

Terms of Reference – Technical Coordinator

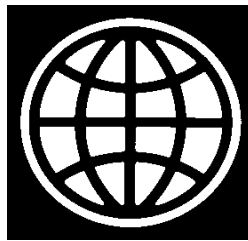


Government of Grenada



Government of Saint Lucia

Department of Economic Development Transport and Civil Aviation



Eastern Caribbean Energy Regulatory Authority Project

**TERMS OF REFERENCE
FOR CONSULTING SERVICES
FOR
TECHNICAL COORDINATOR
EASTERN CARIBBEAN ENERGY REGULATORS AGENCY (ECERA)**

**TERMS OF REFERENCE:
Technical Coordinator
Eastern Caribbean Energy Regulators Agency (ECERA)**

Background

The Government of Saint Lucia (GOSL) signed the Financing Agreement (IDA 4936-LC) with the International Development Association (World Bank) on September 23, 2011 for the financing of the Eastern Caribbean Regulatory Authority Project (ECERA). The Project components included a) Setting up ECERA and b) operationalizing ECERA. The Project was implemented by the OECS Commission (OECS Secretariat) by way of a Subsidiary Agreement. The implementation arrangements included a Regional Energy Committee (REC) and the Project Management Unit (PMU).

Subsequent to the implementation of Part A the participating countries (Grenada and Saint Lucia) agreed to the restructuring of ECERA. The restructuring agreement was signed by Saint Lucia on June 24, 2016 and allowed for Part B - operationalizing ECERA - of the Project to be coordinated and implemented by the National Implementing Unit (Project Coordination Unit) of the participating countries. The closing date of ECERA was also amended November 30, 2018. However, for effectiveness of Part B the participating countries were required to establish ECERA as a not-for profit organization, registered under the Companies Act in Saint Lucia (*Decision made at the REC Meeting of January 27-29, 2016*).

In this regard, as of April 25, 2017, the ECERA project officially transitioned from Part A to Part B in its implementation. This transition was made possible by the signing of the Articles of Incorporation and the Establishment Agreement. ECERA has been established as a not-for-profit organization to deliver technical assistance to the national regulatory agencies (NRAs), NURC and PURC, as well as other national regulatory authorities (autonomous or Government Line Ministries) that seek membership in ECERA.

Therefore, the resources allocated for operationalizing ECERA (Part B of the Project) will also be used for strengthening the National Utilities Regulatory Commission (NURC) in Saint Lucia and the Public Utilities Regulatory Commission (PURC) in Grenada. ECERA, the regional regulators' agency.

Mandate and Governance arrangement - ECERA

ECERA will work to *inter alia*: i) develop and disseminate common/harmonized policies and regulatory materials within the countries of the Organisation of Eastern Caribbean States (OECS); ii) deliver advisory and technical assistance services; iii) support regulatory studies and provide regulatory

Terms of Reference – Technical Coordinator

recommendations; iv) provide training and capacity building for regulators; v) share knowledge/information on policies, procedures and regulations of the energy / electricity sector in the Eastern Caribbean; vi) promote regional cooperation mechanism; and, vii) and collect, monitor, analysis, benchmark and disseminate data/statistics on the electricity sector industry performance.

The terms and conditions governing ECERA's creation are reflected in the Establishment Agreement signed by the Participating Countries (PCs). The agreement *inter alia*: i) supports the flexibility of ECERA for future development (e.g., to allow for eventual expansion of ECERA's scope and for the increase in the number of members); ii) enables institutional incorporation (via Certificate of Incorporation /Articles of Association); and, iii) provides for the ECERA's governance system.

The official governing body of ECERA is a Board of Directors. The composition also requires the hiring of a permanent Executive Director to serve as Ex-Officio to the Board.

In the interim to hiring of an Executive Director, the Governments of Grenada and Saint Lucia seeks to engage the services of a Technical Coordinator to coordinate and advance implementation of project activities in collaboration with the Project Coordination Units (PCU) of PCs and in consultation with the NURC and PURC

Scope of Services

The Technical Coordinator shall report to the Project Coordinators, Project Coordination Units (Grenada and Saint Lucia) and work in consultation with the NURC and the PURC. The Technical Coordinator shall provide overall and day-to-day management of the project activities stated in the agreed Procurement Plan. The Technical Coordinator will also serve as the main operational link between the project, PCU, the World Bank and the energy ministries of the PCs responsible for implementation of the project.

Specific Scope of Services

The Specific Scope of Services include, *inter alia*

Project Management and Implementation

- Lead on project activities for timely implementation of project activities, as per the agreed workplan. This Workplan should be prepared in collaboration with the NURC and PURC and will be accepted at the Inception Meeting; *(to be held two weeks after contract signature)*;
- Assist the Regulatory agencies with establishing the road map for setting up a sustainable regulatory system and identify the expert services required for its implementation. This would assist in reviewing and updating project activities.

- Liaise with energy ministries and NURC and PURC and other relevant technical agencies in the development of Terms of Reference and other technical requirements
- Supervision and management of all consultants' contracts
- Maintenance and updating of the project plans
- Ensure that project activities are conducted in accordance with laws of Grenada and Saint Lucia and the World Bank Guidelines.
- Ensure timely reporting and preparation of project documentation as needed particularly with respect to World Bank project reporting requirements and requests for No Objection
- Assist the PCUs in coordinating the work of the ECERA project
- Monitor and work closely with the Project Coordinators', Project Coordination Unit for the timely procurement and delivery of project outputs;
- In collaboration with the Project Coordinating Units in Grenada and Saint Lucia, undertake procurement activities including preparation of Terms of Reference and Request for Proposals, select service providers, project manage such service providers, i.e. review and monitor the progress and outputs, establish feedback and evaluation mechanism on behalf of Contracting States and their national regulatory authorities;

Support to ECERA

- Oversee the preparation of, and signing, recommendations, advisories, reports, and other documents on behalf of ECERA in the performance of its functions.
- Prepare recommendations, advisories, reports, and other documents on behalf of ECERA on the performance of its functions, including quarterly technical reports to the World Bank;

Coordination and Meetings

- Prepare for and coordinate missions of the World Bank;

Terms of Reference – Technical Coordinator

- Participate in World Bank Missions
- Participate at REC committee meetings as requested, document and report on outcome from those meetings
- Report to the REC Committee on project progress, status, challenges, implementation plans, budgets and forecasts;
- Regular engagement with the Board of Directors for ECERA (comprised of Chief Executive Officers / Executives Directors or senior functionaries of NRAs) and the Senior Energy Sector Officials within the Governments of Grenada and St. Lucia.

Advisory

- Advise and provide regular updates to the NURC and PURC
- Advise the NURC and PURC on issues related to the regulation of the energy sector;
- Serve as Advisor on activities related to regulatory matters concerning the electricity sector, including industry performance, tariff setting, benchmarking and private sector engagement;

Reporting

- Report and provide feedback to the NURC and PURC, Project Coordinator, Project Coordination Unit on project strategies, activities, progress and challenges;
- Prepare quarterly results-based reports including narrative, status, financial on project progress for management, executing agencies, project coordination unit and other relevant bodies, in accordance with approved reporting formats for the project
- Prepare the End-of-Assignment Report detailing achieved targets, outcomes, challenges and results against assignment work plan;

All Reports and documents prepared for the assignment is the property of the Government of Saint Lucia

Duration

The Technical Coordinator will be engaged for 200-man days over a period of nine months and the assignment is expected to commence on February 1, 2018. A performance evaluation will be undertaken after the first six months of services rendered. The recruitment of the Technical Coordinator should follow the WB's procurement guidelines.

Working Arrangements

The energy Department's / Ministries of each PC is responsible for the overall implementation and coordination of project activities. The executing agencies are the NURC and PURC in each PC. The assignment is expected to be full time and will be based in either Saint Lucia or Grenada.

Client's Responsibility

- i) Facilitate the Technical Coordinator by making available existing relevant reports, information to assist the consultant in the timely completion of the assignment.
- ii) Ensure timely review of the reports submitted by the Technical Coordinator and within the stipulated duration stated in the Terms of Reference.
- iii) Initiate the consultation and co-operation of other agencies required to provide support to the consultant for realization of the relevant aspects of the assignment.
- iv) The PCU will be responsible for the circulation of all reports and payment of all invoices.
- v) Responsible for the providing Office space, equipment, materials accommodation and office requirements

Technical Coordinator's Responsibility

- i) The Technical Coordinator shall submit at the outset the workplan and expected outputs, as well as ensure their timely submission to the Client for review.

Terms of Reference – Technical Coordinator

- ii) The Technical Coordinator shall execute the services in accordance with the laws, customs and practices of Saint Lucia and use the appropriate international standards for preparation of technical information.
- iii) The Technical Coordinator shall not be a potential conflict of interest, will undertake the assignment with the highest professional standards and exercise confidentiality in discharge of the assignment
- iv) In undertaking the assignment, the Technical Coordinator will work closely and collaborate with the NURC and PURC, Technical Team of the World Bank, the REC, relevant energy Ministries and Agencies, PCU Grenada and Saint Lucia, primary project beneficiaries and private sector stakeholders, the Department of Economic Development, Transport and Civil Aviation and the Department of Finance.

Performance Assessment

The Contract inclusive of the Terms of Reference, detailed work plan with agreed targets will be used as the basis to evaluate performance.

Qualifications and Experience Requirements

Minimum required education and experience

Academic:

- Bachelor's degree in Law/Electrical Engineering/ Economics/ Financing or other discipline relating to the energy sector and/or regulation with at least 10 years of relevant professional experience

Professional experience should include:

- i) General management, Project development, planning, and/or policy
- ii) Strategy development and implementation at the regional, national or sub regional level.
- iii) Training and or Experience in energy related investments at the national or sub-national
- iv) Working with the private sector in project development, implementation and/or investments;
- v) Proven track record of project management and project team experience working with government, lead funding agencies and other key stakeholders;

ii. Experience:

- Knowledge of regulatory activities related to the electricity industry, including tariff setting, energy policy and strategies aimed at efficiency and renewable energy promotion, industry performance, benchmarking, licensing, data collection and analysis and electric utility expansion plans.
- Minimum 3 years' experience in a government or energy sector-related position.
- Experience in the execution, management and supervision of consultancies, procurement of service / bid process management (preferably World Bank financed).
- Experience in an area related to corporate governance, including delivering effective corporate governance advice in the private sector, preferably with experience in developing countries.

iii. Other Competencies:

- The individual must have knowledge of relevant legislation (primary and secondary) and other statutory instruments governing the electricity sector in St. Lucia and Grenada;
- The incumbent must also have a demonstrated ability to exercise his/her responsibilities and plan and execute work assignments independently, be a skilled communicator in English, be able to work under pressure and produce high-quality results quickly, and be able to predict issues of concern and interact directly with officials in the participating governments.
- The incumbent must have strong analytical, communication, interpersonal, networking and leadership skills, and the ability to prepare and present factual and interpretative reports covering complex subject matters.
- Excellent command of software programs for e-mail, word processing, spreadsheets, databases, project and graphics presentations is a highly desirable.

a. Specific knowledge required to start

- Sound policy understanding of the energy sector in Saint Lucia and Grenada
- Reporting for major donor organizations
- Project management
- Working knowledge of Microsoft office including word, excel, power point and Microsoft project

Terms of Reference – Technical Coordinator

- Previous experience working with Donor-financed projects and the Government of Saint Lucia
- Excellent knowledge of English with fluency in reading, preparation of technical reports and general writing.