



TERMS OF REFERENCE

Project: Improving Energy Efficiency in the Housing Sector in Macedonia
Position: Construction Specialist

Background:

The project *Improving Energy efficiency in the housing Sector in Macedonia* is aimed to contribute towards the increase of living standard in the collective housing in Macedonia through a set of demonstration projects on energy efficiency improvements that significantly decrease energy consumption and cost as well as CO₂ emission from collective housing units in Macedonia.

The project is to be implemented in close cooperation with USAID, local governments (targeted municipalities: Kumanovo, Prilep, Struga, Strumica, Tetovo, Veles and Karpos - Skopje), tenant/homeowner associations, construction and energy companies, NGOs, Ministry of Economy, Ministry of Transport and Communication and other relevant stakeholders in the energy efficiency sector.

In order to achieve long lasting, sustainable and effective results, the project has comprehensive approach to energy efficiency issues in collective residential buildings, and is organized in four main objectives:

Objective A. Develop and test market-based solutions for energy efficient reconstruction in collective housing units:

- To decrease energy consumption and cost in the selected buildings in targeted municipalities;
- To lead to develop financing models combining capital and subsidies successfully tested leveraged by project loan fund;

Objective B. Improve management of collective housing units in Macedonia and support effective (self) management and maintenance of collective buildings (Capacity building of home owner associations);

Objective C. Facilitate investment, entrepreneurship and job creation in energy efficiency sector (“green jobs”);

Objective D. Foster a broad-based societal platform that affirms production and consumption of clean energy and advocates for efficient and targeted state involvement in the housing sector.

The project team consists of 6 members: Project manager, 3 Project specialists, Construction specialist and Administrative assistant, and is an integral part of Habitat for Humanity Macedonia’s Program department.

Duties and responsibilities

Under the direct supervision and guidance of the Project Manager of the project Improving Energy efficiency in the housing sector in Macedonia, the Construction Specialist will be responsible for the

implementation of the project construction activities. The Construction Specialist is accountable to the Project Manager and cooperates with the project team and HFH Macedonia personnel.

In particular, the Construction Specialist will assume the following responsibilities:

- Plan, implement, organize and report on construction activities in order to achieve project outputs; and contribute to delivering results in line with the approved work plan;
- Participate in performing evaluations of energy consumption and costs in the selected buildings, before and after the implementation of reconstructions;
- Participate in supervision on construction activities, according to HFH Macedonia and USAID rules and regulations;
- Identify and report any issues to the Project Manager, arising of energy efficiency reconstructions;
- Identify and obtain any support and advice to the Project Manager, regarding the performance and control of energy efficiency reconstructions;
- Participate in preparing annual/quarterly project work plans and narrative reports;
- Participate in organization of workshops and forums regarding capacity building of Tenant's Associations (TAs), Construction companies and energy service companies;
- Perform project activities in accordance with the approved budget and established internal control procedures;
- Participate in mobilizing goods and services to contribute initiative activities, set by the Project Manager;
- Collaborate with national/local authorities and with external companies and consultants on matters pertaining to construction activities described in the project document;
- Perform the recruitment process of necessary local companies and consultants in the construction area identified in the project document, in accordance with HFH Macedonia and USAID rules and regulations;
- Provide relevant information on project activities to the Project Manager, timely and accurately.

Qualification requirements

- University or higher degree in civil engineering or architecture;
- At least three years of relevant professional experience, preferably in the construction sector relevant to the project;
- Knowledge of project cycle management;
- IT literacy, including MS Office;
- Very good written and spoken Macedonian and English;
- Very good communication skills and understanding of local contexts;
- Capability for traveling and field work;
- Driving license.

Work relationships

- Frequent contacts inside and outside the organization. Knowledge and sensitivity of community life, culture and politics.