



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Terms of Reference Project Personnel under Individual Service Agreement (ISA)

National Resource Efficient and Cleaner Production (RECP) Programme Indonesia (SAP ID: 100224)

Title:	National Programme Manager
Duty Station	Bandung (Indonesia), with duty travel throughout Indonesia to be separately authorized
Start of Contract	1 July 2017
End of Contract	30 June 2018 (full time), with possibility for renewal and extension depending on satisfactory performance appraisal and continued project funding

Organizational Context

The United Nations Industrial Development Organization (UNIDO) is the specialized United Nations organization that promotes inclusive and sustainable industrial development in developing and emerging economies. UNIDO aspires to reduce poverty through industrialization that benefits all and respects environmental limits. UNIDO's vision is that every country has the opportunity to grow a flourishing productive sector, increase participation in international trade and safeguard the natural environment. UNIDO's key programmes are aimed at poverty reduction through productive capacity building; trade capacity building; and sustainable production and industrial resource efficiency (www.unido.org).

UNIDO implements the global Resource Efficient and Cleaner Production (RECP) Programme in close cooperation with the United Nations Environment Programme (UNEP). RECP concerns the application of preventive environmental techniques and productivity practices with the triple aim of improving the productive use of materials, energy and water; reducing the intensity of generation of wastes and emissions; and supporting human development (in particular through improved occupational, community and consumers' health and safety). The global Programme builds upon the achievements in establishing National Cleaner Production Centres since 1995 in a total of over 55 developing and transition countries. A global network of qualifying NCPCs and other RECP service providers (RECPnet) has been established to foster knowledge management and innovation, networking and peer-learning, quality control and branding (www.recpnet.org).

Project Context

This project post pertains to the National RECP Programme in Indonesia, which was initiated in 2012 with funding support from the Government of Switzerland. The Ministry of Environment and Forestry and Ministry of Industry are the main governmental counterparts in Indonesia. The primary target group comprises several categories of enterprises, namely small scale industries (focused on agro/food processing and textile sectors), industrial parks (focused on Batam and Makassar), tourism (focused on Lake Toba and Sleman/Magelang) and micro-enterprises (focused on



rice mills). The enterprise demonstration activities are supported by project activities targeting innovation (in particular towards eco-industrial parks/industrial symbiosis and green chemistry and engineering), policy change and improved access to finance (www.recpindonesia.org).

The National Programme Manager is assigned to lead the implementation of project activities through the Centre for Resource Efficient and Cleaner Production Indonesia (CRECPI), based at the Institute of Technology Bandung in Bandung, Indonesia. She/he will work in close cooperation with the ITB appointed Head and Deputy Head of CRECPI and the UNIDO appointed international Chief Technical Advisor, to form the executive leadership team for CRECPI and principal technical resource pool for the RECP Programme at large. By providing her/his expertise and exercising her/his leadership, the National Programme Manager is for the duration of the present contract mainly responsible for initiating, establishing, guiding, coordinating and reporting on:

- (i) the industry-oriented training programme in RECP methods and techniques for associate RECP assessors;
- (ii) demonstration projects in small scale industry sectors (agro/food processing products), two industrial zones (Makassar and Batam), two tourism locations (Sleman/Magelang and Lake Toba) and at least one micro-industry sector (rice mills);
- (iii) industry outreach and advocacy, to support the wider consideration and implementation of RECP methods and techniques by industries in Indonesia;
- (iv) review of present and possible future applications in Indonesia based on sustainability innovation concepts, in particular green chemistry and engineering and industrial symbiosis; and
- (v) assessment of financing opportunities for RECP investments in particular in small and medium sized enterprises.

Function and Key Expected Results

The National Programme Manager will work under the supervision of the Project Manager based in the in Industrial Resource Efficiency Division at UNIDO headquarters (based in Vienna, Austria. She/he will work in close consultation with the UNIDO appointed international Chief Technical Advisor and the ITB appointed Head and Deputy Head of CRECPI and the UNIDO appointed National Programme Officer (based in UNIDO office in Jakarta). She/he will provide day to day guidance and manage the further project staff to be appointed at CRECPI and/or delivering RECP services as associate RECP assessors of CRECPI.

The main function of the National Programme Manager is to initiate and manage the business service delivery and training activities under the Indonesian RECP Programme on a daily basis in an efficient and effective manner in close consultation with key government and industry stakeholders.

Specific Responsibilities

Main Duties	Output to be Achieved	Expected Duration	Location
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Main Duties	Output to be Achieved	Expected Duration	Location
1. Planning, Coordination, Management and Reporting	<p><u>CRECPI Operation:</u> efficient delivery of the RECP Programme, including in particular:</p> <ul style="list-style-type: none"> • establishment and operation of the facilities for CRECPI; • planning and selection of associate RECP assessors and their respective duties; and • setting up and maintenance of operational and administrative procedures and systems. 	Duration of assignment	Bandung, with national duty travel
2. Training in RECP methods, practices and techniques	<p><u>RECP Training:</u> ensure the efficient and effective initiation and delivery of training for national experts and companies in RECP methods, practices and techniques (up to 7-8 groups running in parallel), including in particular:</p> <ul style="list-style-type: none"> • identification and selection of trainees; • planning and organization of training/workshops; and • coaching of national trainee experts. 		
3. RECP implementation and replication in enterprises	<p><u>RECP Demonstrations:</u> ensure the efficient and effective initiation of the demonstration and replication activities in some 60-90 enterprises in parallel covering three small industry sectors, three industrial zones, two tourism destinations and micro-industries, in particular through:</p> <ul style="list-style-type: none"> • liaison with business membership organizations; • identification, recruitment and contracting of demonstration companies; • supervision of the execution of RECP assessments by associate national experts in selected demonstration enterprises; and • guiding and overseeing the design, implementation and delivery of replication activities in the targeted sectors, industrial zones and tourism destinations. 		
4. RECP Innovation Support	<p><u>RECP Technology and Investment:</u> ensure effective and efficient undertaking of baseline reviews on RECP innovation and RECP investment, in particular through:</p> <ul style="list-style-type: none"> • Liaison with relevant stakeholders in business, technology and financial sectors; • Expert contributions to definition of scope of work for respective reviews and as input for their execution; • Contribution to the organization and facilitation of stakeholder reviews, as appropriate; and • Ongoing monitoring and review of interim and final findings 		
5. Communications, Visibility and Advocacy	<p><u>RECP Outreach:</u> promote the RECP programme, including its donor and partners, through proactive communications and engagements with business, government and civil society</p>		

Profile	The assignment is intended for a national expert with proven competence and track record of achievement in the area of sustainable
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	<p>(industrial) development and/or environment and energy technology and/or management. He/she shall have demonstrated experience in planning and implementation of training and capacity building initiatives and in service delivery to the enterprise sector. She/he should pose a team player and demonstrate ability to work by his/her own initiative. She/he must have excellent oral communication and drafting skills, in both English and Indonesian.</p>
Required Competencies	
Core Values	<ul style="list-style-type: none"> • Demonstrates integrity by modelling the UN's values and ethical standards; • Advocates and promotes the vision, mission and strategic goals of the UN System in general, and specifically the UNIDO Green Industry Initiative and its flagship RECP programme and the affiliated global RECPnet; and • Treats people and institutions fairly and without favouritism.
Core Competencies	<ul style="list-style-type: none"> • Proven results orientation and accountable for contributing individually and as part of the national team towards their achievement • Proven analytical capacity; • Ability for planning and establishing priorities, steering and monitoring the work of others and delegating and assuming responsibility where appropriate; • Resource-fullness, initiative and maturity of judgement; and • Excellent computer/information system skills.
Management and Leadership Competencies	<ul style="list-style-type: none"> • Strong results orientation; • Effective problem solver; • Demonstrated capacity-development and facilitation skills; • Consistently approaches work with energy and positive-constructive attitude; and • Flexible and responsive with a client-orientation
Minimum Organizational Requirements	
Education	<ul style="list-style-type: none"> ▪ Master's degree or equivalent advanced university degree with specialization in relevant engineering, applied science, business management and/or environment degree
Experience	<ul style="list-style-type: none"> • Minimum of 8 years directly relevant work experience in industrial development and/or environmental and energy management and technology in Indonesia; • Demonstrated familiarity with global green industry/economy and related policy agendas; • Demonstrable knowledge of the industry sector in Indonesia, including its representative structures and stakeholders and the operating environment and challenges of enterprises, in particular Small and Medium Enterprises; • Demonstrated track record of achievement as project manager, including at least 3 years in international project environment; • Excellent communication, advocacy, drafting and facilitation skills; and • Prior knowledge of and experience in application of RECP methods and techniques in enterprises is a strong asset
Languages	<ul style="list-style-type: none"> • Fluent (oral and written) in English and Indonesian