

**UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION**

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

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| **Title:** | PFAN Regional Coordinator Pacific |
| **Main Duty Station and Location:** | Home based |
| **Mission/s to:** | Travel as needed |
| **Start of Contract (EOD):** | asap |
| **End of Contract (COB):** | (tbc) |
| **Number of Working Days:** | 63 working days (tbc) over 6 mth |

**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 developing countries and economies in transition.

The Programme Development and Technical Cooperation (PTC) is primarily responsible for providing capacity-development support and technical cooperation services to enhance the capabilities of developing countries and transition economies to process their agriculture-based raw materials, participate in international trade flows for manufactured goods, increase investment and technology flows, develop entrepreneurship, promote environmentally sustainable production techniques, develop renewable and rural energy for productive use, increase energy efficiency and support the implementation of major multilateral environmental agreements.

The Department of Energy (PTC/ENE) assists member countries in the transition to a sustainable energy future under the overarching mandate of inclusive and sustainable industrial development, through the application of renewable energy for productive uses, adoption of the efficient use of energy by industry and the introduction of low carbon technologies and processes. In transitioning to a sustainable energy future, the challenges of addressing energy poverty and climate change become an integral part of the Department activities.

The Climate Technology and Innovation Division (PTC/ENE/CTI) is responsible for supporting Member States with access to and uptake of low-carbon, climate-friendly and clean energy technologies, innovations and entrepreneurship. It focuses on supporting entrepreneurship and facilitating the establishment of climate technology innovation ecosystems. In addition, the Division is responsible for enhancing the use of low-carbon technologies by industry and local communities, thereby contributing to climate mitigations and resilience in recipient countries.

This position is located in the Climate Technology and Innovation Division (PTC/ENE/CTI) within the Department of Energy (PTC/ENE), where the Private Financing Advisory Network (PFAN) is housed.

**PROJECT CONTEXT** */Overview/UNIDO Project Summary/Project Purpose>*

PFAN[[1]](#footnote-1) is a multilateral public private partnership. PFAN matches private financing with innovative low carbon, climate resilient projects in developing countries and emerging economies with a small public investment through a low-risk, low overhead networking model based on fixed fee project development, transaction advisory services, and investor forums, meeting a need recognized in international development and climate circles.

PFAN serves three functions:

1. Capacitate entrepreneurs and businesses to develop bankable projects
2. Mitigate investor risk
3. Facilitates project funding to increase and mainstream investments in low carbon, climate resilient projects for sustainable development

PFAN is active in various regions, including in the Small Island Developing States of the Pacific. PFAN is directly responding to the urgent need for capacity building of developers as well as investors, and in parallel to the need of market creation to help develop the investment opportunities and stimulate the interest of market participants. Having performed these roles successfully in other markets, including in Africa, Asia & the Caribbean, PFAN is now expanding to provide its services in the Pacific region.

**RESPONSIBILITIES**

Under the oversight and coordination of the PFAN Global Coordinator, the supervision of the Project Manager at UNIDO, and in close cooperation with the PFAN Management Unit (PMU) and the PFAN team members, the PFAN Regional Coordinator’s prime objective is the implementation of the strategy outlined for the region. Considering current market activity within the Pacific and other existing programs and initiatives, PFAN has identified the following 4 pillars of activity for its engagement in the region:

1. **Origination and Development of Pipeline for Selected Investors**: reflecting our partnership strategy of working with selected partners on both project origination and investment, PFAN will work closely with selected institutions, which have identified clean energy and climate as important business areas, but which do not have the necessary origination and project preparation capabilities and resources to fully develop bankable transactions from early stage enquiries, to help identify and develop tailor-made deal flow. National Development Bank of Fiji and the Bank of the South Pacific have been identified as initial partners and in due course the service may be extended to other commercial banks and Super Funds active in the region. PFAN will also cooperate intensively with other market actors and donor initiatives in this space (including specifically ADB, PCREEE, IRENA & PRIF) and in time possibly generate tailored programs for other multilateral and bilateral activities as they enter the Pacific markets (e.g. GCF accredited entities, ElectriFI & GetInvest).
2. **Facilitation of Energy Access through Mini-grids:** this activity will involve structuring successful mini-grid business models based on work where PFAN has had some recent successes raising investment for mini-grid businesses and which are now starting to demonstrate commercial viability and robustness in certain conditions. We expect this activity to be focused on the Fijian outer islands, the Solomon Islands and in Papua New Guinea where there is apparent significant requirement for development and operation of mini-grids and where utilities are looking at appropriate regulation for privately owned and operated mini-grid solutions.
3. **Establishing a Pipeline of viable IPP type Investments in Mid-size Markets:** this will entail a selection of investment opportunities identified from the existing pipelines of PRIF, ADB, IFC and EIB with PFAN providing an adapted project preparation and mentoring service to increase the capacity of the proponents, identifying and facilitating 3rd party investment, structuring, and assisting with financial closure of projects as appropriate.
4. **Development of an Energy Asset Company** **Model:** in the medium term PFAN envisages the development of an asset company, which would aggregate a number of existing assets (e.g. generation) from the Pacific (by selling the assets to an entity specifically created for that purpose) and then issue a new set of securities backed by the assets and the cash flows they generate. This will enable existing IPPs to exit their investments and contemplate new deals, and will provide a buyer for future IPP assets, thereby creating a secondary market. PFAN’s role would be primarily in sourcing the assets for this structure and in facilitating the transaction. Investment bank partners and consultants will be mobilized for the detailed structuring and distribution work.

The focus of the above outlined strategic activities will be geographically **on Fiji, Solomon Islands and Papua New Guinea,** whilst taking advantage of project opportunities in other countries as they arise, as well as on the establishment of effective cooperation with existing regional bodies (ADB, PCREEE, PRIF), including donors and their respective regional programs.

Wherever possible projects originated through components 1, 2 & 3 will be supported through the PFAN development framework, preparing these for investment and possible showcasing at relevant events. Looking ahead, PFAN aims to organize a dedicated investment forum for the Pacific region in 2020 in close coordination with other programs and activities in the region.

Given however, the demographics of the Pacific and the prevailing market dynamics, which are driven to a large extent by donors, deal flow is expected to be relatively low (in comparison with other regions) and characterized by the need to originate and develop specialized programmatic approaches, especially for strategies 1 & 2, which will require tailor-made support. This will entail much more up-front structuring, coordination and pre-negotiation work with potential project developers and other stake-holders than normally the case in other PFAN regions in order to originate projects. Two such approaches have already been identified – the Fiji Outer Islands Mini-Grid Project and the Sepik Electrification Project (in PNG). These projects and other programmatic approaches identified in the future will likely need to be structured and developed outside of the standard PFAN development framework and the Regional Coordinator will need to coordinate and manage this response together with the Global Coordinator.

In addition to the above, PFAN is looking at providing a project screening service to DFAT, to assist with evaluating unsolicited climate and clean energy project proposals from the Asian and Pacific regions. Projects successfully passing screening could then be considered for induction to the PFAN development pipeline for receipt of PFAN support. PFAN is also interested in providing origination support to the Australian Infrastructure Financing Facility for the Pacific.

The Regional Coordinator will also interface and coordinate with other activities and initiatives around the region. She/he will liaise with relevant institutions in the region, including PCREEE.

The position is expected to account for a share of the Regional Coordinator’s time and will be contracted through UNIDO. Additional project facing effort may be contracted through REEEP on top of the basic coordination effort as detailed in this job description.

The PFAN Regional Coordinator will carry out the duties as described below:

| MAIN DUTIES | **Concrete/**  **measurable**  **outputs to be achieved**[[2]](#footnote-2) | **Expected duration** | **Location** |
| --- | --- | --- | --- |
| ***1. Management & Implementation*** *of PFAN’s programmatic activities in the region in accordance with the PFAN Project Document, the Annual Work Plan and Budget.*  In cooperation with the Global Coordinator and the PMU, the Regional Coordinator will be primarily responsible for the design, management and implementation of the activities in the region in line with the strategies identified and agreed | Input to workplan and funding proposals  Participation in PFAN quarterly call  Draft Agendas and concept notes for event / activity design and implementation | 10% | Home based, with travel within targeted region as required |
| ***2. Project Identification***  Help identify the universe of viable clean energy & climate projects, including mini and off-grid energy projects as well as climate adaptation, particularly in the SME sector The Regional Coordinator will identify projects and programmatic approaches which are under discussion and development by creditable investors, developers, and governments, which address specific market gaps or opportunities and which have the potential for reaching closure with PFAN and other donor / Development Finance Institutions (DFI) assistance and introduce these for consideration for the PFAN development pipeline, for investment facilitation through the Investment Facilitation Team (IFT) of PFAN, for further structuring and development as a programmatic approach or in connection with PFAN’s capital market access strategy. | 4 roadshows and / or outreach activities  5 - 10 submissions to Climate Invest, PFAN’s workflow management system  Introduction of 2 - 3 additional programmatic approaches | 10% | Home based, with travel within targeted region as required |
| ***3. Project Evaluation***  The Regional Coordinator will support the evaluation of identified and pipeline projects, participating in PFAN and AFCCEF evaluation teams on an as needs basis and participate in other project evaluation activities of PFAN as required from time to time. | Investment potential assessments  Assessment of 8 - 15 project applications Participation in Evaluation Calls | 10% | Home based, with travel within targeted region as required |
| ***4. Early stage project development & structuring for programmatic approaches; coordination & negotiation with developers, investors and key stakeholders***  The Regional Coordinator will work with the Global Coordinator, the Strategic Advisor for the Pacific, the Head of IFT and other members of the PMU to further structure and develop the Fiji Outer Islands Project and the Sepik Electrification Programme and prepare these and other programmatic approaches for implementation. This will involve negotiation and coordination with key stakeholders including government agencies, donors, investors, operators and contractors to help finalise deal structure and secure funding. | Development and finalisation of 1 - 3 programmatic approaches. | 20% | Home based, with travel within targeted region as required |
| ***5. Coordination & Network Management***  Together with the Global Coordinator, the Regional Coordinator will oversee and coordinate the establishment and operation of the PFAN consultant and investor network across the region, involving the management and oversight of respective country coordinators where appropriate and network activities, liaison with the PMU, maintenance of relationships to network members, Strategic and Network Partners as well as organisation and coordination of PFAN events from time to time (Roadshows, Workshops, Investment Fora, Trainings etc). This will also include the expansion of dedicated country networks into new countries in the region involving the identification and recommendation of respective country coordinators, identification of new Network Members, Network Partners and Strategic Partners and the day to day maintenance of these new relationships (together with the PMU, the Global Coordinator and the PFAN Partnership Manager).  As well as operational coordination with PFAN and the PMU the Regional Coordinator will maintain a close working relationship with appropriate Donor Agencies and multilateral activities, and will coordinate with other agencies and entities as needful from time to time. | Maintenance meetings (calls) with existing network members / network partners / investor partners / strategic partners.  4 - 6 new network members;  3 - 5 network partners or investor partners or strategic partners  Meeting notes & Call reports | 10% | Home based, with travel within targeted region as required |
| ***6. Provision of Support to PFAN’s Project Development (Coaching) Activities***  Together with the Global Coordinator and the Investment Facilitation Team the Regional Coordinator will coordinate and oversee the work of PFAN coaches providing project development advice and financing facilitation assistance to PFAN projects. This will involve nomination and selection of PFAN Coaches, supervision and guidance of PFAN Coaches as well as provision of guidance and advice directly to the selected PFAN projects in helping move the projects to financial close.  Together with the Global Coordinator and head of Investment Facilitation Team the Regional Coordinator will also develop strategies and personalized scopes of work for individual projects (e.g. those in receipt of Supplementary and Award Coaching and Tipping Point Technical Assistance), which may for instance include support and advice in the following areas:   * Early stage project development and structuring * Late stage project development * Negotiation of PPAs * Structuring & procurement of investment & financing * EPC Contracting * Tendering & bidding * Documentation & legal advice * Support on Due Diligence & achieving Conditions Precedent     The Regional Coordinator will also coordinate with other multilateral activities and donors so as to source any supplementary technical assistance resources required (e.g. feasibility studies, technical studies, credit guarantees, other technical assistance, etc.) to advance the projects (especially early stage projects) accordingly. | 3 - 7 projects supported and related PDRs & PDDs reviewed, commented and approved  2 - 4 projects (including programmatic approaches) reaching investment-ready status  2 projects proposed for Tipping Point Technical Assistance | 10% | Home based, with travel within targeted region as required |
| ***7. Financing Facilitation***  For projects maturing from the PFAN Pipeline the Regional Coordinator, together with the Global Coordinator and the Head of Investment Facilitation Team, will be responsible for facilitating investment and financing, including both equity and / or debt portions as appropriate in each case, coordinating and mobilizing the resources and networks of PFAN other multilateral activities and donors as required.  The Regional Coordinator will provide and / or coordinate the provision of deal facilitation support to assist in investment negotiations, support due diligence processes and aid in the fulfilment of conditions precedent, thereby ensuring and accelerating achievement of financial close. In addition, the Regional Coordinator will be responsible for arranging post deal monitoring to ensure that project implementation proceeds according to plan. | 1 PFAN Investment Forum convened  2 - 4 projects introduced to Investment Facilitation Team  2 - 4 projects introduced to investors  1 project and 1 programmatic approach reaching financial close  3 - 5 projects and / or programmatic approaches receiving other donor / concessional support as a result of PFAN intervention | 10% | Home based, with travel within targeted region as required |
| ***8. Outreach & Communication***  The Regional Coordinator will be responsible for representing PFAN in the region and for developing its business and furthering its interests and supporting its events and activities. This will include the following areas:   * identification and acquisition of new Network Members and PFAN Coaches; * identification and acquisition of new Network and Strategic Partners; * identification and acquisition of new Investment Partners; * representing PFAN / the PMU to donors and other stakeholders in the region; * organization and implementation of PFAN events and outreach activities (including Investor Fora, Workshops, Trainings, Roadshows etc.); * participation in and representation of PFAN at investment and clean energy conferences and fora in the region; * identification of new funding and / or programme mandates and opportunities; * participating in and supporting the preparation of proposals to obtain new funding mandates; * maintaining close contact with donors, other international programmes and activities, investors, potential contracting parties, prime contractors and other stakeholders, so as to monitor and understand the donor and investment landscape in the region.   Together with the PMU and the Global Coordinator the Regional Coordinator will be responsible for developing and implementing a communications strategy to promote PFAN and disseminate information about its activities throughout the region with the aim of originating more projects, sourcing new Network Members and Partners and informing investment policy and decisions of public and private sector stakeholders. | 2 - 3 new Investor Partners identified / signed up  1 - 2 new Strategic Partners identified / signed up  3 Presentations of PFAN at 3rd party meetings / conferences etc.  4 case studies published  Call reports and meeting notes  Communications collateral and products specific to the region | 15% | Home based, with travel within targeted region as required |
| ***9. Reporting***  The Regional Coordinator will provide quarterly reports (according to provided templates) on the activities in the region providing combined information and aggregated data from around the region with a particular emphasis on the value added by the Regional Coordinator enabling the Global Coordinator and PMU to have reasonable oversight and control of the development of PFAN’s business and interests in the regions and providing statutory required information for donor reporting. | Quarterly progress reports  Activity Reports  Call & Meeting reports  Event Reports | 5% |  |

**MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Advanced university degree in a relevant field such as engineering, economics, finance, management or applied science discipline or MBA.

**Technical and Functional Experience**: A minimum of 10 years of progressively responsible experience in facilitating investment in low carbon, climate resilient projects. Experience in working with private sector and financial institutions at local, national, and international level. Established network of investors. Decent knowledge of UN system on climate change and technology issues and experience in working with governments in developing countries. Familiarity with modalities, policies and processes practiced by international agencies, financing institutions, NGOs, government agencies, and international private sector organizations.

The Regional Coordinator will have substantive experience in origination, structuring, execution, and post-deal maintenance of clean energy and climate investment transactions – ideally on both the buy and sell side. He / she will need experience in working with energy institutions and government agencies in the Pacific SIDS and will need to be politically and diplomatically astute. The “ideal candidate” will probably have worked for investment funds, institutional investors and / or banks in senior origination and / or transaction positions and / or have worked in senior advisory roles for clean energy project development and financing facilitation in the targeted region and / or for donor funded programmes focusing on investment in clean energy in the region. S/he should be able to document a successful track record of private sector investment raised / deals facilitated / closed. In addition, s/he should have a working experience of DFI and donor funded programmes and activities. S/he should be able to demonstrate management and coordination ability of multi-disciplinary advisory teams and high-level communication skills.

The Regional Coordinator must have the skills and credentials to support (and on occasion represent) renewable energy developers seeking to be independent power producers (IPPs) and / or Distributed Energy Service Companies (DESCOs) and or Energy Service Companies (ESCOs) in project and investment negotiations with government agencies and utilities, with investors, commercial and development banks, with DFIs and donor institutions.

**Languages**: Fluency in oral and written English is required. Working knowledge of another UN language is an asset, as well as languages widely used in the region.

**REQUIRED COMPETENCIES**

**Core values:** Professionalism; Integrity and Respect for Diversity.

**Core competencies:** Planning and Organizing; Communication and Trust; Client Orientation; Results Orientation and Accountability; Commitment; Team Orientation; and Promoting Organizational Development and Innovation.

1. <http://pfan-network.net/> [↑](#footnote-ref-1)
2. Quantitative targets refer to a 12 months period [↑](#footnote-ref-2)