

Role: Consultant Expert – Mediation and Coordination

- Develop and maintain effective communication channels between banks, DISCOs, fan manufacturers, and collecting agents.
- Supervise and oversee the coordination, ensuring timely and efficient communication.
- Act as a neutral mediator between program partners, resolving disputes and ensuring smooth collaboration.
- Organize and facilitate regular stakeholder meetings, ensuring alignment on key deliverables and objectives.
- Address concerns and bottlenecks raised by stakeholders, proposing viable solutions.
- Support the execution of agreements among banks, DISCOs, fan manufacturers, and other partners.
- Ensure that all stakeholders adhere to program timelines and milestones.
- Assist in the development and implementation of standard operating procedures (SOPs) for effective program execution.
- Monitor and track the progress of different stakeholders, ensuring efficient and timely execution of responsibilities.
- Develop periodic progress reports, highlighting achievements, challenges, and recommendations.
- Provide strategic advice to NEECA on stakeholder concerns and program efficiency improvements.
- Maintain and update all records and files (Letters, agreements, MOUS, Ministry's notifications, incoming and outgoing correspondences).
- Analyze data from participating stakeholders to ensure compliance and suggest improvements.
- Provide facilitation to concerned NEECA staff in establishing liaison with other relevant offices and providing coordination-related support.
- Maintain a repository of all agreements, meetings, and communication with stakeholders.
- The role is responsible for creating monthly stakeholder coordination reports, meeting minutes and action points from stakeholder discussions.
- The role is periodically preparing resolution reports for disputes and mediation cases, and also compliance status reports of program partners.
- Ensure the quality, completeness, and functional integrity of solutions or applications developed in-house or by third-party vendors for the program, through testing, validation, and compliance with technical and business requirements.
- Periodically prepare recommendations for improving stakeholder collaboration.

Key Skills and Expertise

- A Master's degree in Business Administration, IT, Public Policy, IT, Energy Management, or a related field.
- At least 5+ years of experience in stakeholder engagement, program coordination, or public-private partnerships.
- Strong ability to resolve disputes and align stakeholders towards common objectives.
- Understanding of energy efficiency policies, financial regulations, and utility sector dynamics in Pakistan.
- Ability to engage effectively with senior officials, private sector entities, and regulatory bodies.
- Proficiency in developing reports, analyzing stakeholder data, and providing strategic insights.

