

# COUNTRY REPRESENTATIVE BENIN

## Position Description

**Location:** Cotonou, Benin

**Reports to:** Energy 4 Impact Regional Director for West Africa

**Position Status:** Full-time

**Expected starting date:** Immediate

**Salary Level:** Competitive

## About Energy for Impact and Mercy Corps

**Energy 4 Impact** is a non-profit organisation that seeks to reduce poverty in sub-Saharan Africa by accelerating access to clean energy, helping businesses and communities make better use of that energy, and working with the private sector to support the sustainability of these efforts. For more information, please see [www.energy4impact.org](http://www.energy4impact.org).

Energy 4 Impact has been operating in Benin since 2019. Our programs are focused on promoting productive use of energy (PUE) technologies such as solar pumps, solar fridges, and biodigesters in different agricultural value chains. We support businesses, most of them women-owned, to develop their activities through renewable energy, and we also advise energy access SMEs. We work with financial institutions, suppliers of renewable energy products and the government to build an enabling environment for renewable technologies.

**Mercy Corps** is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world, we partner to put bold solutions into action — helping people triumph over adversity and build stronger communities from within, now and for the future.

In 2021, Energy 4 Impact became a 100% subsidiary of Mercy Corps. The merger allows Energy 4 Impact and Mercy Corps to increase impact by building on each other's technical expertise and reach, opening up new opportunities and funding for placing energy access at the heart of development projects.

## Position Summary

We are looking for an innovative and visionary leader to become our Country Representative for Benin. You will be responsible for managing our programs in Benin and developing the overall strategic direction for programming and new business development in cooperation with the Energy 4 Impact and Mercy Corps' senior management teams and local and international partners. You will also be responsible for developing and implementing systems, policies and procedures for Energy 4 Impact / Mercy Corps' operations in the country. As a senior manager, you will oversee local financial operations, strategic planning, monitoring and evaluation, staff security, human resource management

and representation in the field. You will be comfortable leading a team of high performers and you will be able to confidently represent us at high-level forums to influence and secure ongoing investment. You will nurture a culture of shared excellence based on learning and trust and take considered risks in innovating and negotiating within a society that is in rapid change. You will previously have managed energy development programs and have held senior roles in formulating strategic direction within an international development context.

## **Responsibilities**

### **PROGRAM OPERATIONS AND COMPLIANCE**

- Lead implementation of energy access and other programs and ensure they are on time, target and budget, using effective M&E systems to reach desired impacts.
- Manage the country and program budgets. Ensure they stay within approved spending levels and establish an annual cash flow plan to ensure a steady and adequate supply of funds for program activities.
- Build and maintain operational structures that ensure proper segregation of duties between finance, administration and logistics and fully support field programs.
- Build and maintain an environment of collaboration among program, finance, operations and human resource team members resulting in optimal support for program activities.
- Advise energy access SMEs in Benin and West Africa on their technical, financial or management requirements.
- Ensure accurate data for projects is collected by project staff, that this data is reviewed and analyzed regularly, and that lessons learnt are acted upon.
- Create and maintain systems ensuring effective and transparent use of financial resources for timely and informative reporting in line with donor and internal policies and procedures.
- Ensure compliance with donor and internal regulations, policies and procedures, and the implementation of appropriate risk mitigation measures to reduce Energy 4 Impact / Mercy Corps exposure to potential risk.

### **BUSINESS DEVELOPMENT**

- Support Energy 4 Impact / Mercy Corps organizational efforts to identify and secure new funding from donors for programs in Benin.
- Work together with the Energy 4 Impact / Mercy Corps Business Development teams to prepare bids, concept notes and proposals for donors consistent with the objectives and requirements of the potential donor.
- Build and develop relationships with donors focused on Benin and West Africa, including development agencies, development financing institutions, trusts and foundations, and other potential targets.
- Build and develop relationships with potential bidding and implementing partners focused on Benin and lead development of strategic partnerships as required.

## STRATEGY & VISION

- Formulate and plan, in consultation with key stakeholders, a clear vision of present and future program goals and strategies which can be clearly communicated to team members, local beneficiaries, international partners, governmental counterparts, and donors.
- Recognize opportunities for innovative action and create an environment where alternative viewpoints are welcome, heard and acted upon.
- Set direction by prioritizing and organizing actions & resources to achieve goals and objectives.
- Explore, evaluate and present new project funding opportunities that leverage impact and integrate initiatives and activities, support and direct related fundraising activities with both institutional and private donors.
- Evaluate country specific program priorities and contribute to regional and global strategy development and prioritization.
- Facilitate the merger process in Benin between Energy 4 Impact and Mercy Corps (including local registration, transition of staff and adoption of Mercy Corps procedures).

## LEADERSHIP & CULTURE

- Commit to preserving an organizational culture of trust, transparency, diversity, equity, and inclusion across the team and global organization.
- Uphold a culture of integrity through ethical decision-making, safeguarding and compliance with the Code of Conduct.
- Lead by role modeling self-awareness to foster an environment of mutual respect, diversity and inclusion so that all team members are included, supported and can thrive.
- Create a culture of accountability for highly effective communication systems and relationships to ensure every voice matters.

## TEAM MANAGEMENT

- Recruit, manage, motivate, and onboard an informed, skilled and efficient team with an emphasis on high quality impact, inclusion and achievement.
- Encourage a team culture of growth, learning, creativity and innovation by incorporating a culture of continuous feedback, development and performance management.
- Establish credibility within the team by demonstrating personal accountability, flexibility, resilience and dedication to quality programming by creating positive relationships and having composure in complex situations.
- Ensure people-focused human resource systems are in place and consistent with global policies, including position descriptions, team member onboarding, performance management, professional development plans and reporting mechanisms.

## PROGRAM IMPACT, MONITORING AND EVALUATION AND LEARNING

- Oversee program quality and impact by ensuring programs are based on sound design principles and utilize required M&E systems.

- Gather evidence of program impact through robust agency standard procedures for data gathering, reporting, and evaluating program outputs and outcomes
- Lead country team to strive for impact at country and regional level leading to sustained change based on solid systems and incorporation of learnings into programs.
- Fulfill Energy 4 Impact / Mercy Corps Program Management Minimum Standards.
- Ensure all interventions adhere to internal Gender Policy, Do No Harm principles, and program participant accountability standards, including an effective Community Accountability Reporting Mechanism and safeguarding mechanisms across all programs.

## INFLUENCE & REPRESENTATION

- Maintain productive relationships with internal and external constituents such as private partners, national government, foundations, the private sector, etc.
- Maintain productive relationships with the international community inclusive of donors, international NGOs, think tanks, research institutes and foreign governments.
- Anticipate needs, understand the donor pool and contribute to shaping donors' views on energy access, agricultural development and humanitarian strategies.
- Represent Energy 4 Impact / Mercy Corps programs with national and international media.

## SECURITY

- Manage security and safety of the entire country team and assets according to best practices, operating standards and field realities.
- Liaise with Mercy Corps' Regional Directors and Africa Regional Security Advisor on crucial events, high risk periods, incident reporting or security policy changes.

## Qualifications and Experience

- Graduate or postgraduate degree in energy, civil engineering, agronomy, economics, development cooperation or related field.
- 5-8 years of senior-level leadership, capacity building and field management experience.
- Proven track record working with rural or small businesses, renewable energy companies and agricultural value chains in a developing country setting.
- Proven track record working with financial institutions, governments and government agencies would be an advantage.
- Proven track record in securing funding for country programs from a broad spectrum of donors.
- Experience advising energy access SMEs on business models, access to capital, or technical matters would be an advantage.
- Experience in writing narrative and financial reports, designing programs and producing impact studies.
- Strong representation, negotiation, communication and organization skills.
- Proven track record in working effectively and respectfully with host country governments, private sector players, INGOs, NGO partners and other stakeholders in complex environments.

- Proven skills in financial and grant management and reporting.
- Excellent oral and written French and English skills.
- Ability to work effectively with an ethnically diverse team in a sensitive environment.

### **Success Factors**

The successful candidate will set a bold, transformative vision for Energy 4 Impact /Mercy Corps' programming in Benin and skillfully represent programmatic priorities to donors and partners while providing effective leadership to the program team. You will have high emotional intelligence, constructive mentoring skills and proven experience with capacity building and will be committed to long-term program sustainability and the delivery of high-impact activities at the community level. The role is a hands-on position and success will be determined by the level of direct engagement in program development, oversight of projects, fundraising for new projects and representing the agency to stakeholders. You will welcome multitasking and taking an active role in program design and overarching strategy. Successful team members have a strong commitment to teamwork and accountability, thrive in evolving and challenging environments, and make effective written and verbal communication a priority.

### **Our Values**

#### **Ongoing Learning**

In support of our belief that learning organizations are more effective, efficient and relevant to the communities we serve, we empower all team members to dedicate 5% of their time to learning activities that further their personal and/or professional growth and development

#### **Diversity, Equity & Inclusion**

Achieving our mission begins with how we build our team and work together. Through our commitment to enriching our organization with people of different origins, beliefs, backgrounds, and ways of thinking, we are better able to leverage the collective power of our teams and solve the world's most complex challenges. We strive for a culture of trust and respect, where everyone contributes their perspectives and authentic selves, reaches their potential as individuals and teams, and collaborates to do the best work of their lives.

We recognize that diversity and inclusion is a journey, and we are committed to learning, listening and evolving to become more diverse, equitable and inclusive than we are today.

#### **Equal Employment Opportunity**

Energy 4 Impact / Mercy Corps is an equal opportunity employer that does not tolerate discrimination on any basis. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained global impact.

We are committed to providing an environment of respect and psychological safety where equal employment opportunities are available to all. We do not engage in or tolerate discrimination on the basis of race, color, gender identity, gender expression, religion, age, sexual orientation, national or ethnic origin, disability (including HIV/AIDS status), marital status, military veteran status or any other protected group in the locations where we work.

### **Safeguarding & Ethics**

Energy 4 Impact / Mercy Corps team members represent the agency both during and outside work hours when deployed in a field. Team members are expected to conduct themselves in a professional manner and respect local laws, customs and Mercy Corps' policies, procedures, and values at all times and in all in-country venues.

Energy 4 Impact / Mercy Corps is committed to ensuring that all individuals we come into contact with through our work, whether team members, community members, program participants or others, are treated with respect and dignity. We are committed to the core principles regarding prevention of sexual exploitation and abuse laid out by the UN Secretary General and IASC. We will not tolerate child abuse, sexual exploitation, abuse, or harassment by or of our team members. As part of our commitment to a safe and inclusive work environment, team members are expected to conduct themselves in a professional manner, respect local laws and customs, and to adhere to [Mercy Corps Code of Conduct Policies](#) and values at all times. Team members are required to complete mandatory Code of Conduct E-learning courses upon hire and on an annual basis.

### **Accountability to Project Participants**

Energy 4 Impact / Mercy Corps team members are expected to support all efforts towards accountability, specifically to our program participants and to international standards guiding international relief and development work, while actively engaging participant communities as equal partners in the design, monitoring and evaluation of our field projects.

### **How to Apply**

To apply, please send your CV, along with a covering letter (both in Word) to [recruitment@energy4impact.org](mailto:recruitment@energy4impact.org) copying [mathieu.dalle@energy4impact.org](mailto:mathieu.dalle@energy4impact.org). The deadline for applications is **February 6, 2022**. Only shortlisted candidates will be contacted.