



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE FOR PERSONNEL UNDER INDIVIDUAL SERVICE AGREEMENT (ISA)

Title:	Business Development Officer
Project:	GEF-UNIDO Cleantech Programme for SMEs in South Africa ¹
Main Duty Station and Location:	TIA Head Quarter, Pretoria-South Africa
Mission/s to:	n/a
Start of Contract (EOD):	1 June 2015
End of Contract (COB):	31 August 2015
Number of Working Days:	3 working months

ORGANIZATIONAL CONTEXT

To increase the impact of the development of the private sector and assist in the reduction of poverty, UNIDO will support the efforts of developing countries to achieve sustainable industrial development and lay the policy and institutional foundations for the development of a vibrant private sector. The promotion of sustainable production is an essential element of any sustainable economic development.

UNIDO has long recognized that environmental issues must be addressed and cleaner production methodologies must be promoted at a systemic level in industrial development. The promotion of resource efficiency requires a perspective and a decision-making process that simultaneously considers both economic value and environmental sustainability. Improved resource efficiency also applies to energy, where it reduces greenhouse gas emissions from energy generation and use, materials extraction and processing, transportation and waste disposal. Sustainable industrial energy strategies that include adoption of renewable energy sources, as well as energy efficiency, are thus key for addressing climate change through moving economies onto a lower-carbon path.

Against this background, UNIDO provides assistance in the following areas:

- Resource-efficient and low-carbon/energy efficient industrial production;
- Clean energy access for productive use; and
- Capacity building for the implementation of multilateral environmental agreements

PROJECT CONTEXT

In 2011, the Government of South Africa, with the support of the Global Environment Facility (GEF) and the United Nations Industrial Development Organization (UNIDO), succeeded in the

¹ Now known as The Global Cleantech Innovation Programme for SMEs in South Africa

development and implementation of the ‘Greening the COP17’ project. One of the four components of the project focused on the design and implementation of the first South Africa Clean Technology Competition (2011 SA Cleantech) for green entrepreneurs and small and medium-size enterprises (SMEs) with innovative ideas and concepts in the areas of energy efficiency, renewable energy and green building practices. The competition was coordinated by the Department of Trade and Industry (the dti) through the National Cleaner Production Centre of South Africa (NCPC-SA), in cooperation with the Department of Environmental Affairs (DEA), the Council for Scientific and Industrial Research (CSIR), the Technology Innovation Agency (TIA), etc. The competition was a great success, identifying 24 semi-finalist companies for support, attracting over 300 high-ranking guests to the competition gala final and raising the awareness of clean technology amongst SMEs and the public at large.

Building on this success, and on the lessons learned, the GEF and UNIDO have agreed to develop a global flagship programme to promote Cleantech innovations and Cleantech entrepreneurs around the world, which is in line with the GEF Council’s Revised Strategy for Enhancing Engagement with the Private Sector, Modality 3, namely “SME Competition Pilot: Encouraging Entrepreneurs and Innovators,” which provides support to entrepreneurs and innovators seeking to establish commercial ventures in clean technologies.

The project, in addition to creating an enabling policy environment and institutional capacity, will also assist South Africa in the establishment of a supportive innovation ecosystem through the organization of three annual competitions with associated accelerator programmes. These will firstly be organized in a few industry-intensive regions and then gradually expanded to other regions, dispersing the results and consolidating the newly developed national platform for innovative SMEs. These frameworks and newly built capacity will help South Africa to continue to organize the competition in the future and expand its scope and geographical coverage.

Component 1: Establishment of a Cleantech innovation ecosystem involving a platform to organize the Cleantech competition and associated accelerator programme.

- *Output 1.1: Three annual national Cleantech competitions organized.*
- *Output 1.2: Three associated accelerator programmes organized, including post competition support*
- *Output 1.3: Successful clean energy technology innovators participated in regional and global networking activities*

Component 2: Strengthening of policy and regulatory framework for the development of a supportive local innovation ecosystem.

- *Output 2.1: Necessary policies and regulations required for the Cleantech competition and ecosystem identified and developed; such as eligibility, intellectual property right protection, sponsorship agreements etc.*

Component 3: Institutional capacity building for the organization of the competition and acceleration programme.

- *Output 3.1: Capacity of the host institution, TIA, strengthened and wide platform with all stakeholders of the project established.*
- *Output 3.2: Experience shared with other countries and possibility to replicate the programme in the SADC region (14 additional countries).*

SCOPE OF WORK:

The major role of the Business Development Officer is to assist the UNIDO Project Manager, the National Project Manager (NPM) and the International UNIDO Energy and Low carbon Programme Coordinator (IPC) to ensure the successful implementation and expansion of the Global Cleantech Innovation Programme (GCIP) for SMEs in South Africa (GCIP-SA). The Business Development Officer shall be based at the TIA Head Quarter and work under the supervision of the UNIDO Project Manager and NPM, and shall be responsible for the following tasks:

MAIN DUTIES	Concrete/Measurable Outputs to be achieved	Expected duration	Location
<p>1. <i>Stakeholder Engagement</i></p> <ul style="list-style-type: none"> - Coordinate stakeholder engagement for the GCIP-SA to leverage their committed co-financing contributions to the project; - Conduct consultations with potential private sector and government partners and sponsors to leverage additional funding and support for project activities and the potential expansion of the GCIP-SA. 	<p>Effective and ongoing stakeholder engagement for project implementation.</p>	<p>25%</p>	<p>Pretoria, South Africa</p>
<p>2. <i>Alumni Network Development</i></p> <ul style="list-style-type: none"> - Ongoing engagement and activities organized for and with GCIP-SA alumni (entrepreneurs, mentors and judges) for the establishment and enhancement of a sustainable and dynamic Cleantech knowledge network in South Africa; - Manage a database of GCIP-SA alumni, including their success stories and needs assessments, as an input for the GCIP-SA sustainability strategy (see Activity 3); - Implement measures to address the assessed needs of the Alumni. 	<ul style="list-style-type: none"> - Sustainable and dynamic GCIP-SA Alumni Network developed and maintained; - Comprehensive GCIP-SA Alumni database developed and managed. - Activities implemented to maintain the Alumni Community active, participative and satisfied. 	<p>25%</p>	<p>Pretoria, South Africa</p>
<p>3. <i>Judges, Mentors and Audience</i></p> <ul style="list-style-type: none"> - Identify, suggest and secure the rights mix of judges to be part of the programme so that entrepreneurs can receive the adequate feedbacks to improve their business models and presentation skills. - Identify, suggest and secure committed generalists and specialists mentors. - Identify, suggest and secure the adequate audience and attendees during events in alignment with the technological innovations 	<ul style="list-style-type: none"> - Participating entrepreneurs are offered with a concrete opportunity to meet and interact with professionals relevant to their spheres of work; potentially 	<p>20%</p>	

<p>that are part of the programme, in order to increase the possibilities for participating entrepreneurs to interact with potential clients and investors.</p>	<p>interested in investing in the technology; and able to provide valuable feedback for technological and business improvement</p>		
<p>4. <i>Development of the GCIP for SMEs in South Africa - Phase II concept</i></p> <ul style="list-style-type: none"> - Based on inputs from the GCIP-SA Alumni Network (see Activity 2) and project partners, and in close consultation with the NPM and UNIDO, develop the GCIP-SA sustainability strategy. This document will support the justification and strategy for the GCIP-SA Phase II; - Lead consultations with project stakeholders and partners, and leverage their engagements for the GCIP-SA Phase II; 	<ul style="list-style-type: none"> - GCIP-SA Sustainability Strategy developed; - Stakeholder and partners are briefed on the GCIP-SA Phase II concept, and their commitments are leveraged. 	<p>5%</p>	<p>Pretoria, South Africa</p>
<p>5. <i>Regional Expansion and Knowledge Sharing</i></p> <ul style="list-style-type: none"> - Lead consultations and assessments of programme replication opportunities in the SADC region; - Conduct awareness raising and knowledge sharing regional events within the SADC for the promotion of the project and potential replication. 	<ul style="list-style-type: none"> - Potential for expansion of the programme to the targeted SADC countries. Expansion documented and reported to UNIDO and partners; - Awareness raised and knowledge shared within the SADC. 	<p>5%</p>	<p>Pretoria, South Africa</p>
<p>6. <i>Project Planning and Implementation:</i></p> <ul style="list-style-type: none"> - Support the NPM and IPC in the implementation of all project activities effectively and efficiently according to specifications in the project document; - Act as a trainer and/or mentor, when necessary, and provide inputs for the development of training materials, evaluation criteria, etc. relating to the programme's technology categories; - In cooperation with the NPM, conduct due diligence of technological innovations submitted to the GCIP-SA Accelerator Programme and contribute to their evaluation; - Leveraging on existing networks and experience, advise the project team on potential opportunities 	<ul style="list-style-type: none"> - Effective support provided to programme beneficiaries and the project team for achievement of the project's objectives. 	<p>15%</p>	<p>Pretoria, South Africa</p>

for cooperation on mentorship, investment, incubation services, etc. in South Africa and abroad and proactively facilitate engagement and conduct necessary follow-ups.			
7. <i>Ad-Hoc Activities if required</i>	- Assigned ad-hoc activities completed in time	5%	Pretoria, South Africa

MINIMUM ORGANIZATIONAL REQUIREMENTS

Education:

- A Post Graduate degree in Engineering, Economics, Business Administration or related fields or other relevant discipline specializing in Technology Management;

Technical and Functional Experience:

- At least 7 years professional experience in the field of innovation and/or energy project development and commercialization;
- Work experience in supporting industry or promotion of one or several clean energy technologies is a valuable asset;
- Experience in the implementation of innovation/development projects in South Africa, specifically liaising with project stakeholders to ensure project sustainability and institutionalization;
- Exposure to the needs, conditions and problems in developing countries, specifically in South Africa is considered a valuable asset;
- Involvement in the coordination and promotion of innovation and technology development and deployment, and on support programmes for business start-ups; experience in the development of such projects.
- Experience with and knowledge of the Cleantech Accelerator Programme is considered an asset.
- Excellent presentation skills, both orally and in writing;
- Result oriented; flexible and able to work in an international team in an effective manner

Languages:

- Fluency in written and spoken English is required. Knowledge of one or more local languages is an asset.

REPORTING

The Business Development Officer will report to the NPM and the IPC, under the overall supervision of the UNIDO Project Manager based in Vienna. At the conclusion of the assignment the consultant shall submit a final report comprising of a summary of activities carried out with attached all deliverables prepared within the scope of his/her assignment.

Final report and related documents must be in English and presented in electronic format.

APPLICATION

Interested candidates are invited to submit detailed curriculum vitae, quoting the reference number GCIP BDO 05/2015 to recruit@tia.org.za by no later than 15 May 2015 at 17:00. Communication will be limited to only the shortlisted candidates.