



TURKS AND CAICOS ISLANDS

Terms of Reference (SPECIAL PROJECT)

Date Published: (Updated)	Thursday November 3, 2022
Consultancy Title:	Monitoring and Evaluation (M&E) Specialist, Sustainable Energy Project
Project Title:	Transitioning Towards Green Energy in the Turks and Caicos Islands
GRADE:	Special Project supported by RESEMBID/EDF 11th
DURATION:	15 -Days through to March 2024
START DATE:	November 2022
REMUNERATION:	15,000 EUR (to be paid in USD using the exchange rate prescribed by EU/Expertise France)
MINISTRY/INSTITUTION:	Ministry of Home Affairs, Transportation, Broadcasting, Energy and Utilities and Telecommunications Commission, Turks and Caicos Islands Government (TCIG)
DEPARTMENT/DIVISION:	Energy and Utilities Department (EUD)
LOCATION:	Flexible
REPORTS DIRECTLY TO:	Project Officer, Sustainable Energy Project
REPORTS INDIRECTLY TO:	Energy and Utilities Commissioner (EUD) (Acting)/Energy Analyst

PROJECT BACKGROUND

The Turks and Caicos Islands Government (TCIG) proposes comprehensive strategic activities to accelerate sustainable energy, increase energy resilience, and support green economic recovery from the COVID-19 pandemic. The project, composed of four interlocking objectives, targets strategic pathways in data collection, experience with resilient energy projects, legislative and financial analysis, energy efficiency standards development, public education, technical training, hurricane resilient solar streetlights installations, and market studies to advance the transition and benefit a population of over 44,000 Turks and Caicos Islands (TCI) residents. The objectives are designed to provide collaborative knowledge, data, and practical experience to strengthen TCIG's energy frameworks and capacity to scale sustainable energy long-term.

The overall objective of this project is to contribute to the acceleration of a reliable, resilient, and environmentally sustainable energy sector in TCI. It will also strengthen the capacity for sustainable energy transition in TCI through investment in capacity building, development of modern legislative and regulatory frameworks through catalytic pilot projects.

PROJECT SPECIFIC OBJECTIVES

The specific objective of this project is to strengthen the capacity of the TCI for a sustainable energy transition. It is against this impact statement to create long-term and meaningful change within the energy sector and across public systems that the following set of outcomes and actions are proposed.

Component 1: Catalytic pilot energy projects implemented.

Output 1a: Solar PV Microgrids

At the end of the project, a solar roof-top feasibility, and structural assessments of five (5) essential government critical facilities (including 4 clinics and TCI's disaster management headquarters) for solar PV and energy efficiency upgrades will be conducted. The necessary data to support the project will be collected and analysed, including a capacity needs assessment (CNA). Catalytic pilot energy projects will be implemented to reduce TCI's dependency on imported fossil fuel. Additionally, energy audits will be conducted to assist in designing Solar PV systems and Battery Energy Storage Systems (BESS) for the critical facilities identified.

Output 1b. Solar Streetlights

140 hurricane resilient solar streetlights on North Caicos, Middle Caicos, South Caicos, Grand Turk, Salt Cay, and Providenciales will be installed.



Component 2: *Applicable laws and regulations, policies related to the national energy transition strategy critically reviewed and Energy efficiency market transitions are strengthened.*

A comprehensive review of existing energy legal and regulatory frameworks, including the Electricity Ordinance, Customs Ordinance, Physical Development Ordinance, Development Manual, Building Code, Energy Policy, and housing policies will be conducted and proposed amendments will be made to existing applicable laws, regulations, and policies in TCI. A financial and investment analysis on RE and EE technologies will also be conducted.

A strategy for the market transition towards efficient energy-consuming products and appliances will be developed in accordance with the criteria of **CARICOM Regional Organisation for Standards and Quality (CROSQ)**. A draft report on the recommendations (regulations, define procedures and infrastructure needs, and outline procedures for market surveillance) will be prepared by the project. A report on financial and investment analysis of RE will also be prepared under this component of the project.

Component 3: *Increased national conversations, interests, and knowledge awareness surrounding sustainable energy and TCI's green energy transition*

A Communications and Visibility plan, and a Community Outreach, Awareness, and Communication Strategy will be prepared and implemented, including but not limited to the development of EUD website. The design and distribution of flyers, brochures, posters, billboards, press releases, radio & TV interviews, town hall/public meetings will be populated on the EUD website periodically.

Component 4: *Improved institutional capacity building for energy transition and economic Diversification*

At the end of the project the local capacity of TCI residents to participate in the transition towards green energy will be enhanced. A cadre of local experts on RE and EE will be established to support TCIs green energy transition.

SCOPE OF WORK:

The Monitoring and Evaluation (M&E) Specialist will provide services to the Sustainable Energy Project of the Turks and Caicos Islands under the RESEMBID programme entitled *Transitioning Towards Green Energy in the Turks and Caicos Islands*. The project is composed of comprehensive strategic activities to accelerate sustainable energy, increase energy resilience, and support green economic recovery.

The M&E Specialist will look into tasks that need to be done, establish baseline indicators, post-assessment social surveys, to measure the effectiveness and impact of all capacity building programs conducted and to evaluate the impact of the entire project at three project intervals (start, mid-project, and end-of-project) for at least 5 days per engagement.



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The consultant will report to the Project Officer and to the EUD Acting Commissioner/Energy Analyst. In the event the consultant is not based in TCI, the project will pay for one round trip (only) for the consultant to travel to TCI and back to the consultants' home country. The project will also pay for reasonable interisland airfare and Ferry, including the use of the TCI RESEMBID SEP rental car. All other expenses such as accommodation will be borne by the consultant.

DUTIES AND RESPONSIBILITIES:

The M&E Specialist will work closely with other members of the project team, including the steering committee and other hired consultants, EUD, Fortis TCI, and other government ministries.

Key deliverables will include:

1. Provide continued support to the Project Officer and Project Assistant in monitoring and evaluating the progress of the project in accordance with the project's key performance indicators (KPIs) and results framework.
2. Establish baseline indicators and post-assessment social surveys, to measure the effectiveness and impact of all capacity building programs conducted.
3. Evaluate the impact of the entire project to date.
4. Engage in data collection, analysis, and report on relevant indicators in the logical framework as per the data source and source of verification.
5. Identify lessons learned during the implementation of project activities.
6. Provide disaggregated M&E data from project and develop a report of project-wide results and impact on gender.
7. Coordinate with the Project Team and relevant stakeholders to ensure required monitoring tools are employed properly and utilized regularly, and that there is operationalization of a common data reporting framework to track progress towards objectives.
8. Support in the evaluation of project expenditures, timeline, and implementation.
9. Contribute to the quarterly MEAL reports.

TIMELINE OF DELIVERABLES AND PAYMENT SCHEDULE

Original, full-resolution files of all materials created under this consultancy shall be delivered to the EUD and approved by the project team prior to payments

Deliverables	Duration	Payment Schedule (EUR to be paid in USD equivalent)
Deliverables 1-9	5 - days	5,000
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REQUIRED SKILLS AND EXPERIENCE

The minimum key skills and expertise of the consultant shall cover the following:

Education

- 1) Bachelor's degree or higher in statistics, data analytics, economics, finance, public administration, a field related to sustainable energy, or equivalent is required.

Experience and Competencies

- 1) A minimum of 5 years of directly applicable experience, providing management advisory services, hands-on experience in design of monitoring and evaluation tools.
- 2) Experience with statistical applications and data analysis; familiarity with both qualitative and quantitative information analysis.
- 3) Experience with training and capacity building in M&E skills among project team members, partners, and stakeholders.
- 4) Experience integrating gender and social inclusion contexts into monitoring, evaluation, and learning activities.
- 5) Familiarity or ability to become familiar with the TCI's power sector and basic renewable energy background.
- 6) Fluency in English, both written and spoken.
- 7) Proficient in the use of Office tools such as Word, Excel, PowerPoint.
- 8) Ability to work in complex, multi-stakeholder project environments.

SUBMISSION MATERIALS

1. An updated resume/CV
2. Valid copies of all relevant certificates
3. A cover letter

Note: Nationality requirements, please see: Rules on Nationality and Origin for Public Procurement, Grants and Other Award Procedures for RESEMBID Programme. Source: <https://resembid.org/cfp/>

Deadline for submission of application (updated): Friday November 11, 2022
All application documents should be sent to: energyandutilities@gov.tc

Only shortlisted candidates will be contacted.

