

POSITION TITLE: CLEAN COOKING OFFICER – CAPACITY & KNOWLEDGE MANAGEMENT

Contract	
Project	UK Foreign Commonwealth Development Office (FCDO) Support to the Establishment of a Clean Cooking Unit (CCU) in the Ministry of Energy and Mineral Development (MEMD).
Expertise	
Category	Clean Cooking
Location	
Duty station	<i>Kampala</i>
Contract length	
Start date	<i>1st November, 2024.</i>
End date	<i>30th March, 2026</i>
Part-time/ full-time	<i>Full time</i>

INTRODUCTION

Globally, approximately 3 billion¹ people still cook with biomass of which 2.3 billion² people remain without access to clean cooking. The use of open fires and solid biomass fuels for cooking is one of the world’s most pressing health and environmental challenges, costing the world more than US\$2.4 trillion in damage to the climate and local economies and contributing to 3.2 million premature deaths each year³. Promoting cooking energy related solutions is the mandate of the Ministry of Energy and Mineral Development (MEMD), which has for many years been developing and supporting the transition from traditional cooking fuels and solutions to advanced and modern alternatives.

Since 2018, the UK Government through the Foreign, Commonwealth and Development Office (FCDO) has been funding the Modern Energy Cooking Services (MECS), a research and innovation programme to accelerate the uptake of modern energy cooking services in developing countries including Uganda, contributing to the transition from biomass to genuinely clean cooking fuels⁴. Key programme activities include developing research around modern energy cooking services, funding pilots to scale-up new clean cooking technologies and business models in developing countries and conducting policy research to inform and influence countries and key stakeholders to adopt principles around MECS in their own strategies and planning.

Based on MEMD’s experience as well as trends and policy recommendations from the different regional and global forums, it has been concluded that Uganda would strongly benefit from the establishment of a Clean Cooking Unit (CCU), as it has made clean cooking a national priority. The creation of the CCU will support the

¹ [Cooking with Electricity in Uganda: Barriers and Opportunities](#)
² [World Health Organisation \(WHO\)](#)
³ [Clean Cooking Alliance \(CCA\)](#)
⁴ [UK - Foreign, Commonwealth Development Office \(FCDO\)](#)

balance and interaction between policy (through creation of an enabling environment), supply side and the end users (demand side). The unit will comprise a small team within the Government of Uganda (GoU), MEMD with the sole mandate of setting and achieving ambitious clean cooking targets. The unit will benefit from government leadership and actions that can;

- i) Unlock public and private sector financing and investment,
- ii) Facilitate clean cooking transitions that are equitable and inclusive,
- iii) Enable markets to function for the private sector, and more.
- iv) Ensure clean cooking is funded and coordinated across multiple interrelated areas of impact.

In this regard therefore, the unit will empower government leaders to incorporate clean cooking as a critical piece of the country's climate and SDG agenda, leveraging its cross-sectoral nature as an asset rather than an inhibitor.

Key responsibilities: The unit will be responsible for the following key initiatives grouped under three main categories, namely: coordination; access and adoption; and investment. Through these initiatives, the unit will, among others, focus on:

1. Unlocking private sector capital and carbon finance to deliver on the country's ambitious clean energy and climate goals.
2. Enabling investment in clean cooking through partnerships and joint ventures.
3. Market development and strengthening of clean cooking sector (CCSe).
4. Support innovation and technology development in clean cooking.
5. Generating data and knowledge management in the CCSe.
6. Supporting behavioural change and mainstreaming gender issues into clean cooking activities and initiatives.
7. Promote advocacy and communication around clean cooking issues.
8. Developing capacity in conjunction with relevant industries to train the personnel needed to transport, refill, connect, install, manufacture, assemble, maintain, and repair new clean cooking technologies and fuels.
9. Put in place and enforce standards on clean cooking technologies, including safety and performance, and consider linking incentives/tax exemptions to meeting these standards.
10. Support the establishment of policy directives regarding all public institutions, such as schools, prisons, government facilities, and state-owned enterprises, using clean fuels in their meal preparations, incentivize private-owned institutions to switch to clean cooking fuels, and require all new commercial and residential.

This initiative is part of Uganda's broader strategy to promote sustainable energy solutions and reduce environmental impacts associated with traditional cooking methods. The CCU will serve as a focal point for advancing clean cooking technologies, fostering partnerships, and driving innovation in the sector.

The unit will increase institutional coordination, provide sector leadership, unlock private sector capital and carbon finance to deliver on the country's ambitious climate and clean energy goals. In addition, it will enable investment in clean cooking through public-private partnerships and joint ventures. By strengthening the market for clean cooking solutions, the unit aims to enhance the infrastructure and market dynamics necessary for widespread adoption.

The unit will also support innovation and technology development in clean cooking, encouraging the creation and dissemination of advanced clean cooking technologies and business models. It will generate data and manage knowledge within the clean cooking sector, collecting and analyzing information to inform policy, practice and investment. The unit will also support behavioral change and awareness, as well as mainstreaming gender issues into clean cooking activities, ensuring that gender considerations are integrated into all initiatives.

Advocacy and communication around clean cooking issues will be the other priority, aiming to raise awareness and foster public support for clean cooking adoption.

In light of these developments and this initiative, GoU through MEMD is partnering with FCDO and GGGI to establish and operationalize such a CCU within the Ministry under the “Support to the Establishment of the CCU in the MEMD” project in the period of July 2024 – March 2026.

ABOUT GGGI

Based in Seoul, The Global Green Growth Institute (GGGI) is an intergovernmental organization founded to support and promote a model of economic growth known as "green growth", which targets key aspects of economic performance such as poverty reduction, job creation, social inclusion, and environmental sustainability. GGGI works with countries around the world, building their capacity and working collaboratively on green growth policies that can impact the lives of millions. The organization partners with countries, multilateral institutions, government bodies, and private sector to help build economies that grow strongly and are more efficient and sustainable in the use of natural resources, less carbon intensive, and more resilient to climate change.

GGGI supports stakeholders through complementary and integrated workstreams – Green Growth Planning & Implementation and Knowledge Solutions – that deliver comprehensive products designed to assist in developing, financing, and mainstreaming green growth in national economic development plans.

GGGI was established in Uganda in 2016, and Uganda became a member in 2019. In 2022, GGGI with financing from the FCDO, supported the Ministry of Finance, Planning and Economic Development (MoFPED) to set up a Climate Finance Unit (CFU)⁵ aimed at accelerating access to climate finance and investment in the country. Significant improvement on Climate Finance coordination and acceleration is observed, hence the strategy of the MEMD to replicate this approach within their Ministry for the cookstove sector. Cookstove or clean cooking units/departments have also been successfully implemented in other countries like Sierra Leone, Ghana and Kenya for example.

PURPOSE OF THE ASSIGNMENT:

The Clean Cooking Officer – Capacity & Knowledge Management of the CCU will be responsible for ensuring the attainment of the set objectives below, driving forward Uganda's clean cooking agenda. This position is funded by the UK Foreign Commonwealth Development Office (FCDO) in Uganda through the Global Green Growth Institute.

⁵ The *Climate Finance Unit (CFU)* aims at leading Uganda's transformational change in access to climate finance, with a new, programmatic approach at country level, based on Uganda's national climate action plans and priorities and supported by coherent, programmatic finance from multilateral and bilateral partners as is also the aim of the COP 26 “Taskforce on Access to Climate Finance” (TACF or Taskforce) in which Uganda is one of the pioneer country trials.

Specific Objectives of the Assignment:

- Support in the development and implementation of strategic capacity building initiatives and training programs to enhance the skills and knowledge of stakeholders involved in clean cooking technologies, including government, private sector, NGOs, and community organizations.
- Support the project coordinator in the development of a comprehensive capacity-building strategy tailored to the needs of the clean cooking unit.
- Monitor and evaluate the effectiveness of capacity-building activities, making adjustments as needed to improve outcomes;
- Organize and maintain a repository of information and best practices related to clean cooking technologies, ensuring accessibility and relevance for stakeholders across different levels.
- Support the formulation and refinement of strategies and action plans aimed at promoting clean cooking initiatives aligned with Uganda's climate and energy goals.
- Facilitate communication and collaboration with stakeholders, including national, regional, and international organisations, to foster partnerships and knowledge exchange in the clean cooking sector.
- Document best practices, lessons learned, and success stories in the clean cooking sector to inform future project activities;
- Provide support in the implementation and monitoring of clean cooking projects, ensuring adherence to project timelines, objectives, and budget constraints.
- Contribute to the design and implementation of public awareness campaigns and educational programs aimed at promoting behavioral change towards clean cooking practices, with a focus on gender inclusivity.
- Support in identifying funding opportunities and preparing project proposals to secure financial support for clean cooking initiatives, collaborating with senior officers and external partners as needed.
- Support the evaluation of project outcomes and impact assessments, contributing to the development of evidence-based recommendations and lessons learned reports for continuous improvement.
- Support in establishing and maintaining strategic partnerships with relevant stakeholders, contributing to resource mobilization efforts and technical support for clean cooking projects.
- Support in preparing progress reports, presentations, and other documentation to communicate project achievements and challenges to internal and external stakeholders.

ENGAGEMENT

- Facilitate knowledge sharing and manage information resources on clean cooking technologies and best practices.
- Coordinate capacity-building activities and training programs for stakeholders involved in clean cooking initiatives.
- Support strategic planning and stakeholder engagement efforts to advance clean cooking goals aligned with national energy and environmental objectives.
- Assist in project implementation, monitoring progress, and contributing to resource mobilization and evaluation activities to ensure effective delivery of clean cooking initiatives.
- Establish and maintain advocacy efforts to raise awareness about the importance of clean cooking, organizing public campaigns, workshops, and conferences to engage and educate stakeholders and the community.

- Support resource mobilization efforts to secure funding and technical assistance for clean cooking projects, including collaboration with international partners.
- Coordinate with the GGGI and MEMD team and other departments (legal, HR, procurement, etc.) to ensure high-quality delivery and adherence to rules and regulations set by GGGI, MEMD and FCDO.

DELIVERY

- Monitor and evaluate knowledge management initiatives related to clean cooking technologies and practices.
- Support training and capacity development through organizing training sessions and workshops for CCU staff and stakeholders on clean cooking technologies, ensuring knowledge enhancement and skill development.
- Facilitate communication and collaboration with stakeholders, including government agencies, NGOs, and academic institutions, to foster partnerships and enhance knowledge exchange in the clean cooking sector.
- Support the CCU in the establishment and management of a clean cooking measuring, reporting and verification (MRV) system
- Assist in drafting policy briefs, position papers, and reports on clean cooking and sustainable energy solutions to support MEMD's strategic objectives.
- Support the formulation and timely submission of project proposals related to clean cooking initiatives, ensuring alignment with MEMD and CCU goals.
- Contributing to capacity-building efforts within MEMD and among stakeholders by sharing expertise and facilitating learning opportunities on clean cooking technologies.
- Assist in the formulation of annual and medium-term budgets and work plans for the CCU, ensuring resources are allocated effectively to support clean cooking programs.
- Contribute to designing the operational model of the CCU, outlining roles, responsibilities, and workflows to ensure efficient project implementation and management.
- Contribute to identifying gaps in resources related to clean cooking technologies and infrastructure, aligning efforts with national energy and environmental strategies.
- Support the coordination of clean cooking initiatives within MEMD and across relevant government agencies to ensure synergy and collaboration in project implementation.
- Perform any other duties as may be assigned to support the overall objectives of the CCU and MEMD, including liaison on core MEMD/Partner programmes/projects.

QUALIFICATIONS

Education

- Bachelor's degree in Environmental Studies, Engineering, Forestry, Renewable Energy, Energy Economics, Developmental Studies, Social Sciences or a related field or a comparable relevant field.
- Post-graduate qualification in monitoring and evaluation.
- At least 5 years' experience, preferably in Uganda, with a focus on capacity building, knowledge management, or related areas in the energy sector.

Experience

- Experience supporting projects related to clean energy or clean cooking, including project coordination, monitoring, and reporting.
- Knowledge of MRV systems and/or Green House Gas (GHG) emission inventories.
- Proven experience in working with diverse stakeholders in the clean cooking sector.
- Excellent written, verbal, and interpersonal skills.
- Ability to listen actively, be diplomatic, and share knowledge and information well.
- Understanding of climate change mitigation strategies and emission reduction benefits accruing from low-carbon energy technologies.
- Applicants must be aged 30-45.
- Master's degree is an added advantage.

FUNCTIONAL

- Proven strong network within Uganda within the required themes.
- Proven experience working with Ugandan Government entities especially with those involved in this Project (as mentioned above).
- Good understanding of the local context and the relevant policy environment.
- Detail-oriented striving for quality and consistency in all outputs and communications.
- Output-oriented, demonstrating creativity, innovation and an entrepreneurial drive.
- Highly organized and able to effectively and efficiently multi-task and prioritize.
- Comfortable working both in a team and independently.
- Good organizational and management understanding and demonstrated experience with successful mainstreaming of safeguards, gender, poverty reduction and social inclusion.
- Demonstrated experience in implementing projects that are supported and/or executed by both international and local consultants.

Applications must submit a cover letter, curriculum vitae, certificates and testimonials. Only successful and short-listed candidates will be contacted.