

Scope of Work

Associate or Senior Associate

Background

The U.S. Agency for International Development (USAID) South Asia Regional Initiative for Energy (SARI/Energy) program promotes energy security in South Asia through four Activity Areas: (1) Energy Trade, (2) Energy Markets, (3) Clean Energy Access, and (4) Power Sector Capacity Building in Afghanistan. Through these Activities, SARI/Energy facilitates more efficient regional energy resource utilization, works toward transparent and profitable energy practices, mitigates the environmental impacts of energy production, and increases regional access to energy. SARI/Energy countries include: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka.

Tetra Tech (TT), the institutional contractor for SARI/Energy, manages SARI/Energy activities as specified in approved Task Orders that are issued by USAID. There are currently 61 open Task Orders:

11	Energy Trade
4	Energy Markets
15	Clean Energy Access
26	Power Sector Capacity Building in Afghanistan
5	Cross-Cutting Support
61	Total Open Task Orders

To support the implementation of these Activities, and to ensure that USAID receives proper recognition for SARI/Energy's accomplishments, TT will hire a full-time Senior Associate who will support TT's Task Order managers with communications and outreach; preparation of reports; gender issues, and quantitative and qualitative research and analysis.

Responsibilities

The Senior Associate will assist, as directed, with communications and outreach; preparation of reports; and quantitative and qualitative research and analysis, both in the headquarters office and in the field. This support will span all the Activity areas and the cross-cutting tasks. Specific needs include, but are not limited to:

- Mitigation of gender, poverty, vulnerability and inequality challenges in energy.
 - Assist with identification, refinement and reporting of disaggregated, gender-specific performance indicators for the overall SARI/Energy program, the four core Activities, and individual Task Orders
 - Assist with gender analysis of individual Task Orders, at the activity design stage, implementation stage, and during monitoring and

Scope of Work Associate or Senior Associate

- evaluation, so as to encourage more effective integration of gender considerations into the SARI/Energy program.
- Promulgate the recommendations of the dTS Gender Assessment Report on SARI/Energy.
 - Management of SARI/Energy's Small Grants Program (SGP). This is anticipated to include:
 - Conducting Monitoring and Evaluation visits to field activities of grantees
 - Reviewing regular grantee submissions.
 - Preparing regular summaries of the SGP program.
 - Monitoring, evaluating, and reporting on the extent of gender incorporation in the SGP and its awardees.
 - Support the Communications and Outreach activities of SARI/Energy: help ensure that SARI/Energy's programs and achievements are properly captured and recognized through:
 - Monthly, Quarterly and Annual Reports.
 - Energy Security Reports.
 - Program Brochure
 - Program DVD
 - Success Stories
 - The program's website.
 - Deliverables of each Task Order.
 - Provide logistical, administrative and research related support for other SARI/Energy activities, as directed.
 - Provide support to the directors of the various regional centers of excellence, when called upon.
 - Provide content for proposals that TT will be preparing.

Duration and Location of Assignment

The SARI/Energy program is expected to run through July 31, 2011 and is based in New Delhi, although frequent travel within India and to other SARI countries will be required. The Senior Associate will be based in the TT office in Gurgaon.

The Senior Associate will be hired as a full time employee of TT, not as a project employee associated with the SARI/Energy program.

Scope of Work Associate or Senior Associate

Reporting Relationship

The Senior Associate will report to and principally take direction from TT's Activity Three (Clean Energy Access) Leader and his/her designees, who are anticipated to include individual Task Order managers. The Senior Associate is expected to work collaboratively with TT's entire SARI/Energy team.

Quality of Tasks Assigned

The Senior Associate is expected to produce work (e.g., documents, emails, letters, reports, spreadsheets) of the highest technical, professional and writing standards and to portray the SARI/Energy program, TT, and USAID in this manner.

Remuneration and Allowances

Remuneration and allowances shall be paid in accordance with TT's human resource policies and practices for India.

Requirements

- Master's degree, or equivalent.
- Excellent English language skills (speaking, listening, reading, and writing).
- Poise and maturity, supportive of the need to interact with senior executives high-level government officials.
- Five years experience in social, gender, outreach, and community activities.

Expressions of Interest:

Tetra Tech will accept Expressions of Interest in this position until noon IST, Thursday, 26 August 2010. Please forward your cover letter and CV to Sachin George, Commercial Manager, at: sachin.george@tetratech.com. Tetra Tech and SARI/Energy are not obligated to fill this position.