



Terms of Reference for the Head of the AREI Independent Delivery Unit

Introduction

The Africa Renewable Energy Initiative (AREI) is a transformative, Africa-owned and directed effort to harness the continent's huge renewable energy potential for universal energy access and sustainable development. Under the mandate of the African Union, the initiative is set to achieve at least 300 Gigawatts (GW) of new and additional renewable energy generation capacity by 2030 with an initial 10 GW by 2020.

AREI constitutes a framework intended to provide guidance and coordination across institutions and all African countries to facilitate action towards AREI's goals, and ensure additionality to existing activities and support. The initiative addresses interrelated challenges at the national, continental and global levels, including those relating to inclusive development, energy access, and climate change. At its core AREI is about developing and promoting a vision of people-centered, distributed and other renewable energy systems that aims to influence all relevant actors on the continent.

The AREI Independent Delivery Unit will work on the tasks assigned to it by the AREI Board to support the overall implementation of the AREI Action Plan. The Independent Delivery Unit will be fully accountable to the AREI Board of Directors in accordance with the AREI Governing Instrument, which ensures its independence and African leadership.

The Head of the AREI Independent Delivery Unit (hereafter "the Head") will be appointed by the AREI Board of Directors following a competitive and transparent recruitment process to be approved by the AREI Board of Directors.

The Head will follow a competitive and transparent recruitment process to recruit staff and consultants in accordance with the organigram, work programme, and budget, approved by the Board of AREI.

The Head will implement the activities on AREI in accordance with the AREI work plan and budget approved by the Board, the AREI Governing Instrument and applicable rules of the African Development Bank (AfDB) as host of the IDU and trustee of the AREI funds.

The Head will report directly to the AREI Board of Directors on all substantive matters and to the IDU Host (President of the AfDB or to a Vice-President designed by the President of the AfDB) on administrative matters.

Responsibilities of the Head

The Head of the Interim Delivery Unit will be expected to undertake the following responsibilities and perform the following duties:

Strategic Responsibilities:

- Clearly express the vision of AREI to internal and external stakeholders;
- Help develop and implement the strategic direction of AREI;
- Monitor and supervise the preparations of the annual AREI Work programme.
- Lead, monitor, evaluate and report progress against the AREI work programme and AREI Framework and Action Plan.

External Relationships

- Facilitate working relationships with stakeholders and international partners in relation to the overall initiative;
- Ensure that AREI has an appropriate profile in the debate on climate compatible development and on renewable energy through presence at key events, networking and publications; and
- Propose, explore and engage AREI in strategic partnerships with African and non-African governments, as well as inter-governmental organizations, private sector, NGOs and civil society, in both North and South.

Organizational Responsibilities:

- Lead a flexible, scalable Independent Delivery Unit, which can effectively address the tasks for AREI as outlined in the IDU work plan
- Identify needs and recruit the required expertise on both short-term and permanent basis to deliver in accordance with the work plan, including from members of the interim IDU to ensure continuity;
- Motivate, manage, and mentor the AREI Independent Delivery Unit team;
- Manage financial performance against budgets and plans; and
- Ensure that reporting is carried out in accordance with required standards.

Responsibilities in relation to interaction with other AREI entities

- Interact closely with the Chair of the Board and ensure IDU functions as the secretariat serving the Board;
- Work closely with the AREI Technical Committee (TC), in particular its chair and take part in the meetings of the TC;
- Work closely with the AREI Trustee in developing modalities for the implementation and operations of the AREI Trust Fund;

General Responsibilities in relation to the AREI operations/Action Plan

- Provide direction and guidance in the planning, development and implementation of all AREI IDU activities in accordance with the AREI Framework, Action Plan and current Work Plans and AREI nine Activity areas, i.e. Mapping; Policy, regulatory and support frameworks; Capacity mobilization and building; Funding and financing; Project development and support; Technology assessment and safeguards; Multi-stakeholder engagement; Wider context; and Communications and outreach;
- Promote synergies with existing initiatives at the national, sub-regional and regional levels and coordinate collaboration on substantive matters with both African and international institutions;

Tasks across all work areas:

- Guide and support the planning and organizing of conferences, meetings, and workshops related to the work of the AREI;
- Ensure the development and implementation of social and environmental safeguards
- Provide direction and guidance on the implementation of capacity building, knowledge

- generation, management, networking and dissemination activities in line with the AREI Framework; and
- Ensure easily accessible and updated communications material on the progress of AREI.

Qualifications of the Head

The Head of the Independent Delivery Unit should:

- Be a citizen of an African country with well-established qualities in terms of asserting African ownership and independence.
- Be a professional of highest standing and recognition in the fields of renewable energy policy, development and climate change;
- Have at least 10 years of work experience and strong technical/scientific credential in energy, development and climate change, with a minimum of 5 years work experience in the energy sector and particularly in the field of renewable energy;
- Have a strong, well- documented track record in promoting people-centered, equitable development for the common good;
- Have well established personal networks across sectors and levels, both in Africa and internationally;
- Have well documented experience from leading organisations, including establishment or build-up of new institutions;
- Have excellent credentials as team leader and organiser of well-functioning workplaces; and
- Have relevant experience from interaction with non-governmental stakeholders, including civil society.
- Multi-sectoral experience including the private sector and notably in the energy field is considered an asset.

Duration of contract

The Head will be recruited on a three-year contract with a one-year probationary period after which an evaluation will be performed. If both parties are content, the Head will continue for the remaining period, with the possibility for extension.

Remuneration/grade level of the Head

The Head shall be appointed at a level equivalent to the level of Director in the AfDB system as a host institution. Remuneration will be paid based on the Head's qualifications and the salary grid of the AfDB as a host institution.