

Annex A – Terms of Reference and Scope of Services

GUYANA

GY-L1066: Energy Matrix Diversification and Institutional Strengthening of the Department of Energy (EMISDE)

PROJECT COORDINATOR

BACKGROUND AND JUSTIFICATION

1. Guyana has an important opportunity to convert its abundance of natural resources into sustainable energy. During the past decade, the energy sector has been strategic, and the country has invested in infrastructure and studies that have contributed to its development. The current Green State Development Strategy (GSDS), presents an energy sector that is transitioning to cleaner and greener solutions, a more diversified electricity generation mix and an optimal utilization of indigenous natural resources.
2. The Inter-American Development Bank (IDB) Group Country Strategy emphasizes the need for improving capacities for planning and governance to address the underlying constraints to growth with the critical and transformational infrastructure needed to respond to the GSDS. Over the last years, the Government of the Cooperative Republic of Guyana (GCRG) has financed projects to increase electricity access with renewables in rural areas, mainly using standalone Photovoltaic (PV) systems. Additionally, the Guyana Energy Agency (GEA), is currently coordinating with the Hinterland Electrification Company (HECI) in developing mini-hydro and micro-solar PV grid systems.
3. Moreover, the new oil and gas discovery has made Guyana review the power generation plan and revisit its existing energy sector structure. Guyana is in urgent need to craft a regulatory and institutional framework and to build human capacity to manage a new energy sector. In this regard, the GCRG is currently working with the IDB on a development of a Loan program which will 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) developing and 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.
4. To this end, the GEA is looking for suitable candidates to offer technical support as the Project Coordinator (PC), specifically for the following Components of the Loan:
5. **Component 1**
Renewable Energy (RE) Solutions for the Hinterland which will finance the installation of three PV tied mini-grid systems in the townships of Bartica, Mahdia and Lethem, including two Mega-Watt-hour storage capacity to provide grid stability and frequency response.

Component 3

Institutional Strengthening and Governance of the Department of Energy (DE) which will finance: (a) high level training and coaching of government staff in the DE: the work will strengthen the GCRG's ability to manage the O&G sector effectively and efficiently including direct actions in capacity development and best-practice organizational structure for the staff of the DE; and (b) technical support for the development of the design of a new O&G legislative and regulatory framework.

OBJECTIVE

6. The objective of the consultancy is for a PC to be the leader/manager of the full time team comprising the Program Coordination Unit (PCU). The PC will be responsible for the overall supervision of all aspects of execution of Components 1 and 3 (outlined above) and for the coordination with the GEA's and DE's management and all relevant stakeholders.

MINIMUM REQUIREMENTS

7. The PC should have:
 - a) A Master's degree in Engineering, Energy Science, Economics, Public Policy, Management or a related discipline.
 - b) A minimum of 7 years relevant experience in the following areas: project/program management, program and project analysis and design, implementation, monitoring, evaluation and reporting. The consultant's experience should include work in areas that are relevant to the Program.

Additionally, the following areas of experience will strengthen the application:

- c) Experience leading teams;
 - d) Experience working with the public sector on issues such as energy and utility management, renewable energy, rural electrification;
 - e) Knowledge and experience implementing projects funded by multilateral institutions.
10. **Expected starting date and duration:** March 1, 2019 for an estimated length of 1 year and renewable for any future period as both parties may mutually agree.
 11. **Place of work:** The PC will work from an office at the PCU of the Program in Georgetown, Guyana. Site visits are expected to take place throughout the country for the project duration.

ACTIVITIES

12. In general, the PC is responsible for coordination and implementation of the relevant components, including planning, implementation, financial management, procurement, monitoring, evaluation, and reporting. Under the supervision of GEA's CEO, the PC will be responsible for preparing of technical specifications and support for the selection of

Terms of Reference: Project Coordinator - Comp I & III

consulting firms, review of products prepared by consulting firms, budget administration, logistics, local technical support and coordination among key stakeholders. More specifically, the PC's activities include, but are not limited to, the following:

- a) Review the status of execution of Component 1 & 3, including related documents such as the most recent semi-annual progress reports and mid-term evaluation report, and define, prepare and maintain a Work Plan with actions required for advancing key activities;
- b) Supervising the work of the PCU full-time team including: (i) renewable energy specialist, (ii) financial specialist and (iii) monitoring assistant;
- c) Preparing and updating the overall implementation schedule of the activities, broken down by components, in coordination with any consultants or contractors hired for the execution of the Program;
- d) Preparing, reviewing and submitting for the approval of GEA's CEO and DE Director, all relevant Terms of References for the selection process of consultancies, services and procured goods of the Program;
- e) Ensuring the successful contracting processes of consultancies, services and procured goods as required for the implementation of the Components;
- f) Reviewing the deliverables submitted by the consultants, and providers to the Components in conjunction with the GEA's CEO and DE Director, and/or any other officer designated by the respective Agency/Department's heads;
- g) Supervising Program disbursements and budget execution;
- h) Coordinating execution of activities with consultants and contractors for implementation of the Components;
- i) Liaising with relevant stakeholders to ensure the timely execution of the activities and smooth implementation of the Components;
- j) Coordinating the flow of information between all relevant stakeholders, required for the effective execution of the Program;
- k) Preparing all Program related reports as required by the IDB, including the Semi-annual reports of Program progress and the Annual Operation Plans (AOP);
- l) Sharing lessons learned with IDB and other relevant stakeholders; and
- m) Any other specific task assigned by GEA's CEO and pertinent to the implementation of the Components;

DELIVERABLES

13. Guided by the scope of this consultancy and the general requirements of the Components, the PC will prepare monthly and semi-annual progress reports to be submitted to the IDB, in coordination with all relevant stakeholders. These reports will review and measure the progress made against the agreed Performance Indicators.

PAYMENTS

14. The PC will be paid a monthly salary, at a rate to be negotiated during contracting. Salary will be commensurate with experience.

COORDINATION

15. The PC will report to GEA's CEO on technical, administrative and fiduciary issues and shall work in close coordination with the staff of the GEA and DE.

**GY-L1066: Energy Matrix Diversification and Institutional Strengthening of the
Department of Energy (EMISDE)
FINANCE SPECIALIST**

BACKGROUND AND JUSTIFICATION

1. Guyana has an important opportunity to convert its abundance of natural resources into sustainable energy. During the past decade, the energy sector has been strategic, and the country has invested in infrastructure and studies that have contributed to its development. The current Green State Development Strategy (GSDS), presents an energy sector that is transitioning to cleaner and greener solutions, a more diversified electricity generation mix and an optimal utilization of indigenous natural resources.
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3. Moreover, the new oil and gas discovery has made Guyana review the power generation plan and revisit its existing energy sector structure. Guyana is in urgent need to craft a regulatory and institutional framework and to build human capacity to manage a new energy sector. In this regard, the GCRG is currently working with the IDB on the development of a Loan program which will 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) developing and 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.
4. To this end, the GEA is looking for suitable candidates to offer technical support as the Financial Specialist (FS), specifically for the following Components of the Loan:

5. Component 1

Renewable Energy (RE) Solutions for the Hinterland which will finance the installation of three PV tied mini-grid systems in the townships of Bartica, Mahdia and Lethem, including two Mega-Watt-hour storage capacity to provide grid stability and frequency response.

Component 3

Institutional Strengthening and Governance of the Department of Energy (DE) which will finance: (a) high level training and coaching of government staff in the DE: the work will strengthen the GCRG's ability to manage the O&G sector effectively and efficiently including direct actions in capacity development and best-practice organizational structure for the staff

of the DE; and (b) technical support for the development of the design of a new O&G legislative and regulatory framework.

OBJECTIVE

6. The objective of the appointment is to ensure the coordination and effective management and control of the financial resources of the Components and for instituting proper systems of financial reporting and internal controls, with particular emphasis on project funding provided by the Inter-American Development Bank.

MINIMUM REQUIREMENTS

7. The Finance Specialist should, at minimum, have:
 - a) A Bachelor's Degree in Accounting; Finance, ACCA, or similar professional accounting qualification with a minimum of five (5) years of experience in accounting/finance equivalent;

Specific training and knowledge in the accounting procedures adopted by any of the multilateral funding agencies (with specific emphasis on the IDB), and GCRG will be considered an asset;
 - b) Specific Training in Project Financial Management;
 - c) Knowledge of financial management, financial analysis and financial accounting to determine controls to be implemented and costing systems to be reviewed and maintained;
 - d) Familiarity with all aspects of program Budgeting and Project/Program Management;
 - e) Experience working with the public sector on issues such as energy utility management, renewable energy, and rural electrification will be an asset;
 - f) Fluency in English, both written and spoken, is a prerequisite.
 - g) Excellent oral and written communication skills;
 - h) Proficiency in Excel, computerized accounting and accounting software.
8. **Expected Starting date and duration:** March 1, 2019 for an estimated length of 1 year and renewable for any future period as both parties may mutually agree.
 - 1.
9. **Place of work:** The FS will work from an office at the PCU of the Program in Georgetown, Guyana. Site visits are expected to take place throughout the country during the life of the Project.

ACTIVITIES

10. Under the supervision of the Project Coordinator, the FS will be responsible for leading and executing the financial function for Components 1 & 3 of the Program according to the Financial Policies of the IDB and the GEA. More specifically, the FS's activities include the following:
- a) Prepare all financial Reports including the financial Statements of the Project on a monthly and annual basis, or at any other time that may be so desired;
 - b) Prepare monthly cash and bank reconciliation statements for all the Project's Bank Accounts;
 - c) Prepare and maintain updated cash flow projections;
 - d) Ensure that the statutory financial statement and management accounts are prepared on a timely basis and are in conformity with the requirement of the law and International Financial Reporting Standards (IFRS);
 - e) Ensure that the accounting and financial information systems provide a comprehensive, consistent and accurate record of the project's financial transactions;
 - f) Prepare the project's annual budget in accordance with budget policies and guidelines;
 - g) Develop, implement and monitor an effective internal control system that provides reasonable assurance of an effective and efficient operation of internal financial controls and compliance with laws and regulations;
 - h) Maintain the Project's Chart of Accounts for the SAGE Financial System. This includes maintaining specific items such as the additions, amendments and de-activation of account codes and amendment of project description, status and project end date details;
 - i) Perform regular trial balance reconciliations to ensure integrity of Chart of Accounts Structure;
 - j) Processing of all payments for goods and services for the Project and ensuring that these are done in a timely manner;
 - k) Ensuring that all entries are made in a timely manner in the SAGE Accounting System (Accounts Payable, General Ledger, Procurement & Inventory Modules);
 - l) Maintenance of a Petty Cash Float for the Project's Petty Cash Expenses;
 - m) Processing of staff advances and ensuring timely clearance of same accompanied by adequate supporting documentations;
 - n) Ensure that all assets procured and properly marked and correctly categorised and recorded in the fixed asset register;
 - o) Maintain adequate filing systems for all payments, financial reports, advance requests, justification of expenses and correspondences for the project;

- p) Assist with the preparation of contractual reports to the IDB and Reports to the GEA
- q) Address all/any queries by Auditors and ensure that approved recommendations are implemented;
- r) Perform any other related duties that may be assigned by the Project Coordinator.

PAYMENTS

11. The FS will be paid a monthly salary, at a rate to be negotiated during contracting. Salary will be commensurate with experience.

COORDINATION

12. The FS will report to the Project Coordinator and shall work in close coordination with the staff of the GEA and DE.

**GY-L1066: Energy Matrix Diversification and Institutional Strengthening of the
Department of Energy (EMISDE)**

MONITORING ASSISTANT

BACKGROUND AND JUSTIFICATION

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4. To this end, the GEA is looking for suitable candidates to offer technical support as the Monitoring Assistant specifically for the following Components of the Loan:

5. Component 1

Renewable Energy (RE) Solutions for the Hinterland which will finance the installation of three PV tied mini-grid systems in the townships of Bartica, Mahdia and Lethem, including two Mega-Watt-hour storage capacity to provide grid stability and frequency response;

Component 3

Institutional Strengthening and Governance of the Department of Energy (DE) which will finance: (a) high level training and coaching of government staff in the DE: the work will strengthen the GCRG's ability to manage the O&G sector effectively and efficiently including direct actions in capacity development and best-practice organizational structure for the staff

of the DE; and (b) technical support for the development of the design of a new O&G legislative and regulatory framework.

OBJECTIVE

6. The Monitoring Assistant will monitor and evaluate the activities of the project, using developed tools and procedures, to ensure the successful outcome of the project's objectives.

MINIMUM REQUIREMENTS

7. The Monitoring Assistant should have:
 - a) Education: Bachelor's degree in Environmental Science, Economics, Engineering, Biology, Business Administration, or equivalent is required.
 - b) Experience: Minimum of 3 years of professional experience in the areas of Monitoring & Evaluation, Project Management, Environmental studies, renewable energy, or an equivalent combination of education and experience.
 - c) Fluency in English, both written and spoken, is a prerequisite.
 - d) Familiarity with Guyana's power sector is desirable.
 - e) Proficiency in the use of Microsoft Office Programmes: Word, Excel, Power Point etc.
8. **Expected Starting date and duration:** March 1, 2019 for an estimated length of 1 year and renewable for any future period as both parties may mutually agree.
9. **Place of work:** The Monitoring Assistant will work from an office at the Project Coordinating Unit of the Components in Georgetown, Guyana. Site visits are expected to take place throughout the country for the project duration.

ACTIVITIES

10. Under the general direction of the Project Coordinator (PC), the Monitoring Assistant will evaluate the degree of performance; compliance with environmental requirements; and quality of services being delivered. The Monitoring Assistant will be responsible for the development and deployment of a Monitoring & Evaluation plan. More specifically, the Monitoring Assistant's activities include, but are not limited to, the following:
 - a) Measuring, monitoring and evaluating of project activities;
 - b) Perform data collection, data analysis and data interpretation to support project evaluation;
 - c) Ensure consistency in objectives and using output indicators to deliver timely and relevant reports referenced in accordance with the logical framework of the project, including outcomes, impacts, ongoing challenges;

- d) Develop operational arrangements to collect, analyze and report on project data;
- e) Liaise with staff to meet monitoring and evaluation requirements ensuring the achievement of the project objectives;
- f) Conduct field visits in close coordination with the implementation stakeholders, local authorities and PC;
- g) Evaluate the degree of performance, compliance with the Bank's environmental and social safeguards policies; and
- h) Perform any other duties as assigned by the PC and CEO

DELIVERABLES

11. The Monitoring Assistant will assist the PC in completing relevant sections of the following:
- a) Bi-Monthly Progress Reports presented to the PC: detailing the activities for the previous period, problems found and how they were dealt with, and a plan of activities for the next semester;
 - b) Semi-Annual and Annual Reports presented to the PC: detailing activities conducted in accordance with set targets and progress reports, review of outputs of activities and summary of projected next steps.
 - c) Final Report: a final report within at the end of execution of the program to follow a pre-approved bank format, including the development of the program, lessons learned, conclusions reached and recommendations.

PAYMENTS

12. The Monitoring Assistant will be paid a monthly salary, at a rate to be negotiated during contracting. Salary will be commensurate with experience.

COORDINATION

13. The Monitoring Assistant will report to the PC and shall work in close coordination with the staff of the GEA and the DE.