

Energy Sector Advisor

EMPOWER Private Sector

Cardno Emerging Markets USA, Ltd. (Cardno) is currently seeking a short term **Energy Sector Advisor** for USAID-funded EMPOWER Private Sector activity. EMPOWER is designed to increase competitiveness in growth-ready sectors, facilitate inclusive private sector job creation.

Position Objective

Under the leadership of the Component 2 Team Leader, **the Energy Sector Advisor** will lead 2 day of 'Green Forum'

The Kosovo Green Festival will publicly highlight the "green industry" in Kosovo, including renewable energy generation businesses (producers of biomass fuel pellets, solar panels, wind energy, geothermal), producers of appliances that use renewable fuels (stoves, boilers, radiators, heat exchangers, etc.), producers of insulation materials, installers of renewable energy systems, waste recyclers, and users of recycled materials. It will network all stakeholders in the green sector in Kosovo, including GoK ministries, donors, and private industry.

The 3-day event will be very well-publicized, to expand awareness of the importance and economic development value of green technologies. It will stimulate demand for renewable energy appliances, create pressure for improved waste recycling, and encourage favorable government policy toward the sector. It is intended to be the first installment of what will become a regular annual fair.

The position reports to the Component 2 Team Leader. The length of performance is up to 40 LOE days in period as of June 10, 2017 until October 15, 2017.

Job Description/ Scope of Work

The following outlines the elements of the Green Forums, showing the responsibilities of STTA Advisor under this Scope of Work.

1. Green Forum

The Green Forum is a varied program of activities that will take place over the 2-day event. The program will be organized around the key theme for each day:

- Day 2: Energy Efficiency & Renewable Energy
- Day 3: Recycling

Each day's program will consist of a plenary conference in the morning, workshops during the afternoon, and parallel events outside the main Festival Forum venue.

The daily conferences and workshops will address:

- Green industry market opportunities and challenges
- Government policy and support for green industry
- Workforce skills needs in green industry
- Finance for green energy and energy efficiency

Responsibilities of EMPOWER: Logistics, translation, AV for all Forum events, promotion, and media

Responsibilities of Energy Sector Advisor: Lead responsibility for organizing the forum, including:

- Design of all conference and workshop sessions: specification of topics, preparation of agendas
- Identification / recruitment of all speakers, including to the extent possible “headline” speaker(s) – known international expert(s) – for opening or lead event(s)
- Review of all speaker presentations to ensure their suitability and appeal to the audience
- Identification and involvement of all key stakeholders – GoK agencies, donors, business associations, NGOs, private businesses
- Identification and involvement of selected key regional and international stakeholders

Deliverables, Outputs, and Outcomes

Outputs, deliverables, timing, and estimated required days for this position are as follows:

| Deliverable | Due By | LOE |
|---|---------------|------------|
| 1. Initial Draft – 2-day Green Forum Agenda | 15-July-17 | 5 |
| 2. Second Draft Forum Agenda with tentative proposed speakers and institutional and business collaborators, including confirmed co-sponsors | 10-Aug-17 | 10 |
| 3. Final Forum Agenda with all topics, speakers, and collaborators confirmed | 30-Aug-17 | 5 |
| 4. Preparation / Facilitation / Management of Green Forum and Parallel Activities | Festival | 15 |
| 5. Brief weekly reports | Weekly | 0 |
| 6. Final Report | 30-Oct-17 | 5 |
| TOTAL LOE | | 40 |

The Advisor will report to EMPOWER Component 2 Team Leader, meet weekly with her, and provide a brief written weekly report to EMPOWER on progress versus this Scope of Work.

Position Requirements

1. Advanced relevant university degree
2. At least five years of applied experience in the energy sector
3. Well-established network of energy stakeholders in both Kosovo and abroad
4. Demonstrable experience in conducting research and assessments on energy-related issues, including in Kosovo
5. Experience in implementing activities supporting development assistance projects
6. Demonstrated management, organizational, and communications capacities.

Special Instructions:

To apply, please send CV to: jobs@empowerkosovo.org

The application deadline is close of business on Friday, June 5, 2017.

No telephone calls, please. Finalists only will be contacted.

Cardno offers an excellent compensation and benefits package. Cardno is an Equal Opportunity Employer.

Cardno is a professional infrastructure and environmental services company, with specialist expertise in the development and improvement of physical and social infrastructure for communities around the world. **Cardno's** team includes leading professionals who plan, design, manage and deliver sustainable projects and community programs. **Cardno** is an international company listed on the Australian Securities Exchange [ASX:CDD].