



TERMS OF REFERENCE

Project: Improving Energy Efficiency in the Housing Sector in Macedonia
Position: Project Manager

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 of the HFH Macedonia Deputy Director for Program and the overall guidance of the HFH Macedonia Executive Director, the Project Manager will have shared responsibility for the management of the project to HFH senior management and USAID Agreement Officer’s Technical Representative (AOTR). In addition, the Project Manager will be the primary contact for the project and will communicate with the AOTR for all ongoing and future activities.

In particular, the Project Manager will assume the following responsibilities:

- Manage the realization of project outputs through activities; and deliver results in line with the approved work plan;
- Record and resolve project issues occurring during the implementation within the tolerance level agreed by AOTR;

- Analyze and evaluate achieved results regularly to ensure that the project is meeting the target beneficiaries' needs, and communicate them to the project stakeholders;
- Identify and obtain any support and advice required for the management, planning and control of the project;
- Report issues to Deputy Director for Program with recommendations for solutions to issues that exceed the defined tolerance level;
- Monitor financial resources and accounting to ensure accuracy and reliability of financial reports;
- Mobilize goods and services to initiative activities, including drafting ToRs and work specifications;
- Discuss and deal with national and local authorities on matters pertaining to activities described in the project document;
- Liaise with all project counterparts including the national and local authorities, private sector, NGOs and other relevant stakeholders to ensure their support for the process and to advise on applicable administrative procedure;
- Closely cooperate and coordinate project activities with activities of other HFH Macedonia projects and activities and especially with USAID projects in Macedonia;
- Coordinate and supervise the work of project staff and external companies and consultants involved in the project implementation;
- Ensure timely preparation and submission of annual/quarterly project work plans and reports, including financial reports;
- Lead the recruitment process of the necessary local companies and consultants in the areas identified in the project document in accordance with HFH Macedonia and USAID rules and regulations;
- Collect, register and maintain information on project activities by reviewing reports and through firsthand sources;
- Prepare Quarterly Project Review Reports to be submitted to the Deputy Director and to the Executive Director;
- Identify follow-on actions and submit them for consideration to Deputy Director, Executive Director and AOTR.

Qualification requirements

- University or higher degree in management, technical sciences, law or economy;
- At least five years of relevant professional experience, preferably in the sectors relevant to the project. Experience in finances and banking is an asset;
- Knowledge of project cycle management;
- IT literacy, including MS Office;
- Excellent written and spoken Macedonian and English;
- Excellent communication skills and understanding of local contexts;
- Capability for traveling and field work;
- Driving license.

Work relationships

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