



## Terms of Reference ProBEC National Coordinator: Botswana

(Referred to as RE-Botswana/BPC Lesedi Biomass Programme Officer)

### 1.1 Basic function

To facilitate achievement of joint Biomass programme objectives at the country level involving ProBEC (Programme for Biomass Energy Conservation) and RE-Botswana (to become BPC Lesedi).

### 1.2 Location

The office will be located at the head office of RE-Botswana (to become BPC Lesedi) in Gaborone, Botswana. Travel will be required in Botswana and throughout the SADC region.

### 1.3 Reporting to

Directly: Project Manager, RE-Botswana (to become CEO BPC Lesedi)

Indirectly: ProBEC programme coordinator and ProBEC Regional Coordinator

### 1.4 Major Duties

- Programme related
- Technical duties
- Administrative duties

### 1.5 Programme Duties

- Ensure full integration between the programmes of work of RE-Botswana (to become BPC Lesedi) and ProBEC;
- Assist in preparation of plans and budgets for joint programmes of work;
- Facilitate the implementation of approved joint programmes of work;
- Establish and promote the biomass energy focus and activities within RE-Botswana (to become BPC Lesedi) particularly relating to efficient cooking appliances;
- In collaboration with the RE-Botswana Technical Advisory Group and in accordance with National Development Policy, establish a national programme of action for ProBEC (identify priorities, draft budgets and compile operational plans);
- Maintain effective communications with the ProBEC Regional Office and the SADC National Energy Focal point within the Ministry of Minerals, Energy and Water Resources of Botswana;

### 1.6 Technical duties

- Facilitate development of market opportunities and removal of market barriers (supply and demand side) for Biomass Energy Conservation (BEC) technologies. This will include, but not limited to:
  - Market assessment and strategy development,

- Facilitate technology transfer and product development for local private sector partners,
  - Identify the training needs and facilitate training of private sector partners in technical and business skills,
  - Facilitate assistance for private sector partners in the preparation of business plans and identification of finance,
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- Facilitate awareness and adoption of BEC techniques in domestic, government and micro- and small enterprise settings;
  - Collaborate with government, donor and private sector to lobby for BEC supportive policies and strategies;
  - Collaborate with RE-Botswana/BPC Lesedi, ProBEC and other local partners on joint BEC activities;
  - Network with ProBEC partners in other countries, for the exchange of information and identification of relevant lessons;
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- Contribute to the knowledge management system of ProBEC and RE-Botswana/BPC Lesedi;
  - Ensure compatibility of the Monitoring and Evaluation Systems of RE-Botswana/BPC Lesedi and ProBEC and provide data as required;
  - Facilitate collection and analysis of demand and supply side data on biomass energy (technical, social and economic data) and where possible integrate with the national energy sector information systems of the government and partners;
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- Organise seminars, meetings, exchange visits and other relevant information exchange fora;
  - Contribute to the preparation and management of a local promotion and public relations strategy;
  - Prepare information for web site, promotional and marketing materials, subject matter papers and workshop reports as required;
  - Produce regular reports to ProBEC programme office, RE-Botswana/BPC Lesedi management, the Ministry of Minerals, Energy and Water Resources and other reports to various players as required;
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- Manage technical assistance for the Biomass programme, including preparing Terms of Reference, managing tender process, supervising consultants, and evaluating outputs;
  - Ensure mainstreaming of HIV/Aids and gender into all programme activities;
  - Any other technical duties as assigned.

#### 1.7 Administration

- Ensure full integration and compatibility between the administrative and procurement systems of ProBEC and RE-Botswana/BPC Lesedi;



- Undertake office administration activities required by the Biomass programme including correspondence, filing, workshop preparation, general management support, logistical arrangements, stock control, asset inventory as required;
- Undertake financial administration activities required by the Biomass programme including budget preparation, preparation of accounts, checking invoices, preparation of invoices for payment, payment of staff, keeping of petty cash, and vehicle administration as required;