**WORLD BANK GROUP**

**TERMS OF REFERENCE**

**Title of the position: Project Coordinator**

**Grade: STT (T4)**

**Project: The Ukraine Residential Energy Efficiency Project, Phase II**

**Start date: March 1, 2015**

**Reporting Line: Project Manager**

**Location: Kyiv, Ukraine**

**The Organization:** **World Bank Group,** Finance & Markets Global Practice aims to help countries build deep, diversified, inclusive, efficient and stable financial systems which are essential to promoting economic growth and reducing poverty and increasing shared prosperity. The practice is committed to delivering public and private sector tailored solutions to development challenges by leveraging the whole range of the Bank Group's financial, knowledge/advisory and convening services for clients. In doing so, the practice not only partners with the broader World Bank finance team (IFC, WB, MIGA and WB/IFC Treasuries) but also acts as an enabler for all of the other GPs and Cross-Cutting Groups.

As a joint World Bank - IFC practice, the Finance & Markets Practice brings together the World Bank's knowledge, finance (loans, credits, guarantees, risk management products), and convening services, and IFC advisory in private-sector firms into a single suite of development solutions for our clients and the global community to support reaching the twin goals of eliminating extreme poverty and promoting shared prosperity.

**The Project:** International Finance Corporation implements the Ukraine Residential Energy Efficiency Project, Phase II, funded by the Swiss Confederation. The key goal of the UREEP Phase II is to enable financing of the energy efficient modernization of the multifamily buildings by addressing the following barriers:

1. Imperfect legal and regulatory environment;
2. Lack of financially-viable financing products targeted for residential energy efficiency;
3. Low level of awareness about residential energy efficiency among key market stakeholders

As of end 2014, three banks are already extending loans to the homeowners’ associations for the purposes of modernization of their buildings. However, the demand is yet low. One of the obstacles behind lagging demand is lack of information for the homeowners about resources available on the market to help initiate the modernization initiatives. To increase public awareness, Phase II of the Project will focus resources on promotional and educational activities, including a large number of regional events and development of the web based resources.

**Duties and Responsibilities:** The project Coordinator will focus on facilitation (development, implementation, upkeep) of the communication platform between the market participants (stakeholders). The communication platform will involve development of a web-based tool and creation of a country-wide chain of information resources to stimulate homeowners’ decision making regarding energy efficient modernization of their dwellings. The Coordinator will perform the following functions:

* Develop, adjust and customize the interactive web-based platform to be used for the homeowners to obtain information about the resources needed to perform energy efficient modernization in their buildings;
* Systematize, maintain databases of resource centers, equipment manufacturers, vendors, financial institutions, and other stakeholders providing services to the housing sector;
* Liaise with the market participants (listed above) to ensure data quality, completeness and relevance for the market;
* Ensure timely changes, adjustments of the platform based on customers’ needs and feedback;
* Conduct administrative procurement of IT, copyright and other specialized vendors;
* Conduct due diligence of the Project’s counterparts and stakeholders;
* Provide analytical support in development of educational and information materials for the market participants by liaising with the market experts;
* Organize a series of regional events throughout Ukraine by ensuring participation of relevant speakers and audiences;
* Work with the Project stakeholders on development and implementation of the training and education program;
* Provide administrative and coordination support of the regional Project representatives with matters concerning information gathering and upkeep.

**Selection Criteria:**

* University Degree in Business, Communications or Education;
* At least 3 years’ experience in event coordination;
* Demonstrated competency in database compilation, update and upkeep;
* Self-motivated, ability to work in teams and individually;
* Ability to gather and synthesize information from a wide range of internal and external sources;
* Demonstrated commitment and drive to deliver quality products on time;
* Good client orientation and communication skills;
* Good IT skills, including advanced Excel expertise and fluency in Word and Power point;
* Fluency in English; native Ukrainian and Russian languages.