

## **DRAFT TERMS OF REFERENCE**

### **Project Coordinator**

#### **1. BACKGROUND**

- 1.01 Through the National Energy Policy the Government of Grenada (GoG) has among others areas focused its attention on enabling energy conservation through Energy Efficiency /Renewable Energy (EE/RE) interventions. Under this context the GOG seeks solutions to reduce energy consumption and operating costs of its buildings and therefore undertook energy audits (EAs), with the view to guiding its decision making on that topic.
- 1.02 As part of Caribbean Development Bank's (CDB's) attention to sustainable energy it developed the Sustainable Energy for the Eastern Caribbean (SEEC) Programme as a multi-donor trust fund providing blended resources to address energy security issues through RE and EE solutions. Through provision of Technical Assistance (TA) and blended loan resources, CDB is seeking to support its Borrowing Member Countries (BMCs) in energy conversation in the public sector.
- 1.03 To this end, CDB and the GoG have agreed to implement Energy Efficiency Measures in public buildings, as identified through the previously conducted EAs. It is intended that a Project Coordinator (PC) to coordinate, support implementation and facilitate monitoring of the developed capital refurbishment project will be recruited.

#### **2. DESCRIPTION AND SCOPE OF SERVICES**

- 2.01.1 The PC who will be located in within the Energy Division will be expected to coordinate with the relevant government agencies, inclusive of the Ministry of Infrastructure Development, Public Utilities, Energy, Transport & Implementation, will support the execution of contracts, review of products, and administration of external contractors and provide the necessary reports in keeping with SEEC requirements. Additionally, the PC will be required to assist in training identified personnel, the roll-out of Energy Monitoring Plans (EMPs) and provide regularly monthly reports to the Renewable Energy and Energy Efficiency Unit (REEU) of the CDB through the Regional Program Manager (RPM) for SEEC.
- 2.02 The PC's duties will include, but will not be limited to:
- (a) Ensuring that implementation is in keeping with measures identified in the EAs and that any deviations are escalated for the necessary approvals.
  - (b) Preparation and submission to the GoG and CDB of work plans for the Project
  - (c) Preparation, management and administration of procurement contracts, EE equipment, in collaboration and coordination with the RPM/Consultants/other relevant Projects Departments/ Officers of the GoG.
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- (d) Responding to requests pertaining to contracts.
  - (e) Supporting and ensure timely and quality delivery of various contracted services, goods or works; and that such deliverables are as represented in the Terms of References (ToRs) or Bill of Quantities (BoQ's) (issued, and ensuring that implementation meets projected targets.
  - (f) Coordinating the procurement of TA Services, Works and Equipment procured with investment funds in keeping with CDB's procurement guidelines
  - (g) Coordinating training of selected public officials from SEEC member countries to use EMP & other EE measures for reporting purposes.
  - (h) Developing, preparing and disseminating communications and visibility items;
  - (i) Identifying opportunities for procurement under the Programme and/or similar, related projects to promote bundling in procurement of equipment into larger procurement packages for cost efficiency where possible;
  - (j) Supporting all Government and CDB activities to evaluate the investment project;
  - (k) Monitoring and evaluating, and reporting on the Project, in a manner consistent with the Project's Monitoring and Evaluation Framework. SEEC project outcomes to be reported on, are in part, indicated in **Annex 1**
  - (l) Developing close working relationships with all project participants and stakeholders (including staff of the targeted building, non-governmental organisations (Social Partners), government departments, private sector) to achieve a shared vision of the Project and its objectives;
  - (m) Representing the GoG in all its dealings with all consultants, suppliers and contractors; and
  - (n) Submitting to CDB (within three (3) weeks after the end of each month), a brief monthly report on the progress of the works; in the format shown in the Reporting Requirements presented in CDB's Appraisal Report or in such form or forms as may be specified by the CDB, commencing with the month following the commencement of the PC's assignment;
  - (o) Participating and reporting on community engagements on implementation, including public consultations on the Project, ;
  - (p) Convening, at least monthly, meetings with the contractor(s) and engineering consultants, for the purpose of coordinating activities;
  - (q) Expeditious submission to CDB of claims for disbursement/reimbursement with regard to all components financed from the Loan;
  - (r) Monitoring the budget and introducing safeguards acceptable to the CDB, with the view to quickly identify overspending or underspending on items in the budget
  - (s) Keeping accounts and report on project-related expenditure and disbursement activities;
  - (t) Advertise for, and assist, in the selection and engagement of the various consultants for the
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Project;

- (u) Liaising with the CDB on all relevant technical, financial and administrative aspects of the Project;
- (v) Submitting the Civil Works Implementation Completion Report and as-built drawings referred to, in the Reporting Requirements contained in CDB's Appraisal Report, to the CDB,
  - a. within two (2) months after the date of issue by the engineering consultants, a certificate of practical completion of the last Civil Works contract; and
  - b. installation and commissioning reports for goods and acceptance letters for Services rendered;
  - c. all reports are to be countersigned by GoG
- (w) Preparation and submission to the CDB of a Project Completion Report by the deadline specified in the Reporting Requirements contained in CDB's Appraisal Report

### **3. QUALIFICATIONS AND EXPERIENCE**

3.01 Prospective candidates should have a minimum of the following qualifications:

- (a) A Bachelors' Degree in Civil, Mechanical, Building, Facilities or Electrical Engineering or its equivalent and a minimum of five years of suitable experience in project implementation, monitoring and evaluation. Candidates must demonstrate a sound experience in the implementation of projects of a similar nature, while also demonstrating capacity building competencies. Candidates must be fluent in English and must demonstrate excellent oral and written communication skills. Previous experience in the management of projects in developing countries, particularly the Caribbean region, will be an advantage.

### **4. DURATION OF THE CONSULTING ASSIGNMENT**

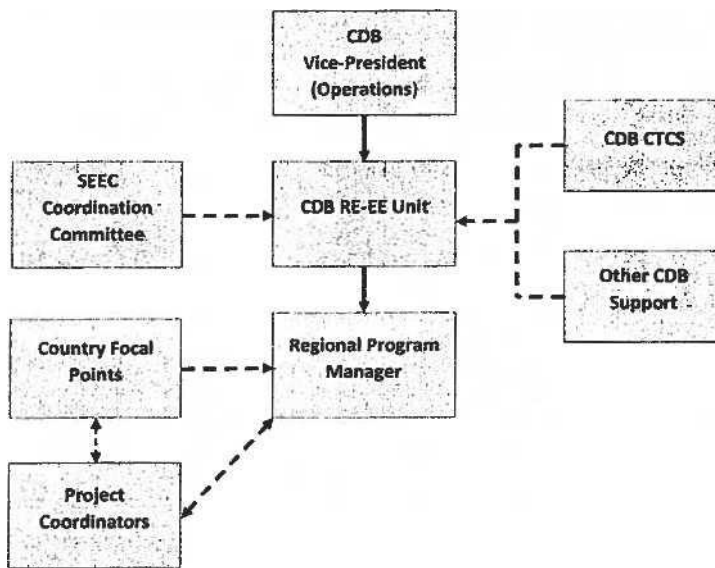
4.01 The assignment is expected to be conducted over a period of eighteen (18) Months.

### **5. COORDINATION AND FACILITIES**

5.01 The Ministry of Infrastructure Development, Public Utilities, Energy, Transport & Implementation (MIPET) is the executing agency for this consulting assignment. The PC shall report to the MIPET. There will be an indirect working relationship with the RPM of the REEEU of CDB. If required, the MIPET will facilitate the securing of any permits for the Consultant to carry out his/her duties and make available all relevant reports, documents, maps and data.

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### Governance structure of SEEC



**Annex1:**

## SEEC Programme Output Indicators

<b>Outcome Indicators</b>		
<b>No.</b>	<b>Outcome</b>	<b>Comment</b>
<b>1</b>	No. of persons trained	Indicate number of females, topic, areas covered, facilitators and evaluation of training, etc.
<b>2</b>	In parallel to the project track Energy Savings	In KWh and value
<b>3</b>	Improved energy affordability	Cost of fuel imports for electricity as a % of GDP
<b>4</b>	Greenhouse gas emissions avoided through implementation of the project	Calculated in '000 CO <sub>2</sub> e
<b>5</b>	Reduction in fossil fuel imports	'000 BBL/year

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