



## Terms of Reference (TOR)

<b>Post:</b>	Solar Waste Management Consultant
<b>Duty Station:</b>	International Solar Alliance (ISA)
<b>Type of Contract:</b>	Individual Contract
<b>Languages Required:</b>	English
<b>Duration of Contract:</b>	One year, with the possibility of extension based on ISA Requirement.

### 1. Background

International Solar Alliance is a global platform of 119 countries working towards increased deployment of solar energy technologies to improve energy access and energy security and facilitate the energy transition. With its headquarters in Gurgaon, India, the vision and mission of the International Solar Alliance is to provide a dedicated platform for cooperation among solar member countries where the global community, including bilateral and multilateral organisations, corporates, industry, and other stakeholders, can make a positive contribution to assist and help achieve the common goals of increasing the use of solar energy in meeting energy needs of ISA Member Countries in a safe, convenient, affordable, equitable and sustainable manner. ISA works on three strategic priority areas: 1) Policy & Capacity Building, 2) Programmatic Support, and 3) Analytics & Advocacy. ISA has established partnerships with multilateral development banks, financial institutions, private and public sector organisations, civil society, and other international institutions to achieve its objectives. ISA has nine comprehensive programmes, each with distinct applications. Among them, ISA Programme No. 8, Solar PV Battery and Waste Management was launched in its Fourth Assembly held virtually on 21 October 2021.

The ISA seeks a consultant to be crucial in conceptualising, planning, and designing programmes and policies for ISA Programme No. 8. This role will involve using global best practices, developing suitable business models, and implementing them across the ISA member countries. The focus will be on developing efficient PV Battery and Waste Management mechanisms that integrate circular economy principles. This position offers a unique opportunity for career growth and development within the International Solar Alliance (ISA) and contributes to a significant global initiative.

### 2. Job Description

Under the supervision of **Technology and Solar Specialist** (ISA), the Solar Waste Management Consultant will:

- Facilitate in the Implementation of ISA Programme 8: Solar PV Battery and Waste Management.
- Conduct country analysis, technical synthesis and guidance on priority policy actions and guidelines within the solar PV Battery and Waste Management framework.
- Review academic papers, industry reports, case studies, and business models that discuss successful strategies for managing end-of-life products

- Conduct technical analysis on the impact of existing and proposed policies and regulatory actions on solar waste management, identify areas for improvement, and recommend policy and or regulatory reforms.
- Support the development of a Solar PV Battery and Waste Management framework for country implementation, identifying gaps and proposing suitable solutions.
- Identify key stakeholders involved in product end-of-life cycle management, including manufacturers, suppliers, recyclers, policymakers, and regulatory bodies at regional and country levels
- Map relevant stakeholders in the entire value chain and engage in primary consultations to solicit their perspectives on effective end-of-life cycle practices and business models, drawing from experiences in other sectors.
- Develop financial models and carry out viability studies, reviewing and analysing national energy plans and strategies to ensure alignment
- Ensure effective data collection on global best practices, member country engagement and building of a repository of Case Studies of ISA's member countries
- Formulation of the terms of reference (TOR) for hiring firms and evaluate the task, track progress, identify challenges, and recommend corrective measures on consultancy assignments
- Identify skills gaps in government agencies and facilitate knowledge transfer through webinars, training and capacity-building needs
- Support the government in identifying needs, coordinating with stakeholders, and fostering collaboration with international partners
- Support and assist in taking minutes and drafting reports, including preparing policy papers, briefs, talking points, presentations and other materials for technical meetings/ high-level meetings, events and workshops
- Organise and participate in high-level meetings, webinars, quarterly meetings, technical meetings, workshops, and write-shops, among other activities.
- Support and assist in developing new concept notes and proposals related to Solar PV Battery and Waste Management.
- Manage effectively the task assigned, sound coordination and timely implementation of project activities conforming to ISA policies and regulations
- Any other roles but not limited to the above and as assigned by ISA as and when required

### 3. Deliverables

- **Country Readiness Assessments:** Conduct detailed assessments in each country to evaluate readiness and identify specific requirements for implementing Solar PV Waste Management projects
- **Development of Implementation Plans:** Formulate comprehensive implementation plans tailored to each country, outlining project phases, timelines, resource allocation, and stakeholder responsibilities.
- **Stakeholder Engagement and Partnerships:** Engage with key stakeholders including government entities, industry players, and local communities to foster partnerships and ensure alignment with project goals.

- **Project Initiations:** Initiate PV waste management projects in at least four countries to demonstrate effective Solar PV Waste Management practices, evaluate feasibility, and refine strategies for broader implementation
- **Monitoring and Reporting:** Establish robust monitoring mechanisms to track project progress, assess outcomes, and generate regular reports to stakeholders and ISA management on project performance and lessons learned

#### 4. 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 complex problems or challenges; remains calm in stressful situations.

**Communication:** Speaks and writes clearly and effectively; able to interact with senior government and private sector leadership; 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; ability to disseminate information through online platforms, social media and traditional methods.

**Teamwork:** Works collaboratively with colleagues to achieve organisational 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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

#### 5. Relevant Experience & Requirements:

Only those individuals who fulfil the following qualifying criteria are eligible to respond.

##### **Essential:**

1. Individual consultants must have at least a master's degree with seven years of work experience or a bachelor's degree with nine years of work experience with environmental/renewable energy/engineering from a recognised Institute or university.
2. Minimum five years of experience in waste management and circular economy.
3. Excellent writing and communication skills

##### **Desirable:**

1. Expertise in solar related waste management would be an added advantage

2. Working experience in an international organisation/development agencies/INGO/MDB will be an added advantage.
3. Previous experience working, especially in the Energy and Environment sector, is highly desirable

## **6. Remuneration**

The remuneration will be according to market trends and current considerations. The amount will be based on experience.

In case you have the expertise and feel that you are an expert in the area mentioned above and are medically fit, you are requested to please send your resume to [recruitment@isolaralliance.org](mailto:recruitment@isolaralliance.org) on or before the 20<sup>th</sup> September 2024

## **7. Deadline**

All applicants are requested to send their applications along with the latest CV to on or before 12 midnight (IST) of Date 20th September 2024. Shortlisted candidates will be contacted.

## **8. Exit Clause**

The job will be offered on probation for six months. If the candidate's performance is not up to the expected level, ISA may terminate the service by giving one week's written notice. The candidate will also have the choice to resign by giving one month's notice.

## **9. Languages**

English is the working language of the ISA Secretariat. Fluency in oral and written English is required for the post advertised. Knowledge of another official United Nations language is an advantage.

## **10. Work environment**

The selected individual should be available to work physically at the ISA Secretariat. The ISA has a liberal policy of permitting work from home as long as they confirm the work-from-home protocol. The ISA encourages women to apply.

## **11. Integrity Check**

When submitting your application, please indicate three references. In case the candidate is selected, reference checks will be performed prior to the appointment.