

**REQUEST FOR EXPRESSIONS OF INTEREST**

**(INDIVIDUAL CONSULTING SERVICES)**

**Country:** Guyana

**NAME OF PROJECT:** Caribbean Efficient and Green-Energy Buildings Project

**Assignment Title:** Monitoring and Evaluation Assistant

**Reference No**. : GY-GEA-471359-CS-INDV

The *Government of Guyana* has applied for financing from the World Bank towards the costs of the Caribbean Efficient and Green-Energy Buildings Project (CEGEB Project) and intends to apply part of the proceeds to payments for consulting services under the project. *The project is* subjected to *retroactive financing*.

The consulting services (“the Services”) will be responsible for leading and executing the monitoring and evaluation functions for all Components of the Program according to the Policies of the World Bank and the GEA.

The implementation period will be for one (1) year renewable on an annual basis for up to 6 years, based on satisfactory performance, each year.

The detailed Terms of Reference (TOR) for the assignment can be found at the following website:<https://gea.gov.gy/category/tenders-notices/>.

The *Guyana Energy Agency* now invites eligible **individuals** (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). The criteria for selecting the Consultant are:

1. **Qualification** - A Bachelor’s degree in Social Science, Environmental Science, Economics, Engineering, Biology, Business Administration, or equivalent is required. (40 points)
2. **Specific Experience –** demonstrated experience in the areas of Monitoring & Evaluation, Project Management, Environmental studies, data collection and analysis, renewable energy. (40 points)
3. **General Experience** – Minimum of 3 Years’ experience working in related field. (20 points)

The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank’s Procurement Regulations for IPF Borrowers, **Fifth Edition, September 2023** (“the Regulations”), setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below between 08:00 and 16:30 hours Monday to Friday.

**Chief Executive Officer**

**Guyana Energy Agency**

**295, Quamina Street, South Cummingsburg**

**Georgetown**

**Cooperative Republic of Guyana**

**E-mail : gea@gea.gov.gy**

Expressions of Interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) on or before 09:00hrs on **March 17, 2025** clearly marked:

Expression of Interest

**Monitoring and Evaluation Assistant -** **GY-GEA-471359-CS-INDV**

Guyana Energy Agency

295 Quamina Street, South Cummingsburg

Georgetown, Guyana

Tel: 592-226-0394 ext 241

**TEMPLATE FOR CURRICULUM VITAE (CV)**

|  |  |
| --- | --- |
| **Name of Expert:** | {Insert full name} |
| **Date of Birth:** | {day/month/year} |
| **Country of Citizenship/Residence** | Insert Country |

**Education:** {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

**Employment record relevant to the assignment:** {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

|  |  |  |  |
| --- | --- | --- | --- |
| **Period** | **Employing organization and your title/position. Contact information for references** | **Country** | **Summary of activities performed relevant to the Assignment** |
| [e.g., May 2005-present] | [e.g., Ministry of ……, advisor/consultant to…  For references: Tel…………/e-mail……; Mr. Hbbbbb, deputy minister] |  |  |
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**Membership in Professional Associations and Publications:**

Insert Details

**Language Skills (indicate only languages in which you can work):**

Insert Details

**Adequacy for the Assignment:**

|  |
| --- |
| **Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks** |
|  |

**Expert’s contact information:** (e-mail Insert Email phone Insert Phone)

**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available, as and when necessary, to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.

{day/month/year}

Name of Expert Signature Date

**TERMS OF REFERENCE (TOR)**

**Caribbean Efficient and Green-Energy Buildings Project**

**MONITORING AND EVALUATION ASSISTANT**

**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 Low Carbon Development Strategy 2030 (LCDS) sets forth four (4) pillars towards a new low carbon economy: (i) creating new incentives through ecosystem services for a low carbon economy; (ii) protecting against climate change and biodiversity loss; (iii) stimulating future growth through clean energy and low carbon development; and (iv) aligning with global climate and biodiversity goals. Pillar 3 focuses on growth based on clean, renewable energy.
2. Guyana is now implementing a strategy of decoupling economic growth from using fossil fuels for electricity by developing low-carbon energy resources (solar, hydropower, wind, biomass, and natural gas) to meet rapidly rising demand and keep greenhouse gas emissions low. This is being done through a combination of: (i) investment in transformational energy infrastructure across the generation and transmission systems; (ii) fiscal incentives and government policies to support the use of renewable energy at the level of households and businesses; (iii) investments to improve energy efficiency.
3. The Caribbean Efficient and Green Energy Buildings Program is a regional Series of Projects (SoP) designed to address common challenges in the energy sector that countries in the region face. This SoP’s programmatic framework is scalable, allowing countries in the region to join at different times. The proposed first project in the series: The Caribbean Efficient and Green-Energy Buildings Project will support investments in EE measures and distributed solar photovoltaic (DPV) systems installed on rooftops or in public spaces for Guyana, Grenada, and St. Lucia as well as technical assistance activities within these countries and via the OECS.

The objectives of this Series of Projects and Project Development Objective (PDO) are to eincrease the use of Renewable Energy in public buildings and facilities and enhance regulatory framework for investments in Energy Efficiency and Renewable Energy in participating Caribbean countries.

1. To this end, the GEA is looking for suitable candidates to offer technical support as the Monitoring and Evaluation Assistant specifically for the following Components:

* **Component 1:** Promoting investment in EE measures and distributed renewable energy (DRE) systems for public buildings. In Guyana, Component 1 activities will include EE retrofits and distributed renewable energy (DRE) systems in public buildings, specifically:

1. Technical assistance for identification, design, construction, and operation phases.
2. Investments in passive and active EE measures (including improvements in building control systems), DPV systems, solar water heater systems, battery storage and safe disposal of used equipment and materials.
3. Capacity building to integrate and manage DRE, develop modern energy-management system

* **Component 2**: Regulatory Framework Development. Technical assistance for the development of the institutional and regulatory framework to support EE and RE investments, market development, and capacity to implement the investments at regional and national levels.
* **Component 3**: Project Implementation Support, Pipeline Development, Capacity-Building, and Gender Program. This component will support national and regional project implementation units (PIUs) in the management and implementation of the Project and associated activities. The regional PIU will also provide support to build investment pipelines in the region for the next project in the series, and capacity development of participating regional institutions and regional knowledge sharing events and forums.

**OBJECTIVE**

The Monitoring and Evaluation 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**

1. The Monitoring and Evaluation Assistant should have:
   1. Education: Bachelor’s degree in Social Science, Environmental Science, Economics, Engineering, Biology, Business Administration, or equivalent is required.
   2. Experience: Minimum of 3 years of professional experience in the areas of Monitoring & Evaluation, Project Management, Environmental studies, data collection and analysis, renewable energy, or an equivalent combination of education and experience.
   3. Fluency in English, both written and spoken, is a prerequisite.
   4. Familiarity with Guyana’s power sector will be an asset.
   5. Proficiency in the use of Microsoft Office Programmes: Word, Excel, Power Point etc.
2. **Expected Starting date and duration**: May 24, 2025, to May 23, 2026, renewable on an annual basis for up to 6 years as both parties may mutually agree.
3. **Place of work:** The Monitoring and Evaluation Assistant will work at the office of the Project Coordinating Unit, located in the Guyana Energy Agency Building in Georgetown, Guyana. Site visits are expected to take place throughout the country for the project’s duration.

**ACTIVITIES**

1. Under the general direction of the Project Coordinator (PC), the Monitoring and Evaluation Assistant will evaluate the degree of performance; and quality of services being delivered. The Monitoring and Evaluation Assistant will be responsible for the deployment of a Monitoring & Evaluation plan. More specifically, the Monitoring and Evaluation Assistant’s activities include, but are not limited to, the following:
2. Create and maintain the buildings database (year of construction, surface, annual energy consumption, annual water consumption, DPV system, HVAC system, building control system, number of users, etc.) using the template proposed by The Organisation of Eastern Caribbean States (OECS) Commission.
3. Follow up buildings’ energy and water consumption, detects abnormal consumption and inform the technicians for investigation
4. Lead the Measurement & Verification process in coordination with the Supervision & Commissioning (S&C) consultant, and apply the sampling process to identify subprojects that will receive M&V.
5. Monitor the PV production of all DPV installations, alert the Energy Engineer in case of discrepancies with the estimated production.
6. Monitor and verify the energy savings, alert the Energy Engineer in case of discrepancies between the measured energy savings and the estimated savings.
7. Propose building control program
8. Monitor progress of the Project Development Objective (PDO) level and intermediate results indicators and describe the progress of the indicators in semi-annual and annual reports.
9. Collborate with the Monitoring and Evaluation Officers within the OECSC Project Implementing Unit (PIU) and other National PIUs (Grenada and Saint-Lucia), through sharing of performance results, M&V reports, good practices and lessons learned from subprojects’ implementation and operation.
10. Perform any other duties as assigned by the Project Coordinator (PC) and the Chief Executive Officer (CEO).

**DELIVERABLES**

1. The Monitoring and Evaluation Assistant will assist the PC in completing relevant sections of the following:
2. 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.
3. 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.
4. 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**

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

**COORDINATION**

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