



## Scope of Work

### Regional Energy Communications and Coordination Officer for the USAID/RDMA Southeast Asia Smart Power Program

(Bangkok-based)

#### BACKGROUND

Asia Clean Energy Partners Limited (ACE Partners) is an international consulting and advisory firm that supports the acceleration of clean energy deployment, focusing on markets in Asia and the Pacific. ACE Partners focuses on four main areas: (a) creating insights through research and analytics; (b) designing and packaging projects and initiatives; (c) connecting stakeholders with the knowledge, technologies, and finance to achieve results; and (d) building communities of practice through targeted communications and events.

ACE Partners is seeking a **Regional Energy Communications and Coordination Officer based in Bangkok, Thailand**, to support the delivery of a growing body of clean energy work in its operations, primarily related to the U.S. Agency for International Development Regional Development Mission for Asia (USAID/RDMA) Southeast Asia Smart Power Program (SPP).

#### OVERVIEW OF THE POSITION

The **USAID/RDMA Southeast Asia Smart Power Program (SPP)** aims to enhance energy security in Southeast Asia by creating open and transparent energy markets, promoting energy trade, and transforming the energy sector to improve access to clean, reliable, affordable energy. SPP will support US climate priorities in the ASEAN region to enhance global action for near-term reductions in greenhouse gas emissions and net-zero global emissions by mid-century. The Activity will focus on achieving technical and policy objectives, including improved performance of energy utilities, increased deployment of advanced energy systems, and enhanced energy trade and integration.

**ACE Partners** is sub-contracted over the next five years by the lead contractor, Deloitte Consulting LLP, to help deliver on SPP activities through Short-Term Technical Assistance in support of the Southeast Asia Enhancing Development and Growth through Energy (EDGE) Hub Project. The scope of work allocated to ACE Partners largely focuses on its in-house expertise in regional communications for the clean energy transition in Southeast Asia.

As part of the SPP assignment, the expert is expected to undertake:

**Program Support:**

- Provide comprehensive support to energy programming activities in the Southeast Asia region.
- Coordinate with USAID programs in the region to gather information and facilitate external communications.
- Assist in organizing energy series workshops and other capacity-building activities to support the program's objectives.

**Stakeholder Coordination:**

- Coordinate with stakeholders, including government officials, private sector leaders, and civil society representatives.
- Manage stakeholder engagement plans, including event planning and stakeholder communications.
- Conduct stakeholder analysis to identify potential partnerships and opportunities for collaboration.

**Client Relations and Output Delivery:**

- Ensure that all client requirements and expectations for scope and quality are met on time.
- Maintain regular communication with clients to understand their needs and preferences.
- Develop and manage project schedules and timelines.
- Coordinate with the program team to ensure project deliverables meet client expectations.
- Monitor project progress and report on outputs and outcomes to the program team.

**Event Management:**

- Help organize USAID events on regional platforms, including the annual ADB's Asia Clean Energy Forum.
- Assist with the development of event materials and presentations.
- Assist in organizing energy series workshops and other capacity-building activities to support the program's objectives.
- Develop training materials and presentations for workshops and other capacity-building activities.
- Conduct post-training or post-event evaluations and report on training outcomes to the program team.

**Website Management:**

- Manage the program's website, including content management and maintenance.
- Monitor website performance and update website content as necessary.
- Ensure website content is up-to-date and accurate, and aligns with program objectives and messaging.

- Conduct website analysis to determine areas of improvement and make recommendations for enhancements.
- Work with the program team to ensure website alignment with program communications and branding.

## MINIMUM QUALIFICATIONS

Previous work experience in clean energy communications and coordination is essential. Experience working with key energy stakeholders in Southeast Asia will be helpful to successfully carry out the work, and prior experience with USAID operations and practices is preferred. In terms of academic studies, the candidate should preferably have an advanced university degree in communications and journalism, with solid knowledge of power and renewable energy.

- **Minimum related experience:** applicants must have at least 10 years of combined experience in clean energy communications and coordination roles, with experience working with key energy stakeholders in Southeast Asia
- Experience working with senior government officials, private sector leaders, and other stakeholders in the energy sector
- Project/program management experience with excellent time management skill.
- Strong problem-solving and critical-thinking skills
- **Extensive familiarity with USAID energy programming and activities in the Southeast Asia region; Knowledge of energy programming activities by other U.S. government agencies in the region is a plus**
- Knowledge and experience in website management, newsletter software, and graphic design tools such as WordPress, Mailchimp, Canva, Illustrator, InDesign
- **Language:** applicants must be fluent in English, with strong interpersonal and communication skills. Knowledge of other ASEAN languages will be an advantage.
- **Citizenship:** This position is open to Thai nationals and/or ASEAN nationals with the right to live and work in Thailand.
- **Location:** Applicant must be based in Bangkok, Thailand.
- **Reporting:** The Expert will report directly to the Communications Manager.

## PERIOD OF PERFORMANCE

- Start Date: As soon as possible
- Term of Employment: renewable annually on 30 September.
- How to Apply: **Please submit your application in the form of a CV and cover letter to [info@asiacleanenergypartners.com](mailto:info@asiacleanenergypartners.com) by 20 March 2023.**