A picture containing drawing

Description automatically generated

**TERMS OF REFERENCE**

**GUYANA**

**LO-4676/BL-GY**

**ENERGY MATRIX DIVERSIFICATION AND INSTITUTIONAL STRENTHENING OF THE DEPARTMENT OF ENERGY (GY-L1066)**

**INDIVIDUAL CONSULTANT TO CONDUCT MID-TERM EVALUATION**

# **BACKGROUND AND JUSTIFICATION**

* 1. **The Energy Matrix Diversification and Institutional Strengthening of The Department of Energy** is a program designed to support Guyana’s evolving energy sector by: (i) investing in sustainable, cleaner energy solutions to diversify the energy matrix in the Hinterland while contributing to climate change mitigation; (ii) investing in the reinforcement of transmission infrastructure to improve reliability and stability of the Demerara Berbice Interconnected System (DBIS); and (iii) strengthening the Department of Energy (DE) to develop a regulatory framework and improve institutional capacity and governance of the Oil and Gas (O&G) sector.
  2. As one of three components under the Energy Matrix Diversification and Institutional Strengthening of the Department of Energy (EMISDE) Program, the Renewable Energy Solutions for the Hinterland is aimed at addressing the energy diversification policy goals of the Government of Guyana. This component will finance the investment of solar technology in three townships and the Island of Leguan, by means of the installation of solar PV-tied mini-grid systems in Bartica (1.5 MW), Lethem (1.0 MW), Mahdia (0.65 MW) and Leguan (0.6 MW) totaling 3.75 MW, and the implementation of a storage capacity to manage intermittence of these sources.
  3. Overall, this component will provide a reliable electricity source to the expanding needs of power supply in these communities, now relying on fossil fuel. The installation works are ongoing at Bartica and Lethem solar PV sites with more than 50% completion already achieved. Further, these investments will incorporate a pilot smart metering initiative that will provide a technological advancement in the operation of the distribution grid. Additionally, the component incorporates a gender focus intervention with the development of productive uses of electricity.
  4. To this end, the Guyana Energy Agency (GEA) requires the services of an Individual Consultant to conduct a mid-term evaluation of the program in accordance with this Terms of Reference and in keeping with the Special Conditions of Execution of Component 1: Renewable Energy Solutions for the Hinterland.

# **OBJECTIVE**

The objective of this Consultancy is to conduct a mid-term evaluation of Component 1 of the Energy Matrix Diversification and Institutional Strengthening of the Department of Energy (EMISDE) Program. This evaluation will assess the extent to which the programme has achieved its main objective and expected outcomes at the time of the mid-term review. Additionally, the mid-term evaluation will also propose recommendations to enhance the project’s relevance, effectiveness, efficiency and impact with a view to ongoing and future activities until the end of project implementation This mid-term evaluation requires the services of an individual consultant in accordance with the terms of reference previously approved by the Bank.

# **SCOPE OF WORK**

To achieve the objectives of the consultancy, the individual consultant will perform at the minimum the following activities:

* 1. Review the Loan Proposal and the Loan and Financing Agreements of the Program. Particular attention is to be paid to the indicators (and to its translation into the IDB Project Monitoring Reporting system).
  2. In cooperation /collaboration with the Project Coordinating Unit, examine the overall progress made in the Program execution, and the extent to which the performance indicators have been fulfilled.
  3. Conduct variance analysis to ensure that the gaps between planned and actual activities, schedules, budgets are in keeping with those specified in the approved work plan, and to recommend appropriate project compression techniques whenever necessary;
  4. Verify compliance with the performance indicators for each year, as per the Results Matrix according to the progress reported in the PMR system for all components of the program. The assessment will also include a basic analysis of the technical compliance of the works completed to date;
  5. Identify, evaluate and report on major constraints, challenges, conflicts, risks and issues facing the different stakeholders in relation to the execution of the Program and provide appropriate response strategies and recommendations on how they should be addressed including ways and means to overcome same;
  6. Identify major bottlenecks and make recommendation on how they should be addressed.
  7. Assess if the procurement procedure utilized by the PCU has been in compliance with IDB policies, and identify the procurement process that took longer than planned;
  8. Assess the general progress made in Program execution, including field works if applicable, and compare to what is being reported in the PEP system;
  9. Based on the assessment and main findings of the program's progress, update the risk analysis matrix using the original risk matrix;
  10. Assess and evaluate and report on communication mechanisms with and among the different stakeholders involved including the contractors (or subcontractors), the Executing Agency and the local community on project status, progress, milestones, deliverables and performance;
  11. Assess and report on quality assurance and quality control using appropriate project management tools and techniques to evaluate how the project deliverables meet stipulated technical requirements and expectations;
  12. Identify, evaluate and report on any other technical compliance of the project as may be required by the Executing Agency from time to time throughout the duration of the execution of the project;
  13. Highlight on lessons learned;

# **SUPPORTING RESOURCES**

Materials and other supporting resources to be provided to the Consultant by the Executing Agency may include but not limited to any or all of the following:

* 1. Loan Proposals
  2. Loan/Grant Agreements
  3. Semi-annual reports
  4. Contract documents
  5. Annual Operating Plans
  6. Design reports inclusive of drawings
  7. Procurement Plans
  8. Consultant reports
  9. Monitoring Reporting Systems
  10. Additional information through interviews with officials at the Bank, executing agency, external consultants, contractors and any other relevant stakeholders. The PCU personnel at GEA and the Bank will assist in identifying and arranging such meetings as needed.

# **EXPECTED DELIVERABLES**

* 1. The consultant shall submit three (3) copies of written reports, namely:
     1. A Work Plan for the Consultancy Service for the Mid-term Evaluation of the Energy Matrix Diversification and Institutional Strengthening of the Department of Energy (EMISDE) Program
     2. Draft Mid-term Evaluation Report of the Energy Matrix Diversification and Institutional Strengthening of the Department of Energy (EMISDE) Program
     3. Final Mid-term Evaluation Report of the Energy Matrix Diversification and Institutional Strengthening of the Department of Energy (EMISDE) Program
  2. The consultant shall be expected to provide for the program at the minimum the following information:
     1. A written intermediate report on the preliminary findings on project deliverables as they relate to scope, schedules, milestones, conflicts, and lessons learned, among others.
     2. The state of compliance with the performance indicators for each year, and the general progress made in program execution
     3. A list of current issues that are delaying program execution, including an analysis of the current communication system among different parties;
     4. A list of proposed recommendations and costs on how to address those issues;
     5. A description of the technical compliance of the field works executed on site;
     6. Electronic submission (email, CD, USB flash drive) of the final report shall be acceptable, in addition to three (3) hard copies.

# **CHARACTERISTICS OF CONSULTANCY**

* 1. **Type**: Short-term Individual Consultancy
  2. **Duration of the assignment:** Sixty days (60) non-consecutive calendar days from March 1, 2022 to April 30, 2022.
  3. **Place of work and mission**: The consultant will work from his/her office and when required in the field.

# **QUALIFICATIONS**

* 1. The consultant must hold Master’s Degree in Public Administration, Economics, Public Policy and Project Management or related field.
  2. A minimum of ten (10) years of working experience in the monitoring, analysis and preparation of evaluation reports and strategic planning and review, preferably in solar plant construction and environmental and social impact.
  3. Practical experience in conducting results-based evaluations, assessments, mid-term reviews or final evaluations of projects and programmes in Guyana and on IDB funded projects would be an asset. This experience would be preferable in the context of projects financed and standards sets by multi-lateral agencies and in emerging and developing countries.
  4. Core and Technical Competencies: Advanced understanding of data-collection methodologies and data analysis process. Good analytical and communication skills. Good command of the English language is required. Knowledge of local dialects might be necessary for consultations. Ability to plan, organize and meet goals in a timely manner. Ability to multitask and respond to multiple demands and changing priorities. Pro-activity and motivation. Ability to work under minimal supervision when necessary.
  5. The consultant shall be a Citizen of an IDB or EU member country and fluent in both written and oral English.

# **PAYMENTS**

Payments shall be scheduled as follows:

* 1. 20% (less 2% withholding tax where applicable) upon submission and approval of work plan for the Mid-term evaluation;
  2. 30% (less 2% withholding tax where applicable) upon submission and acceptance of the Draft version of the Mid-term evaluation report;
  3. 40% (less 2% withholding tax where applicable) upon submission and acceptance of the Final version the Mid-term evaluation report, which will incorporate all the comments from the Project Coordinating Unit made to the Draft version of the document;
  4. 10% (less 2% withholding tax where applicable) upon final execution of all administrative closures of the mid-term evaluation.

# **COORDINATION AND SUPERVISION**

* 1. The consultant shall report to the Chief Executive Officer or any other representative of the Guyana Energy Agency, on all matters relating to the execution of this assignment.
  2. All reports shall be reviewed and granted the no-objection from the Inter-American Development Bank.