Terms of Reference (TOR) Document

Recruitment for Consultant - Governance & Partnerships Unit

Publication Date: 15.05.2024
Deadline for Application: 28.05.2024 (midnight IST)

Title: Consultant (via Outsourcing) - Governance & Partnerships Unit
Grade: As per the salary scales applicable in the International Solar Alliance
Duration of Appointment: One year, with possible extension (as per ISA Regulations)
Duty Station: Gurgaon, Haryana, (Delhi) India
Expected date of joining Duty Station: As soon as possible

Background: The Governance & Partnerships Unit at the International Solar Alliance Secretariat is seeking an experienced and highly skilled Consultant with specialized expertise in renewable energy initiatives, intergovernmental operations, database management, and strategic partnerships. The consultant will play a pivotal role in driving initiatives that further the adoption of solar energy among member countries.

Reporting Structure: Reporting to the Chief of Unit, Governance & Partnerships, the Consultant - Governance & Partnerships Unit will collaborate closely with Program teams, partner agencies, and relevant stakeholders to develop and execute strategies fostering solar energy governance and enhancing partnerships.

Duties and Responsibilities:

1. Participation/Follow-up Emails for Governance and Side Events:
   - Draft, send, and manage individual invitation and registration emails to National Focal Points (NFPs), Coordination Points (CPs), and Ministers of Regional Committee Meetings for various regions (LAC, Africa, APAC, Europe & Others).
   - Coordinate gentle reminder emails and advisories to ensure timely responses and registrations.
   - Manage translation processes for invitation and reminder emails in both French and Spanish languages.
   - Execute combined reminder emails and advisories for efficient communication.
   - Extend follow-up emails in multiple languages to non-registered countries before the registration deadline.
   - Share virtual calendar invitations and registration links for Regional Committee Meetings and other events.
   - Apply similar processes for the 5th ISA Assembly and invitations to Partners, Corporate Partners, and Special Invitees.
   - Respond to queries regarding registration, documentation, and confirmation via email, WhatsApp, and phone calls.

2. Registration Database:
   - Develop and maintain an updated registration list for each Regional Committee Meeting (RCM) and the 5th ISA Assembly.
   - Create participation lists at the end of each RCM for organizing final reports.
   - Manage a list of email bounce-backs (Delivery has failed) for necessary follow-up actions.
3. Documentation:

- Assist in organizing and formatting documents for Regional Committee Meetings of various regions.
- Correct important changes in working documents, including Sr. No., Heading, Numbering, Title, Agenda Name, RC & No., etc.

4. Important Database Management:

- Verify names of each regional country and LDC/SIDs from the UN website.
- Compile detailed lists of each regional country, including names of NFPs, CPs, and Ministers with their contact details, specifying member, signatory, and prospective countries.
- Formulate separate documents of combined email IDs for each regional country.
- Maintain a detailed list of Partners, Corporate Partners, and Special Invitees, along with their email IDs for effective communication.

Qualifications and Skills:

- Advanced university degree (Master's or higher) in Energy, Engineering, Management, or related fields.
- Minimum 3-5 years of progressive professional experience demonstrating expertise in managing diverse events, operations, specifically in the renewable energy sector.
- Expertise in Renewable Energy Technologies, database management, and analytics supported by academic achievements and practical contributions in the field.
- Exceptional proficiency in the Microsoft Office Suite.
- Track record of impactful research publications and substantial contributions to renewable energy initiatives, reflecting a deep understanding of the Renewable Energy Landscape.
- Excellent written and spoken English; proficiency in additional languages such as French, Spanish, or Arabic would be advantageous.

Competencies

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all work areas.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others, and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.
Planning and Organizing: Ability to plan and organize assignments. Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Uses time efficiently. Demonstrates high degree of autonomy in the discharge of assignments.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Recruitment Guidelines

If you're interested in this role, please forward an up-to-date copy of your CV and a cover letter to careers.isa@talenttribeconsulting.com

Applications close on 28.05.2024 at 12 midnight IST.

ISA is an equal opportunity employer and strives to achieve gender parity at all levels. We welcome all candidates regardless of race, color, religion, gender, disability, pregnancy, or any other protected characteristic.

Protecting your personal data is paramount to the ISA and is taken with the seriousness it deserves. Any information obtained for the purpose of this recruitment by either ISA or Talent Tribe is held and processed in accordance with the relevant data protection regulation and policy. The data you submit as part of this process will be securely stored on a computerized database and utilized for the recruitment process only.

The ISA maintains a retirement age of 65 years.

Please note that only candidates under serious consideration will be contacted for an interview and will receive notice of the outcome of the selection process.

The ISA retains the right to cancel the selection process if it is determined in the organization's best interest. The ISA does not charge any application, processing, training, interviewing, testing, or other fee for the application or recruitment process. Should you receive a solicitation to pay a fee, please disregard it. Furthermore, please note that emblems, logos, names, and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information online.

*****