

## Terms of Reference – Clean Cooking Associate

**Division/Programme Unit:** Division for Peace/PTPU

**Project title:** Global Platform for Action for Sustainable Energy in Displacement Settings (GPA)

**Title (Individual Contractor):** Clean Cooking Associate

**Area of Specialization/Thematic Areas:** Access to Clean Cooking

### **Overview:**

Around 2.3 billion people lack access to clean cooking facilities, relying instead on the traditional use of solid biomass, kerosene, or charcoal as their primary cooking fuel. According to the IEA's report, around 980 million people will still live without access to clean cooking solutions in 2030 if progress is kept at the current pace. As in other underserved contexts, cooking is also a vital but under-resourced need among the millions of people who are impacted by conflict, violence, and natural disasters each year. While the global humanitarian system provides food, shelter, and medical assistance, crisis-affected people often lack adequate fuel and cleaner, more modern stoves to safely cook their meals. Many rely on polluting open fires or inefficient stoves that produce toxic smoke, negatively impacting on health and wellbeing, and heavily contributing to environmental degradation.

The Global Platform for Action on Sustainable Energy in Displacement Settings (GPA) is the global initiative to promote actions that enable sustainable energy access and use in displacement settings. It strives to remove barriers to energy access in humanitarian settings by providing a collaborative agenda for energy, development, and humanitarian partners to deliver concrete actions of Sustainable Development Goal 7 (SDG 7) for displacement contexts. The GPA has been collaborating with the Modern Energy Cooking Services (MECS) over the last 4-5 years. The MECS Programme is an eight-year research programme funded by UK Aid (FCDO), working in close partnership with NGOs, governments, private sector, academia and research institutes, and policy representatives to accelerate a transition from biomass to genuinely 'clean' cooking. The GPA and MECS are currently expanding their collaboration and looking to establish a support function to the Global Clean Cooking Lead for the GPA Coordination Unit (CU) and NORCAP.

**General objectives of the contract:** Under the supervision of the Global Clean Cooking Lead, the Clean Cooking Associate will support all activities under the clean cooking workstream, within the Peacekeeping Training Programme Unit, as well as any other relevant activities cutting across parallel workstreams.

### **Responsibilities/description of professional services:**

- Conducting research and analysis on clean cooking transition pathways, technology, innovation and delivery models in humanitarian settings, this can include: development of a comprehensive map of clean cooking projects/programmes/initiatives in humanitarian settings globally; liaison with GPA and NORCAP partners for data collection; and analysis and visualisation of data inputs from partner organisations;
- Supporting the development of training and support tools for staff members implementing clean cooking projects at NORCAP and among GPA's Steering Group members;
- Writing or supporting the development of reports, policy briefs, blogs and other written outputs for the clean cooking and cross-cutting workstreams;

- Researching cross-cutting themes of gender, inclusion, and leave no one behind and building evidence that can be used for advocacy and strategy development purposes at GPA and NORCAP, and among humanitarian energy stakeholders;
- Supporting the development of conference, webinar and training materials with the focus on clean cooking solutions, delivery models, lessons learnt from past and ongoing projects;
- Providing ad-hoc support to the Clean Cooking Lead and the wider GPA team as and when needed (and where relevant).
- Undertake any other tasks assigned.

**Qualification and Experience Required:**

- At least 3 years of progressively responsible professional experience in energy access or other related fields
- Relevant working experience in developing countries on energy access
- At least basic understanding of clean cooking technologies and delivery (or financing) models, ideally in a developing country context
- Advanced data analysis skills, both qualitative and quantitative, and knowledge of data visualisation tools, such as PowerBI, etc.
- Proven ability to write high-quality reports and analytical documents, and to present complex technical information to technical and non-technical audience in simple and easily understandable way
- Proficiency with Microsoft Office Suite
- Prior experience in an international organisation in relevant field is desirable
- Ability to work remotely with a diverse and geographically dispersed team
- Where individuals with similar levels of experience are identified, preference will be given to candidates with lived experience of being displaced

**Measurable outputs/deliverables/schedule of deliverables:**

- Assigned tasks on preparing reports, briefing papers, and other documents are completed.
- Administrative functions are prepared and supported on time.

**Performance Indicators for evaluation of results:**

- Quality submission of deliverables.
- Activities implemented with a high degree of effectiveness and efficiency, demonstrating a high degree of professionalism, and contributing to an increase in the professional image of the Institute.
- Capacity to work in multi-cultural environments.

**Application Process:**

Interested candidates should submit an up-to-date CV and a one-page (maximum) motivation letter to [energy@unitar.org](mailto:energy@unitar.org) with the following email subject line "*Clean Cooking Associate*" by **30 July 2024**.

*Due to the high number of expected applications, UNITAR will only contact the shortlisted applicants.*