

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

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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.