

Terms of Reference (TOR)

Individual Consultant – Project Manager- Time based

1. Background

The project aims to support sustainable urban development, renewable energy deployment, energy efficiency improvements, and climate mitigation initiatives. Activities include city planning coordination, low-carbon urban development (LCUD), public-private partnerships (PPP), ESCO mechanisms, green finance, greenhouse gas (GHG) inventory and reporting systems, energy efficiency in buildings, renewable energy integration in buildings, solar PV deployment, waste management, and waste-to-energy initiatives. The project is supported by Development Partners and requires strong technical coordination and project management to ensure effective implementation and delivery of project outputs.

2. Objective of the Assignment

The objective of this assignment is to provide strategic leadership, technical coordination, and operational management for the project to ensure efficient implementation of project activities, effective contract management, proper financial oversight, and timely reporting in accordance with the approved project document and results framework.

3. Scope of Work / Key Responsibilities

Under the guidance of the Project Director, the Project Manager will perform the following responsibilities:

3.1 Project Leadership and Coordination

Provide direction and guidance to project teams and responsible parties.

Liaise with the Project Steering Committee (PSC) and Project Implementation Committee (PIC) members to ensure the overall direction and integrity of the project.

Ensure effective coordination among implementing agencies, partners, consultants, and contractors.

Identify and obtain technical support and advisory services necessary for effective project implementation.

Manage and Direct Consultant to get output of the project

Manage and Record output and outcome of the project and inform Project Director, UNDP, PIC and PSC about the project achievement.

3.2 Project Planning and Implementation

Plan project activities and monitor progress against the project results framework and approved Annual Work Plan (AWP).

Update work plans and monitoring schedules as necessary.

Ensure project activities are implemented according to agreed milestones and timelines.

3.3 Procurement and Contract Management

Mobilize personnel, goods and services, training activities, and micro-capital grants required for project implementation.

Draft or supervise drafting of Terms of Reference (TOR) and technical specifications.

Oversee procurement processes and supervise contractors and consultants.

3.4 Financial Management

Manage requests for financial resources through advances, direct payments, or reimbursements.

Monitor financial resources and ensure accuracy of financial records and accounting.

Prepare and submit quarterly financial reports.

3.5 Monitoring, Reporting and Risk Management

Monitor project implementation events according to the project monitoring schedule.

Maintain the project risk log and update the status of risks.

Capture lessons learned during project implementation.

3.6 Reporting and Evaluation

Prepare Annual Work Plans (AWP) for subsequent project years.

Prepare the GEF Project Implementation Report (PIR).

Ensure the Mid-Term Review (MTR) process is undertaken and submitted.

Ensure the Terminal Evaluation (TE) process is completed and submitted.

4. Duration of Assignment

The duration of the assignment will be 208 man-weeks or upto the project end or desire of the project director upon discussion.

5. Duty Station

The consultant will be based at the Project Management Unit (PMU) with field visits as required and notified by the project which will be reimbursed upon receiving valid document as per existing UNDP rules.

6. Reporting Arrangement

The Project Manager will work under the guidance of the Project Director and will coordinate closely with the PSC and PIC committee members.

7. Qualifications and Experience

Master's degree or higher in Renewable Energy, Electrical Engineering, Energy Engineering, Mechanical Engineering, or a closely related field.

Minimum 10 years of demonstrable experience in renewable energy development/Energy/ industrial ecology/sustainability science or related technical areas.

Experience in designing or managing urban or energy-related development projects.

Experience working on renewable energy projects in developing or underdeveloped countries.

Participation in at least five renewable energy or sustainability projects.

Strong analytical and technical report writing ability with experience preparing reports for development partners.

Strong technical and planning background in renewable energy and sustainability.

8. Skills and Competencies

Strong project management and coordination skills.

Technical writing and analytical ability.

Capacity building and facilitation skills.

Ability to coordinate multi-sector technical activities.

9. Language Requirements

Fluency in written and spoken English and Bangla.

10. Key Deliverables

Annual Work Plans (AWP)

Quarterly progress reports

Quarterly financial reports

GEF PIR reports

Mid-Term Review coordination

Terminal Evaluation coordination

Final project completion report