

## Terms of Reference

### Technical Officer (TO)

### ASEAN-German Energy Programme (AGEP)

## 1. Background

The ASEAN-German Energy Programme (AGEP) aims at improving the framework conditions for renewable energy (RE) and energy efficiency & conservation (EE&C) through regional technical and policy exchanges as cooperation between the ASEAN Centre for Energy (ACE) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

The implementation of the AGEP with an overall duration until 30 June 2019. The objective of this project is for regional coordination of ASEAN Member States (AMS) measures for promotion of RE and EE&C which should be enhanced.

The indicators of the AGEP are defined as:

- a. 4 recommendations from the ACE on RE or EE&C are introduced in 3 AMS, including one of the countries Cambodia, Lao PDR, and Myanmar
- b. At least 1 out of 4 recommendations mentioned above in the areas of RE and EE&C are approved by the respective responsible Sub-Sector Network (SSNs), Senior Officials Meeting on Energy (SOME) and ASEAN Ministers on Energy Meeting (AMEM)
- c. 1 approach for action from the substantive networking that goes beyond the aims of the ASEAN Plan of Action for Energy Cooperation (APAEC) 2016-2025 is implemented by actors (e.g. government, the formal economy or educational institutions) from two countries.

The area of actions and expected output of AGEP are:

- a. **Area of action 1** aims to strengthen the implementation of AMS measures to promote RE and EE&C through technically competent strategies and recommendations for action that are regionally better harmonised (Output A).
- b. **Area of action 2** is to establish ACE as a competent technical institution for energy issues in the region and to strengthen its secretariat function for ASEAN energy cooperation and integration (Output B).
- c. **Area of action 3** aims to improve the regional technical exchange in the fields of RE and EE&C (Output C).

The Project comprises two main support elements: the provision of the grant and the secondment of international and regional long-term experts. The grant will enable ACE to carry out activities of direct relevance to the development of the RE and EE&C sector in the ASEAN region. These include above all the financing of national and regional expertise as well as of events (e.g. trainings, workshops, seminars). All project activities in the framework of the grant agreement will be carried out under the responsibility of ACE with close consultation with and advice of the secondment counterpart who will also provide in-process monitoring.

## 2. Role of the Technical Officer

The ASEAN Centre for Energy will place a Technical Officer for the Project. The Technical Officer shall support in the execution and coordination of AGEP implementation. The Technical Officer deployment shall take place in close coordination and cooperation with ACE's Executive Director, AGEP Manager, and GIZ's Advisor for AGEP, and the ASEAN Energy Focal Points.

## 3. Technical Officer's Main Tasks

The scope of your work will consist of the following items:

### **Overall execution and coordination of the AGEP under the ASEAN Plan of Action on Energy Cooperation (APAEC) 2016-2025:**

- Support the Manager to execute and coordinate the RE and EE&C components of the agreed AGEP Work Programme 2016-2019.

### **Overall Coordination of the ASEAN-German Energy Programme (AGEP):**

- Support in the overall implementation, coordination and monitoring AGEP activities in accordance with the provisions of the Grant and Implementation agreement.
- Support to the conceptualisation and development of the Activity framework, work plan and budget.
- Implement, monitor and evaluate the progress and plans against the approved budget and plan.
- Communicate regularly on the updates of the overall Project implementation to the AGEP Manager

### **Project Implementation:**

- Prepare necessary Terms of Reference (ToR) and/or concept papers of the associated project activities;
- Assist the Manager to prepare and implement EE&C and RE work plan and project;
- Assist the Manager to develop strategies and technical concepts, including concept note, guidelines, procedures, including TOR for technical consultants;
- Identify third party supports (e.g. consultant, web developer, printing company, etc.) to support the associated project activities.
- Liaise with the third party supports on the implementation of the associated project activities.
- Monitor the performance of the third party supports and provide necessary inputs to ensure the completion of the associated project activities.
- Support Manager in monitoring the Project progress and identify possible alternatives to ensure the completion of the associated project activities.
- Plan and prepare technical supports on the implementation of different AGEP activities (e.g. workshop, training, publication) and other events related to the Project field's of activities.
- Prepare technical reports, project reports and associated documents relevant to the project activities
- Coordinate with AGEP Manager and GIZ Advisors on the implementation of the Project activities.

**Networking and cooperation:**

- Support the Manager in the coordination of stakeholders (e.g. RE-SSN and EE&C-SSN Focal Points, HAPUA Secretariat, Academia, Public and Private Sectors) associated to the implementation of the Project activities;
- Identify and establish contacts with relevant stakeholders such as relevant private industry, public sector, NGOs, competence sustainable energy institutions and other government institutions in the ASEAN region that will be contributable to the implementation of the Project activities.

**Knowledge and information management:**

- Facilitate source of information on AGEP technical subjects.
- Provide inputs for reports/publications used and/or developed in the projects.
- Provide technical advice in the field of RE and EE&C.

**Other duties/additional tasks:**

- Subject to discussions with ACE Executive Director, AGEP Senior Project Manager and Manager, additional tasks and other duties may be allocated for the Technical Officer.

## 4. Requirements/Qualifications

The Technical Officer in place must have the following requirements.

**Qualifications and Skills**

- A Bachelor's degree in one of these areas: physical, mechanical, energy, electrical, environmental engineering, energy policy, energy planning, energy economics or relevant disciplines appropriate to the technical, financial and organizational management of the Project. Master's in related field and knowledge of Energy Management System is an advantage.
- Highly knowledgeable on RE and EE&C matters, agencies and ministries of Southeast Asia countries as well as in-depth knowledge in regional energy cooperation, development and/or implementation.
- Highly-motivated individual with the ability to take the initiative, work independently and collaborate with others to produce high-quality reports, articles and presentations in a timely manner.
- Ability to work well with experts, engineers, technicians, editors, consultants and at the same time be able to network with officials of the ASEAN Member Countries, Dialogue Partners and International Organizations.
- Good working knowledge with information and communication technology.
- Knowledge of ACE and ASEAN Member Countries is an advantage.
- Energy Modeling skill is an advantage (LEAP Model).
- Capacity to assess the likely positive/negative impacts of project activities.

## Language Proficiency

- Minimum IELTS Proficiency 7.5 or equivalent.
- Excellent command of English, both in oral and written communication.

## Nationality

- Indonesian National

## Professional experience

- Preferably minimum of 2 years of experience in the RE and EE&C sector.
- Working experience in the ASEAN or Global non-profit organisation within the area of related energy sector (professional, financial, and managerial capabilities on energy preferably sustainable energy projects).
- Experience in the technical coordination of a group of professionals or in the management position of an energy institution (public or private) or equivalent.
- Experience in managing capacity building activities (e.g. events, workshops, seminars, publications, etc.) in his/her current and/or past experience.
- Experience in the organization, coordination, implementation, administration, monitoring and reporting of cooperation projects involving multi stakeholders.
- Familiar with regional/international donor project implementation guidelines and requirements.

## 5. Salary and Benefits

Successful candidate will be offered contract from 15 October 2018 to 30 June 2019 (with option to continue based on performance indicator). The salary is depending on qualifications and experiences. Other applicable benefits and allowance includes, among others, health insurance and other subject to ACE consolidated rules and regulation.

## 6. Application Submission:

Send your application letter to [hr@aseanenergy.org](mailto:hr@aseanenergy.org) highlighting your suitability and potential contribution with i) a detail CV using the official application [form](#), ii) published paper works, iii) certified true copies of educational and iv) english proficiency certificates. Incomplete applications will not be considered, and only shortlisted candidates will be notified.

**Please indicate on the subject heading: Application for AGEP TO**

**Closing Date:** application should reach the ACE by **21 September 2018**

The process including:

1. Screening Process
2. Written and presentation test
3. User Interview
4. Final Interview

Only shortlisted candidates will be notified in each process.