



Terms of References for

Goodwill Ambassador for Gender and Youth Empowerment for Regional Renewable Energy and Energy Efficiency Centres

The SADC Centre for Renewable Energy and Energy Efficiency (*SACREEE*) desires to enlist volunteer services and the support of prominent individuals from the Southern African Development Community (SADC) region for its “Goodwill Ambassadors for Gender and Youth Empowerment” initiative. The initiative seeks to raise awareness on the benefits of women and youth empowerment in the sustainable energy sector and to promote women and youth participation in the energy development and its transition in the *SADC region*.

About SACREEE:

The SADC Centre for Renewable Energy and Energy Efficiency (*SACREEE*) is a regional organisation established by the SADC Ministers responsible for Energy with the mandate to contribute to the region’s; (1) increased access to clean and affordable Energy, and (2) increased security of supply; through the promotion of market-based adoption of renewable energy and energy efficient technologies and energy services. *SACREEE* executes its mandate by supporting the region’s sustainable development objectives through resource mobilisation, policy, quality assurance, capacity building and knowledge management, communication, promoting investments in renewable energy, energy efficiency projects and programs. In addition, *SACREEE* supports the implementation of the regional Renewable Energy and Energy Efficiency Strategy and Action Plan (*REEESAP*) for SADC which amongst others supports the Member States in developing their National Action Plans. *SACREEE* is a member of the Global Network of Regional Sustainable Energy Centres (*GN-SEC*) established by the United Nations Industrial Development Organization (*UNIDO*) in 2010.

SACREEE is dedicated to promoting gender equality and empowering youth as it implements intervention programmes in the SADC region. As part of these efforts, *SACREEE* is seeking a passionate and dedicated individual to serve as a Goodwill Ambassador for Gender and Youth Empowerment (to be called “Goodwill Ambassador” – herein after).

Role and Code of Conduct

1. The role of a Goodwill Ambassador for Gender and Youth Empowerment is to engage in public advocacy. Ambassadors are encouraged to participate in *SACREEE* events, to write op-eds, to record video messages, to participate in media engagements and campaigns, support the centre to fundraise for projects and activities that support women and youth, and to familiarise with reference projects for

women and youth empowerment in the different SADC Member States. The Goodwill Ambassador is expected to participate in a minimum of two (2) activities or events every year.

2. The Goodwill Ambassador is expected to:
 - a) Respect the impartiality and independence of *SACREEE* and to refrain from any conduct that would adversely reflect on *SACREEE*;
 - b) Refrain from any activity incompatible with the principles and purposes of the *SACREEE*;
 - c) Exercise good judgment and discretion in all matters relating to the performance of their functions on behalf of *SACREEE*; and
 - d) Obtain guidance on their specific activities from *SACREEE*; particularly staff assigned to liaise with them (focal points).

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3. The Goodwill Ambassador will have the following responsibilities:
 - a) Contribute to or initiate efforts to raise public awareness on the varied opportunities the sustainable energy sector offers to women and youth.
 - b) Actively highlight the importance of women and youth in advancing sustainable energy development and the energy transition discourse, and promote the exchange of experiences among Member States, industry, civil society and the rest of the community.
 - c) c. Mentorship: Provide mentorship and support to young individuals, especially those from underprivileged backgrounds, to help them reach their full potential.
 - d) Collaborations: Collaborate with other organizations and stakeholders to create and support initiatives that address gender and youth-related issues.
 - e) Fundraising: Assist in fundraising efforts to support programs and projects aimed at promoting gender equality and youth empowerment.
4. The Goodwill Ambassador shall, whenever possible, be chosen to represent the diversity of population and target audiences within the region.
5. The Executive Director of *SACREEE* will designate a person/officer responsible for Gender and Youth Empowerment activities who will act as the focal point with the Goodwill Ambassador. The focal point will be responsible for the following:
 - a) Designing a comprehensive partnership plan, outlining the proposed Goodwill Ambassador's activities over the duration of their appointed term.
 - b) Securing sufficient human and financial resources to manage the relationship to the satisfaction of both the Goodwill Ambassador and *SACREEE*.
 - c) Where needed, supporting the activities of the Goodwill Ambassador by connecting them with relevant stakeholders (governments, event organizers, academia, media) and by promoting their activities on *SACREEE*'s website and social media channels.
 - d) Onboarding the Goodwill Ambassador by providing information they need to ensure they are knowledgeable about the issues on gender and youth empowerment in sustainable energy in the SADC region including *SACREEE* activities and projects.
 - e) Engaging in regular, attentive communication with the Goodwill Ambassador.
 - f) Conducting ongoing monitoring of the publicly visible activities of the Goodwill Ambassador.



- g) Informing the Goodwill Ambassador of the end of their mandate once it expires and managing the renewal or termination process.
6. The time of the Goodwill Ambassador shall not be overused. Care must be taken to ensure that there is always a sound strategic reason, or plan behind their involvement in any particular activity or event.

Terms of Conditions

7. **Appointment:** Goodwill Ambassadors for Gender and Youth Empowerment shall be appointed by the Executive Director of SACREEE on the basis of a proposed list of possible candidates. This nomination shall be preceded by a thorough vetting process of the identified candidate/s, which includes a due diligence reputational check and an analysis of whether the Goodwill Ambassador's strengths and interests match with SACREEE's mandate and strategic focus including the existing relationships they have with other organisations.
8. **Duration of appointment:** They shall serve as Goodwill Ambassadors for a period of initially one (1) year, renewable, based on mutual agreement by the parties. All appointments should be of limited duration and comprise no more than two consecutive mandates of two years each. In exceptional cases, the appointment of a Goodwill Ambassador can be extended further than the two consecutive years.
9. The Goodwill Ambassador is expected to dedicate a minimum of 2-5 hours per week to fulfil their responsibilities, including attending meetings, events, and engagement activities.
10. **Gender parity:** Within the group of Goodwill Ambassadors gender parity should be ensured.
11. **Compensation:** SACREEE will not make any payment to the Goodwill Ambassador for the services that he/she will carry out. The status of a Goodwill Ambassador does not grant the right to any of the emoluments or benefits given to SACREEE staff.
12. The Goodwill Ambassador may be entitled to travel and daily subsistence allowances when they are traveling on behalf of the SACREEE based on SACREEE's Travel Policy.
13. The Goodwill Ambassador shall be fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services on behalf of the SACREEE as they consider appropriate. They are not eligible to participate in the life or health insurance schemes available to SACREEE staff members.
14. All SACREEE archives, reports, and other pertinent documents, which the Goodwill Ambassador uses in execution of their duties are and shall remain the property of the SACREEE. The Goodwill Ambassador shall not retain any of the information, archives, reports, or pertinent documents, or copies thereof after the expiration of his/her duties unless otherwise agreed to in writing by the Executive Director of SACREEE in advance. In addition, the Goodwill Ambassador may not use any of the information, archives, reports, or documents for any other purpose than the successful completion of his/her duties, unless otherwise agreed to in writing by the Executive Director of SACREEE in advance.
15. **Termination:** Either party may terminate the designation of a Goodwill Ambassador by giving at least thirty (30) days of notice in writing to the other.