FARMER MANAGED RENEWABLE ENERGY PRODUCTION IN KATSINA STATE UNDER THE ENERGISING ACCESS TO SUSTAINABLE ENERGY PROJECT

Open Date: October 13, 2014

Close Date: October 24, 2014

**SCOPE OF WORK**

**Improvement of Fuelwood Balance in Selected Seven LGAs of Katsina State**

The International Centre for Energy, Environment & Development (ICEED) works to promote energy and climate security for Nigeria’s poor. In partnership with OXFAM Novib and the European Union, ICEED plans to improve the fuel wood balance in seven (7) Local Government Areas in Katsina State. Part of the strategy to deliver this result is through the development of the supply chain for fuel efficient woodstoves. The seven Local Government Areas include Mashi, Mai Adua, Dutsi, Daura, Sandamu, Zango and Baure.

The actions of this result will contribute to the Special Objective as follows:

1. At least 30% of the target households has adopted new stoves and the majority of users, mainly women, are satisfied with the health and fuel consumption performance of these new technologies;
2. Stove artisans operate sustainable businesses and 75% has a healthy cash flow; at least 25% of the businesses are run by women; and
3. At least two financing institutions have support mechanisms for small credits to fuelwood reducing stove suppliers and beneficiaries.

To deliver this project, ICEED requires the services of professionals to fill the posts outlined below:

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|  **JOB DESCRIPTION** |
| **TITLE:** | Energy Efficient Cookstoves Programme Officer |

# JOB SUMMARY:

The Energy Efficient Cookstoves Programme Officer will ensure effective and efficient technical delivery of all the project results. In collaboration with consultants and other project staff, he/she will coordinate project planning and budgeting, develop training sessions, oversee constructions, monitoring and evaluation as well as communications and public awareness. The Programme Officer will also work to scale-up the project, including coordinating the development of innovative financing mechanisms such as the carbon market and micro-finance schemes.

**RESPONSIBILITIES**

* Work with consultants in developing appropriate cookstove designs and production;
* Oversee the delivery of quality assurance measures, including stove testing and post-installation performance assessment;
* Coordinate training of stove producers, retailers, financing institutions;
* Oversee market development of clean cooking energy products in project areas;
* Lead on baseline data collection, development of M&E mechanisms and project reporting;
* Coordinate the development of policy and financial mechanisms to support the rapid scale up of the project;
* Coordinate and develop local stove entrepreneurs and value chain actors
* In collaboration with other project staff, ensure effective communication of project results and reporting obligations; and
* Coordinate with Oxfam and oversee the sharing of lessons from the project.

**EDUCATION, EXPERIENCE & CERTIFICATIONS**

* A Degree or its equivalent in Engineering or Environmental Sciences.
* A Master’s Degree will be an added advantage.
* Hands-on experience in delivering non-electricity renewable energy projects.
* At least 5 years’ working experience and at least three in the field of clean cookstoves delivery.
* Clear understanding of the issues of energy poverty in Nigeria.
* Demonstrated ability to lead and work collegially with other technical staff, experts, and with counterparts from the public, private and NGO sectors.
* Experience in providing innovative financing solutions for the promotion of renewable energy projects.
* Strong analytical skills.
* High level oral and written communication skills.
* Exceptional interpersonal communication, teamwork, and partnering skills.

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|  **JOB DESCRIPTION** |
| **TITLE:** | Private Sector Development Expert |

# JOB SUMMARY

The Private Sector Development Specialist will be responsible for developing and expanding the value chain of clean cooking energy products within the project area. He/She will identify potentials for collaboration with established businesses, coordinate business delivery model trainings, facilitate partnership with finance institutions, support the development of innovative financing models, and ensure effective and efficient delivery of all commercial results of the project and sustainability schemes.

**RESPONSIBILITIES:**

* Identify, assess, and recommend potential private sector partners and partnership opportunities;
* Facilitate business development services and trainings including developing robust distribution action plan;
* Provide technical leadership for the design, formalization, and management of innovative public-private partnerships;
* Facilitate the building of partnerships with finance institutions;
* Support the development of innovative financing tools to promote investment in sustainable clean cookstove enterprises;
* Coordinate with other donors, local organizations and government structures to ensure growth in the market for clean cooking energy services; and
* Develop and implement outreach strategies to the private sector.

# EDUCATION, EXPERIENCE & CERTIFICATIONS

* A Degree or its equivalent in Business Administration, Marketing or related fields.
* A Master’s Degree will be an added advantage.
* At least 5 years’ related experience and at least three in the business development or financial services sector.
* Experience in developing or providing innovative financing solutions for the promotion of products and services;
* Demonstrated ability to carry out capacity building programmes and outreaches;
* Exceptional interpersonal communication, teamwork, and partnering skills;
* Understanding of donor reporting formats; and
* Excellent written and verbal communication skills.

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|  **JOB DESCRIPTION** |
| **TITLE:** | Project Advisor Gender & Social Development |

# JOB SUMMARY

The Project Advisor Gender & Social Development will coordinate activities aimed at mainstreaming gender issues in the project. He/She will facilitate the achievement of project goals to expand social inclusion, promote women participation in clean cookstoves businesses, provide support for establishment of women and youths social enterprises, raise awareness and support on the role of women and youths in the development and adoption of gender friendly sustainable energy solutions.

**RESPONSIBILITIES:**

* Develop and lead implementation of a gender strategy for the project;
* Identify women groups and women-led enterprises for participation in stove construction and marketing;
* Monitor the progress of enterprises and provide support as needed;
* Coordinate capacity building for women and youths on clean cookstoves businesses; and
* Work with project team to facilitate all publicity efforts and outreach initiatives to special interest groups and partner organizations with understanding why mainstreaming gender issues energy access is important; and
* Collaborate with other project staff to track progress towards the meeting of gender targets of the goals.
* Review project activities, communications and beneficiaries to ensure gender equity and responsibility are observed

# EDUCATION, EXPERIENCE & CERTIFICATIONS

* University Degree or its equivalent in Development Studies, Social Sciences or related fields;
* At least 3 years post-graduation experience on gender-related issues;
* Experience on women and energy issues, especially in Northern Nigeria will be an added advantage;
* Excellent written and oral communication skills;
* Demonstrated ability to lead and work collegially with other technical staff, experts, and with counterparts from the public, private and NGO sectors.
* Exceptional interpersonal skills, teamwork, and partnering skills.
* Ability to influence others through articulate written and verbal communication
* Excellent written and verbal communication skills in English language proficiency.
* Ability to communicate in Hausa or Fulfulde will be an added advantage.

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|  **JOB DESCRIPTION** |
| **TITLE:** | Project Advisor |

# JOB SUMMARY

The Project Advisor will provide technical support to the programme management to ensure that the goals of the project area is realised, measured and reported effectively. He/She will provide technical oversight and coordination of project, ensure quality delivery of results, support project planning, and monitoring and evaluation.

**RESPONSIBILITIES:**

* Provide technical oversight of the project implementation process;
* Ensure quality delivery of project outputs and outcomes consistent with logframes milestones and targets;
* Ensure implementation meet the technical requirements of the grant contract;
* Provide support to activity planning, coordination of project activities and reporting;
* Provide support in tracking budgets, spending and financial reporting;
* Lead on project monitoring and evaluation; and
* Coordinate relationship with Oxfam and other project stakeholders.

# EDUCATION, EXPERIENCE & CERTIFICATIONS

* A Post-Graduate University Degree in Engineering, Environmental or Social Sciences.
* Demonstrated competence in programme leadership, planning, and monitoring and evaluation.
* Excellent written and oral communication skills
* Demonstrated ability to lead and work collegially with other technical staff, experts, and with counterparts from the public, private and NGO sectors.
* Exceptional interpersonal communication, teamwork, and partnering skills.
* Ability to influence others through articulate written and verbal communication
* Excellent written and verbal communication skills in English language proficiency.

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|  **JOB DESCRIPTION** |
| **TITLE:** | Project Officer |

# JOB SUMMARY

The Project Officer will provide support to the Programme Officer to ensure that all technical targets of the project are achieved. He/She will provide support to technical oversight, ensure delivery of results, support project planning, and monitoring and evaluation.

**RESPONSIBILITIES:**

* Assist in developing appropriate stove designs and production;
* Assist the delivery of quality assurance measures, including stove testing and post-installation performance assessment;
* Assist in coordinating training of stove producers, retailers, financing institutions;
* Assist market development of clean cooking energy products in project areas;
* Assist baseline data collection, development of M&E mechanisms and project reporting;
* Assist the development of policy and financial mechanisms to support the rapid scale up of the project; and
* Assist in communicating project results and meeting reporting obligations.

**EDUCATION, EXPERIENCE & CERTIFICATIONS**

* A Degree or its equivalent in Engineering or Environmental Sciences.
* At least 3 years’ working experience in the renewable energy sector.
* Good understanding of the issues of energy poverty in Nigeria.
* Strong analytical skills.
* High level oral and written communication skills.
* Exceptional interpersonal communication, teamwork, and partnering skills.

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|  **JOB DESCRIPTION** |
| **TITLE:** | Field Officers (7 nos.) |

# JOB SUMMARY

The Field Officers will be responsible for assisting in the delivery of overall project results in the project areas. They will assist in coordinating activities with project stakeholders, assist in building contacts with project partners and beneficiaries, maintain effective communication with the project management unit and the host communities and assist in communicating the results of the project to a wide stakeholder base.

**RESPONSIBILITIES:**

* Organize and lead teams where appropriate to conduct;

 a. Baseline socio-economic surveys and monitoring;

 b. Workshops for relevant stakeholders;

* Research to encourage and promote the use of fuel-efficient stoves;
* Assist the Project Management Unit in ensuring smooth running of the project;
* Assist in building contacts with project partners and beneficiaries;
* Handle logistic supports as delegated by the head office;
* Monitoring and tracking of stoves sales and subsidy verification; and
* Any other related duties that may be delegated.

**EDUCATION, EXPERIENCE & CERTIFICATIONS**

* A Minimum of Ordinary National Diploma (OND) or its equivalent.
* At least two (2) years experience in project delivery assistance and other related fields;
* Good network within government and CSO circles;
* High level oral and written communication skills;
* Must speak Hausa or other local languages and resident in Katsina State; and
* Proficiency in use of Information Technology.

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|  **JOB DESCRIPTION** |
| **TITLE:** | Finance Officer |

# JOB SUMMARY:

The Finance Officer will support development and implementation of efficient financial management systems for the project office. He/She will work closely with the project management unit to ensure compliance with project financial reporting obligations.

**RESPONSIBILITIES:**

* Support budget tracking, preparation of account and management of payroll;
* Contribute to the development and maintenance of financial systems and processes;
* Providing advice and information to the Finance Administrator;
* Ensuring all financial regulations(ICEED and donor agency) are adhered to;
* Prepare monthly financial report and bank reconciliation;
* Quarterly financial reporting on progress against project indicators using monitoring and evaluation tools;
* Set up office management systems with efficient filing and retrieval systems for electronic and non-electronic information;
* Ensure expenses are properly coded and conform to cost principles as outlined in the EU financial manual and reporting format;
* Ensure internal control systems are followed;
* Provide support during audits and all compliance related visits including ensuring follow up and implementation of Corrective Action Plans;
* Review, in detail, office voucher for allowability of expenses by project and ledger code; match all transactions to accompanying receipts; ensure consultant labour charges have appropriate hours and vendor identification numbers;
* Provide other services as may be delegated.

**EDUCATION, EXPERIENCE & CERTIFICATIONS**

* A Degree or its equivalent in Finance, Accounting or other related fields;
* A Master Degree will be an added advantage;
* Minimum of three years’ experience in financial, administrative and contracts management of projects;
* Knowledge of accounting software;
* Experience with donor program management will be an added advantage;
* An accounting professional qualification;
* Proven proficiency in the use of monitoring and evaluation tools;
* High Information Technology literacy;
* Excellent communication skills;
* Ability to work in multi-cultural teams;
* Strong interpersonal, written and oral communication skills. English fluency required;
* Ability to be flexible and manage and accomplish multiple priorities; goal oriented; and
* Knowledgeable in donor reporting requirements

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|  **JOB DESCRIPTION** |
| **TITLE:** | Administrative Support Staff |

# JOB SUMMARY

The Administrative Support Staff will assist the project administrative unit to ensure that all administrative procedures are met in conformity with EU administrative policies.

**RESPONSIBILITIES:**

* Set up office management systems with efficient filing and retrieval systems for electronic and non-electronic information;
* Assist in ensuring control and administrative systems comply with donor financial guidelines;
* Coordinates procurements, ensuring that donor procurement rules are strictly followed;
* In collaboration with the program staff, oversee, administer, supervise and manage performance management for all team members; and
* Assist in the implementation of the communication strategy.

**EDUCATION, EXPERIENCE & CERTIFICATIONS**

* A Degree or its equivalent in Social Sciences;
* At least one year’s working experience;
* Good understanding of the issues of energy poverty in Nigeria;
* Strong analytical skills;
* High level oral and written communication skills; and
* Good interpersonal communication, teamwork, and partnering skills.

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|  **JOB DESCRIPTION** |
| **TITLE:** | Drivers |

# JOB SUMMARY

The Drivers will be responsible for the management of logistics and transportation of both project personnel an goods within and outside the project areas. These officers will also be responsible for ensuring effective maintenance of project vehicles. The drivers will also assist the admin support unit in arranging logistics during events such as workshops, conferences, etc.

**RESPONSIBILITIES:**

* Drive the project team to locations or sites where project activities take place;
* Ensure that all project vehicles are driven with care, caution and safety;
* Inform the project management when project vehicles are due for service or need major maintenance or repairs;
* Assist in arranging logistics during project events; and
* Any other related duties that may be delegated.

**EDUCATION, EXPERIENCE & CERTIFICATIONS**

* Minimum of Senior School Certificate;
* Possession of valid driver’s license;
* At least 3 years driving experience in a reputable organization;
* Fair level of oral and written communication skills;
* Good interpersonal communication, teamwork, and partnering skills.

**METHOD OF APPLICATION**

Interested candidates may send in their CVs with a one-page letter of application to folake@iceednigeria.org not later than 16.00 on October 24, 2014.