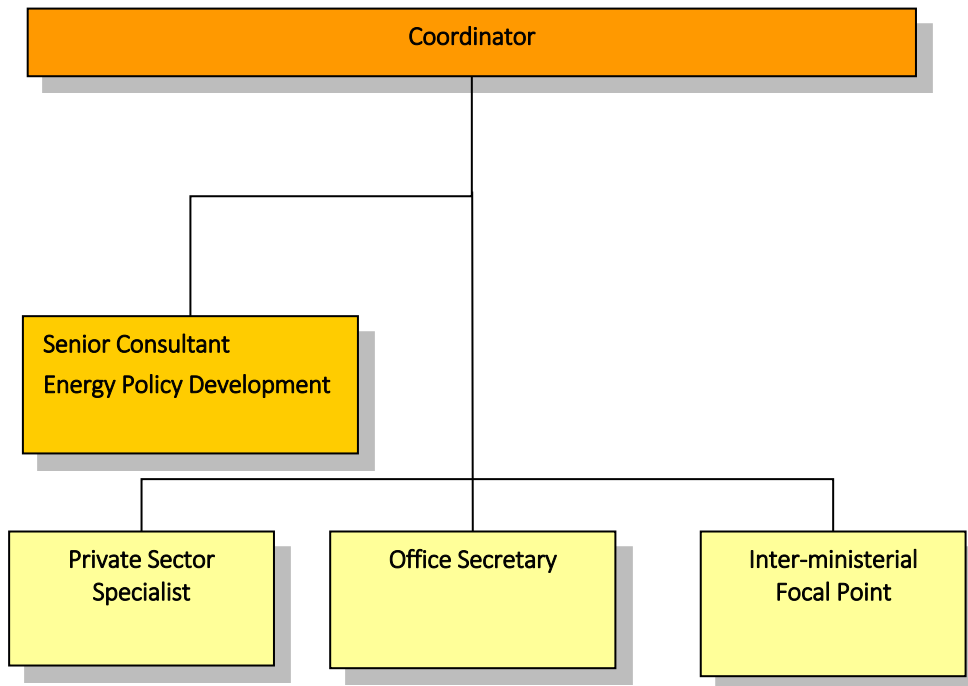
EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME (2018)		RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2		Funding Source	Budget Description	Amount
<p>Output 2: International investors Mobilised for Investment in Sustainable Energy Options</p> <p><i>Baseline (2017):</i> 1. Limited level of local investments in clean and sustainable energy options 2. Zero investments by International Investors on private to private or public private partnerships approaches</p> <p><i>Target:</i> 1. At least 3 International investors issue letters of interest to invest in sustainable energy options.</p> <p><i>Indicators:</i> 1. Road map for investments in the energy sector 2. Letter of interests (LOIs) from international investors invest in sustainable energy options.</p>	<p>2.1 Schedule 3 international meetings with relevant stake holders</p> <p>2.2. Three letters of interests secured from patient investors</p>	x	X	UNDP, MOEWR, SE4ALL	TRAC	Travels	USD 30,000
						Experts for Business Plans Development and Resource Mobilisation	USD 15,000
						Sundries	USD 5,000
						Total Output 2	USD 50,000

<p>Output 3: Capacity developed of government officials on investment climate and engaging the energy private sector</p> <p><i>Baseline:</i></p> <p>1. Almost non-existent capacities in MOEWR to work on innovative models to attract private sector investments</p> <p>2. Zero case studies on potential of private sector investments in Somalia</p> <p>3. Dearth of financial resources to overcome barriers to investments in energy sector</p> <p><i>Targets:</i></p> <p>1. 20, technical, policy and administrative staff with basic capacities</p> <p>2. 1 case study on potential of private sector investments</p> <p>3. Project document for full-scale implementation with adequate funds</p> <p><i>Indicators:</i></p> <p>1. 20 trained officials in government offices</p> <p>2. Case study with analysis and</p>	3.1 Preparation of training modules focused on energy and private sector investments	X	X	<p>UNDP, MoEWR</p>	<p>TRAC</p>	Training Specialist	USD 7,500		
								Training events	USD 15,000
								Donors consultations	USD 14,000
		3.2 Training events						Project document finalisation (consultant)	USD15,000
		3.3 Case studies development on business financing in sustainable energy							
	3.4 Final Project Document for full scale project implementation					Total Output 3	USD 51,500		

EXPECTED OUTPUTS <i>And baseline, indicators including annual targets</i>	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	TIMEFRAME (2018)		RESPONSIBLE PARTY	PLANNED BUDGET		
		Q1	Q2		Funding Source	Budget Description	Amount
<i>recommendations available</i>							
3. <i>Project document approved</i>							
Direct Project Costs						Premises	8,750
						Security	6,250
						M&E & Oversight	12,500
						Communications Support	2,500
						Operations Support	11,250
						Subtotal (Direct Project Cost):	41,250
GRAND TOTAL							USD 291,250

ANNEX - 1:

Ministry of Energy and Water Resources: Coordination Unit Structure (to be established as part of the PIP and absorbed in the full-scale project)



TERMS OF REFERENCES



I. General Information

Title of Consultancy:	Project Coordinator (PC) As part of the Initiation Phase – Energy Capacity Enhancement (IPECE) –Ministry of Energy and Water Resources (MoEWR) Somalia
Type of Contract:	Individual consultant - Individual sub-Contract
Duration of the assignment:	Deliverable based over a period of 6 months
Duty station:	Mogadishu, Somalia
Expected places of travel:	Mogadishu
Supervisor:	
Anticipated presence at UNDP premises:	10% of the total duration
Date of Issue:	25/11/2017
Closing Date:	N/A

II. ORGANIZATIONAL CONTEXT

There are a number of challenges that Somalia faces in the energy sector, which have been extensively documented. These challenges constrain the development of the country and require a profound and fundamental response.

Coordination: Somali Energy stakeholders is an ever increasing list , from the Federal government, the international development partners to the Somali private sector whom are undertaking immense projects to further Energy development in Somalia. However, many – if not all, of this efforts run parallel to each other without proper coordination or unified direction. This, regularly creates overlapping and duplication of efforts while serving as a waste of resources. The setup of this coordination unit or coordination support office will disturb this chain by harmonizing Energy related activities of Somali Government and the International partners with several line ministries, including Ministry of Planning, Ministry of Public works and Ministry of Finance. The coordination unit will ensure the issues and priorities emanating from the private Sector as appropriately addressed.

Policy and regulation: One of the key challenges facing the energy sector is the lack of and or the limited nature of Policy Direction and Regulatory Oversight. The current energy sector – electricity and fuels is dominated by a small number of private stakeholders which operate under limited government oversight. While there have been efforts to self-regulate especially in terms of tariffs, the current environment does not safe-guard or protect the interest of the consumers – especially households or

businesses. This absence of policy and regulatory oversight constraints the ability of rural Somalis and IDPs to access modern energy services.

Know-how: Secondly, there is a significant gap in terms of the capacity of the federal government to develop a comprehensive policies and regulations in the sector. There are gaps in know-how of for instance policy development, technical awareness and the proper coordination of available resources.

Investment availability: from the recent forum on opportunities and barriers to investment in the country, it was clear that investment options were almost non-existent. Except for the a small amount of self-funding that the private sector players are involved in, there are no financial options available for the sector from either the local or international financial institutions. This means that there is a dire need for strong public-private based initiative to seek tangible investment in the sector.

III. OBJECTIVES OF THE ASSIGNMENT

The initiation phase for the energy capacity enhancement program is required to establish a coordination unit (CU) the aim of which is to coordinate all energy activities of the federal and local governments, the private sector and the international, oversea UNDP capacity building program for the MoEWR and coordinate a one-on-one energy investment discussions between the federal government and potential investors. The project coordinator will lead the task of establishing the coordination unit and overseeing all of its activities.

IV. SCOPE OF WORK

The project coordinator of the energy capacity enhancement will lead the task of establishing the CU and overseeing all of its tasks and responsibilities.

Specific tasks as grouped under components of the IPECE would include:

A. Establishment of the coordination unit

- The project coordinator will establish the energy coordination unit at the ministry of energy and water resources of the federal government of the Somalia. This will entail the physical establishment of the office including equipping furnishing the office while keeping the project within budget.

B. Coordination of energy activities:

- The PC, through the coordination support office will be responsible for the coordination of all energy related activities of the federal and regional ministries of energy and water resources. Furthermore, the PC will oversee international efforts within the sector.
- The PC will as part of his/her responsibilities oversee and supervise the development the draft energy policy for the federal government of Somalia
- The PC will oversee the public-private dialogue that will be part of the core activities of the coordination unit.
- Furthermore, the PC will oversee the development of an effective inter-governmental and inter-ministry working system. This will include the setting the agenda and supervising the activities of the inter-governmental and inter-ministerial communication regarding energy undertakings.

C. Capacity building activities by the UNDP:

- A capacity building program will be implemented in the federal ministry of energy and water resources by the UNDP. It will be the responsibilities of the PC to oversee these activities as part of his/her responsibilities in the energy coordination unit.

D. One-one investment discussions:

- The Federal Government will be holding a number of one-on-one investment discussions with potential investors on a number of external settings. The PC will be responsible for coordinating these activities.

E. Project Management – Financial, Administrative and Human Resources

- Supervise and manage project staff and external short-term consultants, lead and coach the project team in both substantial and operational issues.
- Undertake day to day management of the CU, including smooth implementation of current projects and use of resources.
- Manage the project budget
- Ensure appropriate recording and accounting documentation as required by UNDP and preparation of required financial reports. Make the financial operations of the project transparent and able to stand up to regular audits and evaluation.
- Facilitate project approval and budget revision processes as per UNDP policies and procedures
- Prepare work plans, produce timely reports – financial and progress reports – as required by the UNDP and donor reporting systems.
- Ensure that UNDP rules and regulations concerning finance, procurement and human resources are adhered to
- Support an environment of learning for staff within the program

IV. Monitoring and Progress controls

The assignment will be monitored and facilitated by the UNDP and the MoEWR. The quality of the deliverables mentioned in the next section will be assessed UNDP and MoEWR. The consultancy fees would be released as agreed by the UNDP and the PC.

V. Deliverables

- i. **Output 1:** Establishment of a Coordination Support Office/Coordination Unit at the MoEWR. The first output shall include, 1) A draft energy policy 2) establishment of a communications corridor between the government and the private sector and 3) establishment of strong inter-ministry cooperation network.
- ii. **Output 2:** At least three One-on-One investment discussion meetings between the government and potential investors.
- iii. **Output 3:** Capacity building courses developed and delivered to officials and employees of the MoEWR.

VI: Review/approval time

Refer to section IV above.

VII: Qualifications and Competencies

Education:

- PC Shall have a degree in Engineering, geology, natural resources management (land, water, forestry, biodiversity etc.), social sciences, rural development, economic development or engineering.

Experience:

- Fully conversant with security and socio-economic development trends at regional and local levels.
- Minimum 4years experience in project management and/or conflict management in an international development setting.
- Skills in facilitating consultations, workshops, and grass-roots engagements.
- Experience in conducting and applying political and conflict analysis in post-conflict environments.

Corporate Competencies:

- Demonstrate integrity by modeling the UN’s values and ethical standards
- Promote the vision, mission, and strategic goals of UNDP
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treat all people fairly without favouritism

Language requirements: a) Strong written and spoken English/Somali languages.

VIII. Other Information

The PC shall be familiar with security issues and arrangement in the country. The PC shall be able to travel both within the country and outside.

VIII. Terms of Service

This is a contract between the project coordinator and the UNDP. The agreement is as per individual contract terms and conditions.

IX. Submission of application

- A CV with the relevant qualifications and experiences shall be submitted to the following address



I. General Information

Title of Consultancy:	Senior Policy Development advisor (SPDA) –Coordination Unit –Energy.
Type of Contract:	Individual consultant - Individual sub-Contract
Duration of the assignment:	Deliverable based over a period of 6 months
Duty station:	Mogadishu, Somalia
Expected places of travel:	Mogadishu
Supervisor:	
Anticipated presence at UNDP premises:	10% of the total duration
Date of Issue:	25/11/2017
Closing Date:	N/A

V. II.ORGANIZATIONAL CONTEXT

There are a number of challenges that Somalia faces in the energy sector, which have been extensively documented. These challenges constrain the development of the country and require a profound and fundamental response.

Coordination: Somali Energy stakeholders is an ever increasing list , from the Federal government, the international development partners to the Somali private sector whom are undertaking immense projects to further Energy development in Somalia. However, many – if not all, of this efforts run parallel to each other without proper coordination or unified direction. This, regularly creates overlapping and duplication of efforts while serving as a waste of resources. The setup of this coordination unit or coordination support office will disturb this chain by harmonizing Energy related activities of Somali Government and the International partners with several line ministries, including Ministry of Planning, Ministry of Public works and Ministry of Finance. The coordination unit will ensure the issues and priorities emanating from the private Sector as appropriately addressed.

Policy and regulation: One of the key challenges facing the energy sector is the lack of and or the limited nature of Policy Direction and Regulatory Oversight. The current energy sector – electricity and fuels is dominated by a small number of private stakeholders which operate under limited government oversight. While there have been efforts to self-regulate especially in terms of tariffs, the current environment does not safe-guard or protect the interest of the consumers – especially households or businesses. This absence of policy and regulatory oversight constraints the ability of rural Somalis and IDPs to access modern energy services.

Know-how: Secondly, there is a significant gap in terms of the capacity of the federal government to develop a comprehensive policies and regulations in the sector. There are gaps in know-how of for instance policy development, technical awareness and the proper coordination of available resources.

Investment availability: from the recent forum on opportunities and barriers to investment in the country, it was clear that investment options were almost non-existent. Except for the a small amount of self-funding that the private sector players are involved in, there are no financial options available for the sector from either the local or international financial institutions. This means that there is a dire need for strong public-private based initiative to seek tangible investment in the sector.

VI. II. OBJECTIVES OF THE ASSIGNMENT

The initiation phase for the energy capacity enhancement program is required to establish a coordination unit (CU) the aim of which is to coordinate all energy activities of the federal and local governments, the private sector and the international, oversea UNDP capacity building program for the MoEWR and coordinate a one-on-one energy investment discussions between the federal government and potential investors. Reporting to the project coordinator (PC), the senior policy development advisor will be responsible for the development of the draft energy policy for the federal government of Somalia.

VII. III. SCOPE OF WORK

The project coordinator of the energy capacity enhancement will lead the task of establishing the CU and overseeing all of its tasks and responsibilities.

Specific tasks as grouped under components of the IPECE would include:

A. Current policy status quo:

The SPDA will have the task of researching and collecting information on all current policies used in the country both federally and regionally. The senior advisor shall assess the strengths and gaps of these policies when deciding whether to adopt them or not.

B. Identify complementary international policy practices

The SPDA shall identify complementary energy policies of regional and international countries in order to identify best and most suitable policy practices for the federal government of Somalia. Similarly, the senior advisor shall assess the strengths and gaps of these policies when deciding whether to adopt them or not

C. Draft the national energy policy

The senior policy development advisor shall draft the energy policy for the federal government of Somalia. A draft shall be ready for circulation as per the time frame in the work plan.

D. National and international travel

The SPDA will be expected to travel throughout the country and to regional countries when necessary in order to attend relevant events and stakeholder meetings. Therefore, he/she shall have the appropriate travel documents.

NB: The SPDA shall take into account the uniqueness of the energy landscape in the country when compiling and drafting the policy content.

IV. Monitoring and Progress controls

The assignment will be monitored and facilitated by the UNDP and the MoEWR. The SPDA will report directly to the Project Coordinator. The quality of the deliverables mentioned in the next section will be assessed UNDP and MoEWR. The consultancy fees would be released as agreed by the UNDP and the PC.

i.

V. Deliverables

A draft energy policy for the federal government of Somalia.

VI: Review/approval time

Refer to section IV above.

VII: Qualifications and Competencies

Education:

- The SPDA shall have post graduate degree in engineering, geology, natural resources management (land, water, forestry, biodiversity etc.), Biotechnology, law and or economic development.

Experience:

- Knowledge of global and national energy landscapes change will be an added advantage.
- A minimum of 5 years of professional experiences in undertaking similar or related task;
- Adequate familiarity with broad Policy and Legal frameworks in Somalia across different sectors;
- Excellent writing and oral communication skills in English language.
- Fully conversant with security and socio-economic development trends at regional and local levels.

Language requirements: a) Strong written and spoken English/Somali languages.

VII. Other Information

The SPDA shall be familiar with security issues and arrangement in the country. The PC shall be able to travel both within the country and outside.

VIII. Terms of Service

This is a contract between the SPDA and the UNDP. The agreement is as per individual contract terms and conditions.

IX. Submission of application

- A CV with the relevant qualifications and experiences shall be submitted to the following address



UNITED NATIONS DEVELOPMENT PROGRAMME
UNDP Somalia Standard IC TOR format

II. General Information

Title of Consultancy:	Consultant -Private Sector Specialist (PSS)–Coordination Unit –Energy.
Type of Contract:	Individual consultant - Individual sub-Contract
Duration of the assignment:	Deliverable based over a period of 6 months
Duty station:	Mogadishu, Somalia
Expected places of travel:	Mogadishu
Supervisor:	
Anticipated presence at UNDP premises:	10% of the total duration
Date of Issue:	25/11/2017
Closing Date:	N/A

VIII. II. ORGANIZATIONAL CONTEXT

The office of coordination Unit , is part of the Ministry of Energy and Water Resources. In conjunction with a number of line ministries , this office works with the Somali international development partners It's primary task is to coordinate all national and international activities related to Energy Developments . This office serves as CenterPoint that connects all Somali Energy stakeholders to avoid effort duplication and harmonies Energy activities.

IX. II. OBJECTIVES OF THE ASSIGNMENT

X.

As part of the initiation phase of the energy capacity enhancement program, there will be significant public-private dialogue or interactions between the private sector and the government. The main objective of the position of the public-private dialogue consultant is to be the focal point for these interactions. Reporting to the project coordinator (PC), the consultant will be responsible in consulting with all stakeholders to ascertain capacity inside Government, private sector, Chamber of Commerce and other relevant associations.

XI. III. SCOPE OF WORK

The major activities related to the public-private dialogue activities within the context of the coordination unit. A thorough process of consultations with all relevant stakeholders, private sector, civil

society, donors supporting private sector development related activities and the general public is to be an integral part of the assignment.

Specific tasks as grouped under components of the PSS consultant would include:

- i. Consult with all stakeholders to ascertain capacity inside Government, private sector, Chamber of Commerce and other relevant associations.
- ii. Provide recommendations on the required capacity building for both the private and public sector.
- iii. Provide a focused point of entry at the interface between the regional Public and Private Sectors;
- iv. Provide direct Private Sector inputs into the discussions and deliberations of all regional Public Sector decision makers at all levels, including Heads of Government
- v. Facilitate the derivation and communication of common representative Private Sector positions on key issues, both internal and external;
- vi. Provide a conduit to allow Private Sector interest groups, both national and sectorial, to be heard.
- vii. Raise awareness of the concept of dialogue by being involved in seminars/workshops outlining importance and procedures for the tasks at hand
- viii. Advise the private sector about the status of policies and regulations that affect the private sector.
- ix. Advise the private sector thought the coordination unit of development assistances that are available at the international donor level and from the federal and regional governments.
- x. Present the proposed PSS structure and framework to all stakeholders, securing consensus on the final output.
- xi.

IV. Monitoring and Progress controls

The assignment will be monitored and facilitated by the UNDP and the MoEWR. The PSS consultant will report directly to the Project Coordinator. The quality of the deliverables mentioned in the next section will be assessed UNDP and MoEWR. The consultancy fees would be released as agreed by the UNDP and the PC.

ii.

V. Deliverables

VI: Review/approval time

Refer to section IV above.

VII: Qualifications and Competencies

Education:

- The PPF consultant shall have graduate degree in energy, engineering, law, social sciences, business administration communications and or economic development.

Experience:

- Minimum 4 years experience in private sector development in emerging markets, either as policymaker, advisor, or in private business.
- Experience in and knowledge of Public Private Dialogue mechanisms in emerging markets, including experience in the design, facilitation, and operation of PSSs.
- Experience and knowledge in private sector development and/or business in Africa.
- Experience and knowledge in private sector development and/or business in post-conflict countries.
- Strong organizational and interpersonal relationship skills

Language requirements: a) Strong written and spoken English/Somali languages.

VII. Other Information

The SPDA shall be familiar with security issues and arrangement in the country. The PC shall be able to travel both within the country and outside.

VIII. Terms of Service

This is a contract between the SPDA and the UNDP. The agreement is as per individual contract terms and conditions.

VIII. Submission of application

- A CV with the relevant qualifications and experiences shall be submitted to the following address



UNITED NATIONS DEVELOPMENT PROGRAMME
UNDP Somalia Standard IC TOR format

III. General Information

Title of Consultant :	Secretary
Type of Contract:	National Consultant (NC) - CTG Individual Contract
Duration of the assignment:	Deliverable based over a period of 4 months
Duty station:	Mogadishu
Supervisor:	Project Energy Advisor, Ministry of Energy and Water resources, Somalia
Date of Issue:	07/09/2017
Closing Date:	N/A

IV. ORGANIZATIONAL CONTEXT

The office of coordination Unit , is part of the Ministry of Energy and Water Resources. In conjunction with a number of line ministries , this office works with the Somali international development partners It's primary task is to coordinate all national and international activities related to Energy Developments . This office serves as CenterPoint that connects all Somali Energy stakeholders to avoid effort duplication and harmonies Energy activities.

XII. II. SCOPE OF WORK

The objective of this assignment is to assist the coordination process. The Secretary is responsible for the administrative management of the project activities and assists in the preparation of work plans and progress reports for review and monitoring by the Project manager. This includes, supporting the project coordinator (team-leader) with distributing information among the government institution , UN and donors involved in the Somali Sustainable Energy development. The Secretary will support the Team Leader in drafting project document and translating into Somali and distributing information

A. Administrative management

- Make logistical arrangements for the meetings
- Providing secretarial support for the project staff
- Prepare drafts, Writing letters & reports, sending mails for the project coordinator
- Provide translation and interpretation services as needed
- Ensuring the translated materials are of satisfactory quality;
- Assume overall responsibility for administrative matters of a more general nature, such as Registry and maintenance of project files.
- Provide technical support for maintaining the Project coordinator
- Perform all other administrative related duties, upon request.

B. Support in document drafting and translation

- The Secretary will support the project coordinator in compilation and review of relevant documentation that cover the issues associated with the technical oriented conference on sustainable energy.
- He/she will focus in helping draft the documents, translate it into Somalia and distributing within various government sectors. The Secretary will share all the documents with project staff, along with a report summarizing each document.
- She/he will assist the project coordinator prepare reports on the project organizing progress, updating the steering committee.
- The project assistant will be keeping project records for reference or late use.

C. Institutional arrangements :

The selected individual will report to:

Project Coordinator , Ministry of energy and water resources , Somalia

III. Monitoring and Progress controls
The assignment will be monitored and facilitated by the UNDP and the MoEWR. The SPDA will report directly to the Project Coordinator. The quality of the deliverables mentioned in the next section will be assessed UNDP and MoEWR. The consultancy fees would be released as agreed by the UNDP and the PC.
IV: Qualifications and Competencies
<p>I. Education: The Secretary should have degree in administration, environment, natural resources management (land, water, forestry, biodiversity etc.), social sciences, rural development, economic development or engineering.</p> <p>II. Experience and Skills:</p> <ul style="list-style-type: none"> • Experience in administrative work, preferably in an international organization. • A demonstrated ability in management of development projects and in liaising and Cooperating with Government officials, NGOs, mass media. • Self-motivated and availability to work under the pressure. • Team-oriented, possess a positive attitude and work well with others. • Flexible and willing to travail as required. • Good Communication skills. • Excellent communication skills, including inter-personal. • Excellent verbal and writing communication skills in Somali and English. • Good knowledge of Word, Outlook and Excel is necessary. <p>III. Language requirements: a) Strong written and spoken English/Somali languages.</p>
V. Terms of Service
This is a contract between the office of the chairman of the steering committee and the individual assistant. The agreement is as per individual contract terms and conditions.
VI. Submission of application
<ul style="list-style-type: none"> • A CV with the relevant qualifications and experiences shall be submitted to the following address