



Scope of Work

New Delhi-based Senior Communications Specialist for the USAID South Asia Regional Energy Partnership Program

BACKGROUND

The USAID **South Asia Regional Energy Partnership (SAREP)** program will serve as a linchpin of the Asia Enhancing Development and Growth through Energy (EDGE) initiative in South Asia. To achieve USAID's goal of improving access to affordable, secure, reliable, and sustainable energy, SAREP will work to enable six countries — Bangladesh, Bhutan, India, Maldives, Nepal, and Sri Lanka — to build systems and processes in line with their respective economic and energy security priorities. It will also facilitate collaboration among these six countries in a regional energy market that will accelerate economic development, self-reliance, livelihoods, health, and productivity throughout the region. SAREP has two programmatic workstreams:

1. **Workstream 1: SAREP Hub-Management and Administration** will focus on building stakeholder coordination and providing communication, outreach and programmatic support in the form of annual work planning, reporting, monitoring, evaluation, and learning.
2. **Workstream 2: Technical Services** will provide expertise to improve access to economical, reliable, and clean energy systems across South Asia through the accomplishment of four specific objectives:
 - Objective 1: enhanced regional energy markets and integration
 - Objective 2: increased deployment of advanced energy solutions and systems
 - Objective 3: high performing modern utilities
 - Objective 4: transparent, best value procurement and private sector investment.

[Research Triangle Institute \(RTI\)](#), an independent, nonprofit institute that provides research, development, and technical services to government and commercial clients worldwide, is USAID's prime implementing partner for SAREP. RTI will lead the program and ensure the delivery of its programmatic workstreams.

[Asia Clean Energy Partners Limited \(ACE Partners\)](#), an international advisory firm experienced in providing consulting services, including communications related to the energy sector, will support RTI with the communications and outreach work of SAREP's Workstream 1 to help provide this support; ACE Partners is looking for a **full-time, experienced Senior Communications Specialist to support USAID SAREP.**

OBJECTIVES AND DUTIES

This position is responsible for ensuring the visibility of SAREP, guiding stakeholder engagement, and for overall programmatic knowledge management. The Senior Communications Specialist will work with RTI and ACE Partners to develop a strategic communications plan and deliver impactful communications and outreach activities for SAREP and the South Asia Regional Energy Hub (SAREH), a coordination and communication platform under SAREP.

The Senior Communications Specialist is responsible for delivering and ensuring the timeliness and quality of communication support for SAREP and SAREH. This position is based in New Delhi and will work closely with USAID SAREP Workstream 1 team and Workstream 2 team when required.

The Senior Communications Specialist will have the following specific responsibilities:

- Coordinate and work with Workstream 1 Lead to manage and deliver communication and outreach support.
- Coordinate with SAREP implementing partners from Bangladesh, Bhutan, India, Maldives, Nepal, and Sri Lanka to gather insights helpful for strategic communications and effective outreach.
- Coordinate with Workstream 2 Technical Objective Leads and with Monitoring, Evaluation, and Learning (MEL) officer to gather information needed for event communications, success stories, regional newsletter, reports, and other outreach products.
- Support the SAREP project team in knowledge management and developing outreach and communication activities across the project.
- Support events, including webinars, online and in-person training and seminars, report launching, and high-level meetings.
- Help with the preparation of the South Asia Clean Energy Forum 2023
- Liaise with strategic partners to increase SAREP's visibility and maximize coordination.
- Deliver communications materials, including presentations, success stories, brochures, one-pagers, posters, and other publications, and facilitate their distribution.
- Ensure USAID branding and marking requirements are met for all SAREP materials.
- Manage the design and production of publications as needed.

QUALIFICATIONS

- A bachelor's degree in communications, journalism, or another related field is required, with a minimum of 12 years of relevant experience in communications or related fields. Work experience with USAID is preferred.
- Regional work experience in South Asia and proven ability to work collaboratively with institutional and private-sector partners and stakeholders in a multi-country setting.
- Outstanding writing skills in English for reports and communications products.
- Experience in producing and delivering high-quality marketing, knowledge, and communications products.
- Experience in managing social media accounts and knowledge of best practices, and trends.
- Knowledgeable with Mailchimp (or similar applications) and publication design software (Adobe InDesign, Photoshop, Canva).

Position based in: New Delhi, India

Start Date: March 6, 2023, or as soon as possible thereafter

Length of the assignment: 12 months full-time position, with potential for contract renewal

REPORTING

The Senior Communications Specialist of SAREP will be reporting directly to the Communications Manager of ACE Partners.

APPLICATION PROCEDURE

- ◆ Potential candidates are requested to submit their **CV** and a comprehensive **cover letter** directly to the company email address at info@asiacleanenergypartners.com, with a courtesy copy sent to Marc Tagub at marc.tagub@asiacleanenergypartners.com.
- ◆ Kindly take note of the deadline for submission which is on Friday, February 17, 2023.
- ◆ ***Additionally, it is of utmost importance to include a well-crafted cover letter highlighting your qualifications and reasons for suitability for the position.***

IMPORTANT INFORMATION

ACE Partners is helping to accelerate the clean energy transition in Asia by building insights, connecting, and convening for impact, providing high-quality support for communications initiatives, and strengthening clean energy networks. Our team spans Asia-Pacific, with staff in Bangkok, Hong Kong, Melbourne, Singapore, and the United States. We are a diverse, cross-cultural, interdisciplinary team that works in a collegial and non-hierarchical manner. Creativity, collaboration, and learning are highly prized traits within the company, and we strive to maintain a healthy work-life balance. ACE Partners is fully committed to the overarching goal of access to clean energy in Asia.