



## UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

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

Title:	National Project Coordinator
Main Duty Station and Location:	Lima, Peru
Mission/s to:	Possible travel within Peru to be paid separately
Start of Contract (EOD):	01 January 2024
End of Contract (COB):	30 April 2024
Duration/Number of Working Days:	Regular
COVID-19 response:	The use of masks in open spaces and closed ventilated spaces is optional. The use of a KN95 mask is mandatory for people with respiratory symptoms, both in open and closed spaces. Regarding work activity in Peru, priority should be given to remote work (Provided that the health authority of Peru has declared a health emergency or issued the respective health alert) and the staggered schedule for the entry and exit of personnel. In the case of work in person, it must be accredited to have the 3 doses of the vaccine against COVID-19, in Peru or abroad.

#### **ORGANIZATIONAL CONTEXT**

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes industrial development for poverty reduction, inclusive globalization and environmental sustainability. The mission of UNIDO, as described in the *Lima Declaration* adopted at the fifteenth session of the UNIDO General Conference in 2013 as well as the *Abu Dhabi Declaration* adopted at the eighteenth session of UNIDO General Conference in 2019, is to promote and accelerate inclusive and sustainable industrial development (ISID) in Member States. The relevance of ISID as an integrated approach to all three pillars of sustainable development is recognized by the 2030 Agenda for Sustainable Development and the related Sustainable Development Goals (SDGs), which will frame United Nations and country efforts towards sustainable development. UNIDO's mandate is fully recognized in SDG-9, which calls to "Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation". The relevance of ISID, however, applies in greater or lesser extent to all SDGs. Accordingly, the Organization's programmatic focus is structured in four strategic priorities: Creating shared prosperity; Advancing economic competitiveness; Safeguarding the environment; and Strengthening knowledge and institutions.

Each of these programmatic fields of activity contains a number of individual programmes, which are implemented in a holistic manner to achieve effective outcomes and impacts through UNIDO's four enabling functions: (i) technical cooperation; (ii) analytical and research functions and policy advisory services; (iii) normative functions and standards and quality-related activities; and (iv) convening and partnerships for knowledge transfer, networking and industrial cooperation. Such core functions are carried out in Departments/Offices in its Headquarters, Regional Offices and Hubs and Country Offices.

The Directorate of Technical Cooperation and Sustainable Industrial Development (TCS), headed by a Managing Director, oversees the Organization's development of capacities for industrial development as well as industrial policy advice, statistics and research activities and the Organization's normative contribution to Member States and global development community in achieving the SDGs. The Directorate also ensures the application of strategies and interventions for sustainable industrial development related to Environment, Energy, SMEs, Competitiveness and Job creation, as well as Digitalization and Artificial Intelligence. Through coordination in-house and with Member States and industry stakeholders, it ensures that the services

provided in these areas contribute toward effective and appropriate technical, business and policy solutions and are focused on results and on realizing any potential for scaling up and positioning UNIDO as a leading platform for industrial development in developing countries and global fora.

The Division of Circular Economy and Environmental Protection (TCS/CEP) contributes to greener and more circular industries and products by minimizing both resource use along value chains and the emission of pollutants to the environment. The Division promotes just transitions to circular economies, reduced release of pollutants into the environment and other green industrial and economic approaches to help Member States to grow economically while simultaneously addressing the three planetary crises of climate change, biodiversity loss and pollution. It does so by supporting resource efficiency increases in the manufacturing and use of products along value chains and during the life cycle of the product; by reducing or eliminating the emission of non-fuel-related greenhouse gas emissions; and by assisting in achieving the objectives of and compliance with multilateral environmental agreements. In doing so, its activities further improve competitiveness, as well as the development of and access to markets, particularly for SMEs. This contributes to climate-neutral, resilient, pollution-free industrial development, supporting co-existence that is in harmony with nature.

The Division acts as the focal point in UNIDO for various multilateral environmental agreements and multilateral co-operation in the field of the environment, including the Montreal Protocol on Substances that Deplete the Ozone Layer; the Stockholm Convention on Persistent Organic Pollutants; the Minamata Convention on Mercury, and emerging international, legally binding instruments such as the instrument to End Plastic Pollution; the Strategic Approach to International Chemicals Management (SAICM), and other partnerships such as the Green Growth Knowledge Platform (GGKP), the Partnership for Action for Green Economy (PAGE), the Green Industry Platform (GIP) and other relevant international initiatives and conventions. The Division coordinates its advisory and service delivery with the services offered by other technical departments, and other relevant organizational entities of UNIDO.

This position is located under the Circular Economy and Resource Efficiency Unit (TCS/CEP/CER) which is responsible for supporting capacity development to scale up and mainstream the production of sustainable products and adoption of circular and resource-efficient cleaner patterns of consumption and production along value chains, circular economy policies, programmes and practices, including circular business models that improve the profitability of industries while creating social and environmental benefits. In addition, it promotes nature-based solutions and ecosystem-based approaches for inclusive and sustainable industrial development (ISID) that support the co-existence of industries in harmony with nature. In addition, it facilitates the design of sustainable products made with fewer materials, with greater durability, reliability, reparability, reusability and recyclability, and supports the deployment of new business models that improve environmental performance.

### **GEF 9206 SUSTAINABLE INDUSTRIAL ZONES PERU PROJECT CONTEXT**

As part of the Sixth replenishment cycle of GEF, the Ministry of Environment, as the GEF focal point in Peru, endorsed the “Sustainable Industrial Zone Development in Peru” project. This four-year project is implemented by UNIDO and executed by the Ministry of Production (PRODUCE) in representation of the Government of Peru with the support of UNIDO, and aims to transform traditional industrial areas in Peru into sustainable industrial zones.

The project, to be piloted in the industrial zone of Callao, seeks to enhance regulatory mechanisms for sustainable industrial zone planning and promote the adoption and diffusion of low-carbon and clean technologies, and practices, to target the reduction of unintentional Persistent Organic Pollutants (u-POPs) and CO<sub>2</sub> emissions. The project will strengthen the country’s capacities to implement sustainable industrial zones in the medium-term and will promote cleaner production methodologies, including energy efficiency, sound chemicals management, and renewable energy in industrial areas.

As a GEF-6 multi-focal area initiative, the project seeks to generate global environmental benefits by creating synergies between the chemicals and climate change focal areas. The project will contribute to (i) CW-1 Program 1 by demonstrating new tools and economic approaches for managing harmful chemicals and waste in industrial zones; (ii) CW-2 Program 3 by targeting the reduction of unintentional POPs and (iii) CCM-1 Program 1 by promoting the development, demonstration, and financing of low-carbon technologies in industrial zones.

The project comprises four components:

Component 1: Policy framework for sustainable industrial zone development

Component 2: Capacity building on sustainable industrial zone planning

Component 3: Pilot demonstration of clean and low-carbon technologies

Component 4: Monitoring and evaluation

According to the Implementation Agreement for the GEF Project 9206 “Sustainable Industrial Zone Development in Peru” signed between PRODUCE and UNIDO, it was agreed that UNIDO is responsible for the execution of the project, based on the resources allocated by the GEF and according to the “CEO Endorsement”. In that sense, UNIDO is responsible to support the execution of the project, including financial support, based on the resources allocated by the GEF, including project budget, personnel recruitment (jointly with PRODUCE), personnel management and procurement; while PRODUCE is responsible for coordination with other ministries and supervision referred to in the afore-mentioned Implementation Agreement.

A Project Management Unit (PMU) will be established within PRODUCE to undertake the day-to-day project management activities, overseen by the National Project Director and UNIDO.

### **GEIPP PROGRAMME CONTEXT**

Through the Resource Efficiency and Cleaner Production (RECP) Programme, IRE has made outstanding contributions towards the identification, development, and testing of tools and methods for RECP to the diverse conditions in developing and emerging economies. The new Global Eco-Industrial Park Programme (GEIPP) is geared to scale up RECP to the level of Eco-Industrial parks seeking to integrate support at the enterprise and park scales and address critical policy issues. Key benefits for Eco-Industrial Parks include reducing an industrial park's environmental footprint; promoting efficiency gains; enabling community cohesion; providing better access to finance and technical support; and enhancing business competitiveness. Good international industry practice demonstrates a wide range of economic, environmental, and social benefits from Eco-Industrial Parks (EIPs).

The development objective of GEIPP, which is funded by Switzerland through the Swiss State Secretariat for Economic Affairs (SECO), is to demonstrate the viability and benefits of Eco-Industrial Park approaches in scaling up resource productivity and improving economic, environmental, and social performances of businesses and thereby contribute to inclusive and sustainable industrial development in the participating developing and transition economies. GEIPP is structured into two main components:

Component 1 addresses country specific EIPs by implementing tailor-made initiatives for potential project activities in the following five countries: Colombia, Egypt, Peru, Ukraine, and Vietnam.

- EIP will be incentivized and mainstreamed in relevant policy and regulations leading to an increased role of EIP in environmental, industry, and other relevant policies at the national levels in the participating Programme countries.
- EIP opportunities will be identified, and implementation started, with environmental (e.g. resource productivity), economic and social benefits achieved by enterprises.

Component 2 serves as a transversal component in the GEIPP for global knowledge development. The objective of this component is to generate and disseminate knowledge from present and past endeavours, which can be used to tackle the required preconditions for EIP. It aims to generate and disseminate/transfer knowledge to the various country projects and special country measures within the country-level interventions (Component 1), to the stakeholders and UNIDO, and the interested public in general through global dissemination.

## **MAIN FUNCTIONS**

Under the direct supervision of the UNIDO Project Manager, and UNIDO Lead Expert, the National Project Coordinator will lead the PMU for the implementation of the project activities. The National Project Coordinator will guide and monitor the work of the PMU personnel and implementing partners, supervise and coordinate the delivery of project outputs, facilitate administrative activities, and ensure the timely submission of all programmatic progress reports.

The main duties and deliverables are described below:

<b><u>MAIN DUTIES</u></b>	<b>Concrete/ measurable Outputs to be achieved</b>	<b>Expected duration</b>	<b>Location</b>
<b>Sustainable Industrial Zones Development in Peru -GEF Project</b>			
<b>Planning and Coordination</b>			
a) Update the annual work plan (AWP), in coordination with PRODUCE and UNIDO in alignment with the approved CEO endorsement document. The AWP should include clear objectives, milestones, and means of verification, indicators, and an operational budget. b) Monitor progress against the approved work-plan and budget process led by the PSC and support the project monitoring activities as defined in outcome 4. c) Perform secretariate duties for the PSC, including planning and organizing meetings, preparing minutes, establishing, and maintaining contact with national partners. d) Supervise communication and coordination strategy. e) Liaise with relevant government agencies and all implementing partners for effective coordination of all project activities.	a) Annual Work Plan updated, in line with GEF-UNIDO regulations b) Work Plan Progress report. c) PSC operational and PSC meetings well-documented d) Good relations and effective cooperation mechanisms established and maintained with project counterparts e) Physical and/or digital archives organized, updated and available to the PMU.	Over the contract period	Lima, Peru
<b>Project Implementation</b>			
a) Guide and monitor the execution of project activities and use of project funding as approved in the AWP. b) Mobilize personnel, sub-contract services, training, and other resources needed to initiate activities, including drafting terms	a) Project activities implemented effectively and quality project outputs delivered b) All necessary resources mobilised for the implementation of project	Over the contract period	Lima, Peru

<p>of reference, work specifications and requesting office supplies for the PMU.</p> <p>c) Monitor the implementation of co-financing contributions to demonstrate compliance with the Annual Monitoring Reports and Project Implementation Reviews.</p> <p>d) Manage, monitor, and mitigate the project risks identified in the project document and submit new risks, if any, to the PSC.</p>	<p>activities</p> <p>c) Monitoring Reports and Project Implementation Reviews</p> <p>d) Project risks monitored and mitigated</p>		
<b>Reporting and Monitoring</b>			
<p>a) Report periodically to UNIDO, PRODUCE, (Project Management Unit), and Project Steering Committee on the progress in implementation results achieved, disbursement of funds, and status of co-financing.</p> <p>b) Prepare the annual Project Implementation Report (PIR) and submit to UNIDO and PRODUCE (PMU).</p> <p>c) Facilitate monitoring and evaluation of project results and decision-making processes.</p>	<p>a) Implementing and Executing Agencies well informed of project progress</p> <p>b) Timely annual reports submitted to UNIDO and PRODUCE</p> <p>c) Monitoring and evaluation effectively implemented and decision-making processes facilitated.</p>	Over the contract period	Lima, Peru
<b>Knowledge Management</b>			
<p>a) Ensure the optimal exchange of technical and policy information among the stakeholders involved in the project and document knowledge sharing activities.</p> <p>b) Capture lessons learnt during project implementation.</p> <p>c) Facilitate awareness-raising activities that enable information dissemination, as described in the project document.</p>	<p>a) Knowledge sharing implemented and documented.</p> <p>b) Project-related lessons, best practices, and success stories documented throughout the implementation.</p> <p>c) Awareness-raising activities successfully implemented and documented.</p>	Over the contract period	Lima, Peru

**Global Eco-Industrial Programme Peru Country Level Intervention**

**Planning and Coordination**

<ul style="list-style-type: none"> <li>a) Carry out Project Steering Committee meetings as described in the Project Document.</li> <li>b) Plan, organize, and facilitate meetings, workshops, and training activities; and prepare minutes or reports for distribution to key Stakeholders.</li> <li>c) Perform secretariat duties for the PSC, including planning and organizing meetings, preparing minutes, establishing and maintaining contact with national partners.</li> <li>d) Liaise with relevant government agencies and all partners for effective coordination of all project activities</li> </ul>	<ul style="list-style-type: none"> <li>a) Project Steering Committee meeting minutes.</li> <li>b) Key meetings and events documented, to be used for reference or outreach.</li> <li>c) PSC operational and the PSC meetings documented.</li> <li>d) Good relations and effective cooperation mechanisms established and maintained with project counterparts</li> </ul>	<p align="center">Over the contract period</p>	<p align="center">Lima, Peru</p>
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**Project Implementation**

<ul style="list-style-type: none"> <li>a) Guide and coordinate the execution of project activities as approved in the AWP, ensuring the fulfilment of the objectives and progress towards the KPIs established in the project document.</li> <li>b) Drafting terms of reference, work specifications and requesting office supplies.</li> <li>c) Coordinate and guide the work of all project staff, and national consultants, and provide logistical support to project activities and personnel when required.</li> <li>d) Manage, monitor, and mitigate the project risks identified in the project document and submit new risks.</li> <li>e) Facilitate awareness-raising activities that enable information dissemination, as described in the project document.</li> </ul>	<ul style="list-style-type: none"> <li>a) Quarterly Project KPI report approved.</li> <li>b) ToR and Work Specification Elaborated</li> <li>c) Quality outputs delivered by all project personnel.</li> <li>d) Updated project risks report. Risks monitored and mitigated.</li> <li>e) Awareness-raising activities successfully implemented and documented.</li> </ul>	<p align="center">Over the contract period</p>	<p align="center">Lima, Peru</p>
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**Reporting and Monitoring**

<p>a) Monitor progress against the approved work-plan and budget process led by the PSC and support the project monitoring activities.</p> <p>b) Prepare semi-annual reports to the Project Manager on the progress implementation and results achieved.</p> <p>c) Facilitate monitoring and evaluation of project results and decision-making processes.</p>	<p>a) Monitoring report complies with requirements.</p> <p>b) Implementing and Executing Agencies well informed of project progress</p> <p>c) Monitoring and evaluation effectively implemented and decision-making processes facilitated</p>	<p>Over the contract period</p>	<p>Lima, Peru</p>
<p><b>Knowledge Management</b></p>			
<p>a) Ensure the optimal exchange of technical and policy information among the stakeholders involved in the project and document knowledge-sharing activities.</p>	<p>a) Knowledge sharing and South-South cooperation activities implemented and documented.</p>	<p>Over the contract period</p>	<p>Lima, Peru</p>

**MINIMUM ORGANIZATIONAL REQUIREMENTS**

**Education:** Advanced university degree (Master’s or above) in engineering, business administration, law, environmental engineering, or a related field is **required**.

**Technical and Functional Experience:**

- A minimum of five (05) years of practical experience in the field of international technical cooperation or project management, including experience at the international level involving technical cooperation in developing countries, is **required**.
- Experience coordinating GEF projects is **desirable**.
- Experience in environmental management is **desirable**.

**Languages:** Fluency in written and spoken English is **required**. Fluency and/or working knowledge of another official UN language is **desirable**.

**REQUIRED COMPETENCIES**

***Core values:***

***Key competencies:***

**WE FOCUS ON PEOPLE:** cooperate to fully reach our potential –and this is true for our colleagues as well as our clients. Emotional intelligence and receptiveness are vital parts of our UNIDO identity.

**WE FOCUS ON RESULTS AND RESPONSIBILITIES:** focus on planning, organizing and managing our work effectively and efficiently. We are responsible and accountable for achieving our results and meeting our performance standards. This accountability does not end with our colleagues and supervisors, but we also owe it to those we serve and who have trusted us to contribute to a better, safer and healthier world.

**WE COMMUNICATE AND EARN TRUST:** communicate effectively with one another and build an environment of trust where we can all excel in our work.

**WE THINK OUTSIDE THE BOX AND INNOVATE:** To stay relevant, we continuously improve, support innovation, share our knowledge and skills, and learn from one another.