

Terms of Reference

1. Background

The Sustainable Energy Industry Association of the Pacific Islands (SEIAPI; <https://www.seiapi.com/>) is a regional non-profit industry association based in Suva, Fiji. It is dedicated to supporting the growth of sustainable energy businesses and the adoption of sustainable energy solutions across Pacific Island Countries and Territories (PICTs). SEIAPI's members include private sector companies, PICT power utilities, and other stakeholders in the sustainable energy sector. SEIAPI's focus is on solar photovoltaic (PV) energy systems but our scope includes other renewable energy technologies and energy efficiency.

The Market Development Facility (MDF; <https://marketdevelopmentfacility.org/>) is supporting SEIAPI to implement projects aimed at unlocking finance for solar PV through development and adoption of relevant standards. This includes the engagement of a Technical Projects Officer to support SEIAPI in developing and delivering sustainable energy sector technical projects and to lead strategic initiatives.

SEIAPI is seeking to engage a highly skilled and experienced individual consultant to fulfill the role of Technical Projects Officer. This will be pivotal in driving the successful implementation of MDF-supported activities and enhancing SEIAPI's capacity to serve its members and the broader sustainable energy community in the Pacific.

2. Purpose of the Consultancy

The primary purpose of this consultancy is to provide specialised technical expertise, project management, and strategic support to SEIAPI for the effective delivery of MDF-supported initiatives. The Technical Projects Officer will lead the coordination and implementation of key technical activities, contribute to strategic planning, support resource mobilisation efforts, and facilitate knowledge sharing and capacity building within the PICT sustainable energy sector.

3. Scope of Work / Key Responsibilities

The Technical Projects Officer will undertake the following key responsibilities:

A. Technical project management and delivery:

- Contribute to, and in some cases lead, the planning, execution, monitoring, and reporting of technical projects outlined in the SEIAPI-MDF agreement (and listed below), ensuring alignment with agreed timelines, budgets, and quality standards.
- Coordinate the development of Terms of Reference for specific project activities and manage any short-term expertise required.
- Proactively identify project risks and challenges, develop mitigation strategies, and escalate issues to the SEIAPI Executive Committee overseeing SEIAPI-MDF agreement deliverables.
- Ensure that project documentation, including technical specifications, progress reports, and financial acquittals (as relevant to project activities), are maintained and meet MDF requirements.

B. Strategic development and resource mobilisation support:

- Provide technical input and support to the SEIAPI Executive Committee in the development of SEIAPI's strategic plan, focusing on technical program development, industry support mechanisms, and pathways to long-term organisational sustainability.
- Actively identify and research potential new funding opportunities and partnerships that align with SEIAPI's mission and strategic objectives.
- Draft concept notes, project proposals, and funding applications for submission to donors and development partners, with guidance from the SEIAPI Executive Committee.

C. Technical resource development and capacity improvement:

- Assist with the development, review, and updating of technical resources, including:
 - Educational materials and guidance documents for financiers on PV systems and standards
 - SEIAPI's technical guidelines (e.g., for PV system design and installation).
 - Training materials for PV operations and maintenance, and PV inspections.

- Design, coordinate, and facilitate technical training workshops, webinars, and knowledge-sharing events for SEIAPI members, financiers, solar installers, and other Pacific stakeholders.
- Draft and edit technical articles, case studies, and other knowledge products for dissemination through SEIAPI's communication channels and platforms.

D. Stakeholder engagement and technical communication:

- Serve as a technical liaison for SEIAPI, engaging with a diverse range of stakeholders including SEIAPI members, government agencies (energy, regulatory, climate change), regional organisations (e.g., PPA, SPC/PCREEE), development partners, financial institutions, etc.
- Support the development and maintenance of critical technical databases (e.g., on PICT power systems, sustainable energy projects), in collaboration with partners (e.g. PPA, SPC).
- Represent and assist SEIAPI in technical meetings, workshops, conferences, etc. as delegated.
- Provide technical advice and support to SEIAPI members on matters related to sustainable energy technologies, standards, and best practices.

4. Expected Deliverables

The Technical Projects Officer will be responsible for delivering, among others, the following key outputs (specific timelines to be agreed upon in the consultancy contract and work plan):

- A 12-month work plan and approach.
- Technical inputs and drafted sections for SEIAPI's Strategic Plan.
- Input to drafts of educational materials, guidelines, and training modules.
- Coordination plans, delivery reports, and feedback analyses for training workshops and webinars.
- A series of technical articles, case studies, and other knowledge products developed.
- Concept notes and/or full project proposals developed for resource mobilisation.
- Monthly progress reports (activities, progress against deliverables, challenges, and upcoming priorities).

5. Reporting Arrangements

The Technical Projects Officer will report to the Chair of the SEIAPI Executive Committee with direct supervision by the SEIAPI Executive Officer. There will be regular update meetings to discuss progress, address challenges, and align with SEIAPI's strategic direction.

6. Duration and Level of Effort

This engagement is for twelve (12) months of full-time equivalent, spread over a period of 12-18 months, as agreed between the consultant and SEIAPI. The level of effort will be output-based and flexible, to meet project deliverables and accommodate workload fluctuations. Working hours per week or month may vary. If working on a consistent part-time basis, the engagement will be no less than 60% of a standard full-time commitment (e.g. 3 days/week), as specified in the SEIAPI-MDF agreement.

This is a remote-based consultancy. SEIAPI does not provide a dedicated office space. The consultant can be based anywhere with reliable internet connectivity, preference will be given to candidates based in Suva, Fiji, to facilitate engagement with the local sustainable energy network and SEIAPI's operational context. The role may require travel within the Pacific region for project implementation, consultations, and workshop delivery, subject to SEIAPI approval and travel feasibility.

7. Qualifications and Experience Required

- **Qualification:**
 - A Bachelor's degree in Renewable Energy, Electrical Engineering, Mechanical Engineering, Sustainable Development, Environmental Science, Project Management, or a closely related field is required. An MSc or MBA in a relevant field will be an asset.
- **Experience:**
 - A minimum of seven (7) years of progressive professional experience in the sustainable energy sector, with a strong focus on technical project design and management, renewable energy policy, development of technical standards or guidelines, and/or capacity building initiatives.
 - Demonstrable experience working in or with PICTs or other Small Island Developing States (SIDS) is essential.

- Proven track record in developing high-quality technical reports, project proposals, training materials, and delivering effective technical presentations and workshops to diverse audiences.
- Strong understanding of renewable energy technologies (particularly solar PV), energy efficiency measures, energy market dynamics, and the specific challenges and opportunities for sustainable energy development in the Pacific region.
- Experience in stakeholder engagement, including working with government bodies, private sector entities, utilities, NGOs, and international development partners.
- Experience in resource mobilisation, including proposal writing and donor liaison, is highly desirable.
- Familiarity with the procedures of international development agencies or donor-funded energy projects would be a distinct advantage.
- **Skills and Competencies:**
 - Excellent analytical, problem-solving, and strategic thinking skills.
 - Superior technical writing, editing, and oral communication skills in English.
 - Demonstrated ability to work independently, manage multiple complex tasks simultaneously, and deliver high-quality outputs under pressure and within deadlines.
 - Strong interpersonal, networking, and facilitation skills, with the ability to build and maintain effective working relationships in a multicultural environment.
 - High level of proficiency in standard office software (Microsoft Word, Excel, PowerPoint) and familiarity with project management tools.
 - Commitment to SEIAPI's mission and values.

8. Selection Process

Interested parties should submit a written application by 20th June 2025 to the SEIAPI Administrative Officer: TPO position admin@seiapi.com along with a) a recent CV, b) a short letter explaining why you are suitable for the position, and c) names of two referees (with their contact details). Short-listed candidates will be interviewed in person or on-line. We will respond to all applicants regarding results of the selection process as soon as possible. Women are encouraged to apply.

9. Remuneration

Remuneration is to be negotiated with a maximum of AUD 50,000 (currently about F\$ 85,000) for twelve months equivalent input. The salary offered will be commensurate with the relevant experience of the successful candidate. This is a consultancy, not a permanent position but SEIAPI hopes to subsequently establish a full-time staff position with similar responsibilities. If the Technical Projects Officer works part time, he or she is free to undertake other consultancies, not to exceed an average of two work days weekly, during the contract period.