

PROGRAMME MANAGER AND CONTROL SUPPORT CONSULTANCY

TERMS OF REFERENCE

I. BACKGROUND

- 1.1 Jamaica is the third largest island in the Caribbean region with an area of 11,000 square kilometers (km²) and a population of 2.72 million people. Imports of petroleum products are a substantial portion of Jamaica's GDP, representing 13,5% and costing the economy US\$1.9 billion (in 2014). The Government of Jamaica (GOJ) pays an annual electricity bill of approximately US\$102 million, with health, education and public agencies facilities contributing approximately 23% of that annual bill. After decades of trying to stabilize the high debt-to-GDP levels (at 125% in 2015) and given some progress with an IMF stabilization program. The current focus of the (GOJ) is on strict fiscal policy measures and growth-promoting programmes. Therefore, a more efficient use of energy resources would free public funds through lower government bills and reduced oil imports, helping the GOJ to further reduce debt.
- 1.2 While Jamaica has no control over oil price movements, it can save in the long run by diversifying its energy mix and improving the efficiency of energy consumption to reduce fuel imports, thereby limiting the impact of price shocks. The GOJ is keen to decrease the amount of fiscal resources spent on its own electricity bill and also to demonstrate the value and the public sector's commitment to Energy Efficiency (EE) and Energy Conservation (EC). The vision of the energy sector is articulated by the National Energy Policy (NEP) 2009-2030. As a sub-set to the NEP, the National Energy Conservation and Efficiency Policy, 2010-2030 seeks to prioritize EE interventions as follows: (i) continued adoption by households and businesses of energy conservation and efficiency practices towards reducing Jamaica's carbon footprint; (ii) creating an enabling legislative and regulatory environment; (iii) government institutions leading, and (iv) modernization of the energy sector.
- 1.3 In 2011, with support from the IDB, the GOJ established the "Energy Efficiency and Conservation Programme" (JA-L1025) aimed at enhancing Jamaica's EE potential through the design and implementation of cost saving in the public sector. The programme experienced extensive delays in staffing and procurement, and additional procurement challenges, and was eventually cancelled. Lessons learned include: the need to strengthen the capacity of the Project Executing Unit (PEU) particularly with regards to procurement, finance and project management; to strengthen institutions; to conduct comprehensive audits of all the buildings to receive deep retrofits and consider building envelop deficiencies, and to engage and train facility managers in EE measures. The IDB is building on these initiatives, and supporting the GOJ with a new Project: "Energy Management and Efficiency Program (EMEP)" (JA-L1056).
- 1.4 In this regard, the Inter-American Development Bank (IDB) along with the Japan International Cooperation Agency (JICA) and European Union Caribbean Investment Facility (EU-CIF) is providing financial support to the GOJ with a new Project: "Energy Management and Efficiency Program (EMEP)". The general objective of this programme is to promote energy efficiency in government facilities and fuel conservation in road transportation by contributing to the avoidance of fuel imports. The specific objectives and expected results of this programme are: (i) reduced electricity consumption within health,

education and public agency government facilities, which translates into lower Carbon Dioxide (CO₂) emissions; (ii) reduced travel times and avoided fuel consumption through improved traffic control management, which translates to lower CO₂ emissions; and (iii) increased capacity within the Ministry of Science, Energy and Technology (MSET) to enable it to update its Integrated Resource Plan (IRP) for Jamaica.

- 1.5 MSET will execute the Programme through a specially created PEU which will report to the Permanent Secretary. The PEU requires expertise in critical areas such as program management, procurement and financial management. The PEU will need to coordinate activities with other agencies, such as the National Works Agency (NWA), MSET's policy unit and other financing institutions (e.g. JICA) participating in the Project. The IDB is proposing to support the PEU with expertise critical for the execution of the EMEP, utilizing funds from an Operational Support Technical Cooperation (OS-TC): "Support to the Energy Management and Efficiency Program" (JA-T1120). The management of the program will be under MSET's responsibility in close coordination with the IDB.
- 1.6 Consultants will be selected in accordance with the procedures set out in the Inter-American Development Bank: *Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank* GN-2350-9, the EU Rules on participation in procurement procedures and grants (PRAG) annex A2a, and the Government of Jamaica (GoJ) Public Sector Procurement Procedures, and is open to all eligible and qualified consultants as defined in the Inter-American Development Bank policies and the European Union eligibility rules and procedures.

OBJECTIVE OF THE CONSULTANCY

The main objective of the consultancy is to support MSET in building program management expertise within the PEU. The program manager will report directly to the Permanent Secretary of MSET, and will be responsible for the successful implementation of the EMEP including associated monitoring, evaluation and control activities.

I. MAIN ACTIVITIES

- To be accountable for the preparation, monitoring and management control plan for the EMEP.
- To lead the delivery, development, drafting and review of request for proposals and final contracts.
- To ensure the complete resourcing of the PEU as outlined in the EMEP and the management of PEU consultants.
- To register and monitor control indicators specified in the Loan's Agreements and on the Operational Manual.
- To update, if necessary, the indicators for the evaluation of impact and execution progress and for ex-post evaluation of the project.
- To follow up and monitor regular activities of the PEU.

- To implement the monitoring and management control plan, spot management weaknesses during execution and propose and implement corrective measures.
- To evaluate the general progress of the EMEP with all its components and outputs. To regularly inform the EMEP stakeholders and the IDB on the maintenance of the execution structure and mechanisms, the fulfillment of assigned responsibilities and the fulfillment with eligibility conditions according to the Operational Manual and the Bank's policies.
- To gather information necessary for the preparation of regular reports and for particular inquiries concerning the execution of the project.
- To keep the Permanent Secretary of the MSET informed, along with the IDB team and key EMEP stakeholders on the project's progress, participating in all supervision visits and ensuring the fulfillment of all commitments recorded in the related Aide Memoirs.
- To coordinate the evaluation of outputs and impacts of the project and to support the contracting procedures for the related consultancies.
- Participate in the development, drafting and review of contracts.
- To coordinate the technical reviews and audits of the project and to support the contracting procedures for the related consultancies.
- To share technical knowledge with other PEU and MSET staff members through regular seminars and on-the-job training.
- To lead the design of briefings, press releases and provide responses to requests from the media, civic and non-governmental representatives concerning the progress of the project (in close collaboration with key donors)
- To execute additional activities as established in the Loan's Agreements and in the Operational Manual.

II. REPORTING/SUPERVISION

The consultant activities will be supervised by the Permanent Secretary of the MSET. and will directly liaise with:

Internally: All members of staff of the MSET (Administration, Procurement, Legal, Financial and Technical Officers).

Externally: IDB team and Funding Agencies representatives, Technical Officers, Contractors, Consultants, Suppliers, External Auditors, Representatives of the Ministry of Finance and the Public Service.

III. DELIVERABLES

#	Required Product	Frequency	Delivery date	Supervision
1	A monthly report on the consultant's above mentioned activities.	Monthly	15 th /month	MSET
2	Final Report on all the activities carried out during the contract's period as well as the conclusions	Annually	Depending on the contract's period	MSET
3	Particular reports as requested by the MSET and the Bank and any other reports or action required concerning the Programme's progress.	As requested	As requested	MSET

IV. PAYMENTS SCHEDULE AND CONSULTANCY CONDITIONS.

The contract will be for a period of one year, with the possibility for extension throughout the life of the project or where otherwise determined under the relevant clause of the contract.

The MSET will provide physical space and necessary tools for the development of the consultant's activities.

The contract's amount will be distributed in 12 monthly payments that will be dependent on satisfactory implementation of activities and delivery of required products, as agreed between the MSET and the Consultant.

V. CHARACTERISTICS OF THE CONSULTANCY

Type: Individual.

Duration of the assignments: 12 months.

Place of work: MSET, Kingston, Jamaica.

Qualifications and Experience:

- Bachelor degree in Engineering, Management or Economics;
- Certification in Project Management;
- 10 years' general professional experience;
- 5 years' experience in project and/or program management and supervision in projects execution financed by multilateral institutions.

Experience in the following areas is essential:

- Demonstrated experience of successful Project/Programme Management on comparable projects in the Latin American and Caribbean region.

- Experience in public sector stakeholder management, particularly on energy issues.
- Experience with Government of Jamaica procurement procedures.

Experience in the following areas is highly desired:

- Experience in implementing energy policies and energy projects
- Experience with international procurement and/or multilateral development organization procurement processes

Competencies:

- Forward thinker with excellent strategic, analytical and decision making skills
- Good judgment and problem solving
- Excellent communication (oral, written, presentation) skills.
- Good interpersonal and people management skills
- Ability to take initiative and manage multiple tasks simultaneously
- Professional and resourceful style and ability to work independently and in a team-oriented setting
- Result oriented

COORDINATION

The PEU members will manage the EMEP programme in close coordination with the IDB ENE/CJA team.