



TURKS AND CAICOS ISLANDS

Terms of Reference (SPECIAL PROJECT)

Date Published: (Updated)	Thursday November 3, 2022
Consultancy Title:	Policy Consultant, Sustainable Energy Project
Project Title:	Transitioning Towards Green Energy in the Turks and Caicos Islands
GRADE:	Special Project supported by RESEMBID/EDF 11th
DURATION:	Over approximately 7-months through to December 2023
START DATE:	November 2022
REMUNERATION:	30,000 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 Policy Consultant 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 Policy Consultant will be responsible for conducting a comprehensive review of all existing legislation and regulatory frameworks, conducting the necessary public consultation sessions, and producing a report of findings, identified gaps, and recommendations to support all aspects of TCI's green energy transition. This consultant will also liaise with all project consultants to ensure that the research conducted is inclusive of the project components.



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.

The Policy Consultant can request under special arrangements and limited time to use the Project Assistant to consolidate available documents relevant to the tasks of the Consultant.

DUTIES AND RESPONSIBILITIES:

The Policy Consultant 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. Conduct a comprehensive review of existing energy legal and regulatory frameworks such as the Electricity Ordinance; Physical Planning Ordinance; Customs Ordinance; Development Manual, National Physical Development Plan; Draft Renewable Energy Bill; Housing Policy; Encouragement of Development Ordinance; Energy Policy; Environmental Strategy; Climate Change Policy.
2. Provide guidance on policy and legislation development regarding sustainable energy, including but not limited to renewable energy, energy efficiency, and emissions reduction.
3. Review and provide legal advice regarding the existing interconnection policies in TCI.
4. Review best practices of relevant laws and regulations from the region and globally.
5. Propose recommendations for amendments to existing applicable laws and regulations, policies in TCI, or, if necessary, to inform new ordinances and the national energy transition strategy in collaboration with the TCIG AG Chambers.
6. Conduct public consultations with stakeholders in accordance with standard procedures.
7. Work closely with EE Consultant and/or Project Officer and relevant government agencies to draft recommendations to increase import, sale, and usage of EE appliances in TCI.

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	Approximate Duration	Payment Schedule (EUR to be paid in USD equivalent)
Deliverables 1 & 2	2 months	8,571.42
Deliverable 3	1 month	4,285.71
Deliverable 4	1 month	4,285.71
Deliverable 5	1 month	4,285.71
Deliverable 6	1 month	4,285.71
Deliverable 7	1 month	4,285.71

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 public policy, political science, energy or environmental law, or equivalent is required.

Experience and Competencies

- 1) A minimum of 5 years of experience working in the areas of policies and programs that are within the portfolio of sustainable energy, including national energy planning, environmental policy analysis, electricity tariffs, economic forecasting, or similar.
- 2) Experiencing drafting policy recommendations on a national scale.
- 3) Familiarity with TCI's power sector and basic renewable energy background.
- 4) Familiar with regional Electricity Feed-In Tariffs and Net Energy Metering policies
- 5) Fluency in English, both written and spoken.
- 6) Proficient in the use of Office tools such as Word, Excel, PowerPoint.
- 7) 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.

