TERMS OF REFERENCE (TOR)

Position Title: Sustainable Energy Coordinator

Reports to: Sustainable Energy Lead, WWF Cambodia

Supervises: N/A

Location: Phnom Penh

Date: August 2020

**Position Summary:** The Sustainable Energy (SE) Coordinator position provides an opportunity for a motivated Cambodian to contribute in advancing a more sustainable power sector in Cambodia. The SE Coordinator will work in partnership with a team at WWF Cambodia Program Office and relevant network teams and experts to jointly manage WWF’s overall efforts toward expanding Cambodia’s renewable energy and energy efficiency portfolio, phasing out coal and promoting a free flowing Mekong River in Cambodia. The Coordinator will develop and strengthen partnerships to promote alternative non-hydro renewable energy solutions in Cambodia’s power sector with the ultimate goal of preserving freshwater ecosystems and achieving low carbon development in Cambodia.

Terms: One year, long-term consultancy, subject to renewal based on funding.

**I. Major Responsibilities:**

A. Project design and implementation:

- Coordinate partnership-building and strengthening with the Ministry of Mines and Energy including related institutions (i.e. DRE, EDC, EAC), and other relevant RGC ministries and institutions to advance WWF’s sustainable energy strategy and outcomes.
- Support the sustainable energy advocacy portfolio in collaboration with the SE Lead and in close consultation with WWF Cambodia Office and relevant network experts.
- Support technical programme of promoting sustainable non-hydro based energy strategy in Cambodia, including activities such as assessing viable RE options, developing financing models, researching on-grid and off-grid electrification and power storage, demand side management in selected sectors, and developing pipeline of non-hydro RE projects with local and international developers.
· Support the development of bankable sustainable energy projects in collaboration WWF experts.
· Contribute to the design and implementation of the Global Dams Campaign lead by WWF International Campaign Team and the Freshwater Practice.
· Apply rigorous creative thinking to analyze and develop advocacy methods and interventions suitable in the Cambodian context to bring sustainable energy issue to government counterparts, businesses and the public in a way that engages and leads to changes in decision making and behavior.
· Deliver agreed strategy outputs and work towards achieving strategy goals.
· Actively feed into Mekong regional freshwater and energy programme design and implementation.

B. Fund-raising and finance management
· Support fundraising activities with international and bilateral donors as well as development partners in Cambodia.
· Actively seek opportunities for securing the necessary resources to support this position on a long term basis within WWF network and with external donors.
· Support SE budget monitoring and management

C. Communication and outreach
· Support the design, planning and execution of communication strategies with the SE Lead and communications team to ensure continued coverage on promoting sustainable energy solutions both within Cambodia and in the Mekong region.
· In collaboration with SE Lead and communication officers, bring out the ideas and activities of the Sustainable Energy Strategy implementation in a clear, concise and compelling fashion to both internal and external audiences.
· Work closely with the SE Lead and communications team to deliver timely, concise and powerful communications for the WWF network.
· Support the development of communication materials in collaboration with the SE Lead and with support from communication officers, including dedicated website, newsletter, social media contents, flyers, briefings and videos.

D. Relationship management
· Support management of relationships with key stakeholders within Cambodia, including government agencies, businesses, development partners, and provincial and local communities.
· Work in close cooperation with other key members of the team both within Cambodia and in the broader network.

II. Qualifications:

Education and Experiences:
· A degree in relevant field of natural sciences, engineering or environmental sciences.
· At least 3 years working experience on energy issues in Cambodia, preferably in the country’s power sector.
· Firm grasp of sustainable energy concepts, principles and technological trends

**Skills and Abilities:**

- Ability to think strategically and creatively.
- Experience in managing advocacy projects in a politically complex context.
- Sound knowledge of sustainable energy issues, including technical knowledge and past work experience on non-hydro renewables and energy efficiency.
- Experience in multi-stakeholder partnership and relationship development.
- Good communication skills in both written and spoken English
- Strong problem solving skills needed to produce results in a challenging environment.
- Ability to work proactively and effectively with various stakeholders and mobilize their active participation towards the project goals.
- Ability to operate independently and with limited supervision in a fast-paced environment.
- Ability to react swiftly and in a timely fashion to opportunities to advance the project objectives.
- Excellent interpersonal, communication and diplomatic skills with the ability to manage and interact at all levels of an international, multicultural and multilingual organization.
- Sound knowledge of Cambodia’s political, economic and social contexts.
- Adhere to WWF’s values: Knowledgeable, Optimistic, Determined and Engaging.
- Respective Competencies: WWF Focus; External Orientation; Delivery quality outcomes; Building working relationships; Communicate effectively; Leading teams; Leading change; Managing Resources.

This TOR covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to organizational needs.

Prepared by Line Manager: ___________________________ Date: ______________

Reviewed & Approved by 2nd Line Manager: ______________________ Date: ______________

Reviewed & Approved by HR Manager: ___________________________ Date: ______________

Accepted by Staff member: ___________________________ Date: ______________