**SUPPORTING RESILIENT GREEN ENERGY (SuRGE) PROGRAMME**

**CONSULTANCY SERVICES FOR A PROGRAMME MANAGER TO SUPPORT THE CARIBBEAN DEVELOPMENT BANK WITH THE SuRGE PROGRAMME**

**DRAFT TERMS OF REFERENCE**

1. **BACKGROUND**

1.01 The Caribbean is among the most vulnerable regions in the world to climate change and the countries of the Region are already grappling with its impacts, all of which are expected to intensify over the coming decades.[[1]](#footnote-2) Further, experience has shown that the energy sectors of Caribbean countries, especially their electricity systems, are often particularly hard hit by the impacts of more frequent and more intense climate hazards. As such, there remains an urgent need to address the low resilience of these systems through upgrading critical infrastructure such as fuel storage, generation (including renewable energy assets), transmission and low-voltage distribution systems. However, the increased cost of incorporating resilience can make the economics of infrastructure investment projects, such as transmission and distribution or renewable energy projects, challenging.

1.02 In light of their climate change challenges, Caribbean countries have also made ambitious commitments to reduce greenhouse gas (GHG) emissions in line with the objectives of the Paris Agreement. Many are focusing on reducing emissions from electricity generation by adopting (utility-scale and decentralised) renewable energy (RE) and energy efficiency (EE) measures towards achieving their national targets and international commitments. It is observed however that the pace of progress for the Borrowing Member Countries (BMCs) of the Caribbean Development Bank (CDB) is much too slow in order for them to achieve their targets and to derive the timely benefits of improved energy security and climate resilience.

1.03 Further, the energy sector challenges are particularly pronounced for women and other vulnerable groups. For example, the high and volatile energy prices that are common in many Caribbean countries have a disproportionately negative impact on women and socially marginalised groups. Furthermore, women are often under-represented in technical energy-related fields and energy sector decision-making, inhibiting their ability to shape and benefit from the energy transition – an otherwise significant opportunity for women’s economic empowerment in the Caribbean. More generally, female-headed households and women-owned/-run businesses often face pronounced barriers that inhibit their ability to invest in RE/EE and climate-resilient solutions. Due to these barriers, women are not yet playing their full part in the energy transition as agents of change, leaders and innovators.

1.04 The Bank has determined that the current pace of the energy transition demands a radically new approach that would challenge BMCs to expedite investments while providing the appropriate and targeted support to address funding needs. In this context, the Bank revised and updated its Energy Sector Policy and Strategy, which included the *Accelerated Sustainable Energy and Resilient Transition 2030* (ASERT-2030) framework as a key strategy for encouraging BMCs to scale-up and expedite their energy transition.

1.05 A key component of the ASERT-2030 framework is strategic partnerships for appropriate funding. The Government of Canada (represented by Global Affairs Canada or ‘GAC’) has established itself as a strategic partner to support the regional energy transition. To this end, GAC responded positively to a proposal from CDB to increase the pool of concessional resources with which the Bank can support BMCs to overcome the barriers that are inhibiting the energy transition. Against this background, CDB and GAC have developed the *Supporting Resilient Green Energy* (SuRGE) Programme to be resourced with funding from GAC**.**

1.06 SuRGE is a multi-country programme led by CDB to support the scaling-up of climate action in the Caribbean through the acceleration of the region’s sustainable energy transition. In this regard, SuRGE is a cornerstone of the ASERT-2030 umbrella initiative to catalyze transformative change in the energy sector. Through SuRGE, CDB aims to not only support investments that respond to immediate infrastructure needs, but also to strengthen local capacity and enabling environments to underpin further planning and investments during and beyond the programme implementation period. In short, SuRGE is expected to play a catalytic role in the longer-term process of transforming the energy sector toward a more resilient, low-emissions, gender-equitable and socially inclusive development pathway.

1.07 The SuRGE programme includes two main components.

1. Component 1: Strengthen the foundations for transformational change in the energy sector in the Caribbean. Component 1 is the Technical Assistance (TA) component of SuRGE, which will focus on: (i) enhancing the enabling environment for resilient, low-emissions and gender-equitable energy sector development; and (ii) completing the preparation of energy sector capital projects to be financed through Component 2 of SuRGE.
2. Component 2: Address urgent energy sector infrastructure needs. Component 2 is the Investment Component of SuRGE. It will provide financial support for critical (public and private sector) sustainable energy projects. Priority investment areas will include: (i) investments in large-scale RE installations; and (ii) investments in grid modernisation/upgrades and energy efficiency to enhance resilience and support the broader energy transition.

1.08 Within CDB, the Sustainable Energy Unit (SEU) will bear overall responsibility for coordinating SuRGE implementation. This will include ensuring capital projects are identified, prepared, appraised, approved and executed in a timely manner, as well as defining the complementary TA to be delivered in each participating BMC and ensuring this support is executed efficiently. SEU will contract additional specialists to work with its existing staff to fulfil these roles, thereby assembling a dedicated SuRGE Execution Team within SEU. The team will be led by a Programme Manager who will report to the Coordinator of the SEU.

1.09 These Terms of Reference (TOR) relate to the SuRGE Programme Manager role.

1. **OBJECTIVE OF CONSULTANCY**

2.01 The objective of the SuRGE Programme Manager consultancy is to ensure the SuRGE programme is implemented in a timely and efficient manner. The Programme Manager will also be responsible for ensuring that SuRGE is implemented in line with relevant CDB policies as well as the requirements outlined in the SuRGE-related agreements between CDB and GAC.

1. **Scope of SERVICES**

3.01 Under the direct supervision of the SEU Coordinator, the Programme Manager (hereafter “the Consultant”) will lead CDB’s efforts to implement SuRGE. The duties of the Consultant will therefore include, but will not be limited to, the following:

SuRGE Capital Projects

1. Manage, continuously update (as needed) and report on the pipeline of sustainable energy capital projects to be financed through SuRGE, working in close collaboration with other SEU staff and counterparts from eligible CDB Borrowing Member Countries (BMCs). When doing so, the Consultant shall consider the project- and portfolio-level requirements outlined in the SuRGE Contribution Arrangement.
2. Support the relevant CDB Project Appraisal Teams (including staff from SEU and other CDB units/divisions) with the timely appraisal and approval of the capital projects prioritised for financing under SuRGE (as per Paragraph 3.01a).
3. Support the relevant CDB Project Teams to oversee implementation of the approved SuRGE capital projects (as per Paragraph 3.01b), including supporting supervision, quality-assurance, timely processing of disbursements, and monitoring and reporting.

Technical Assistance (TA) support

1. Lead the process of defining the specific TA support to be provided to/in each participating BMC, working in close collaboration with other CDB from SEU and other units/divisions.
2. Support the development, appraisal and approval CDB TA papers for the SuRGE TA.
3. For TA support to be directly executed by CDB, lead the process of executing these TA activities, including by: procuring the services of external consultants/service providers; contract management; supervising and quality-assuring the work done by the contracted consultants/service providers; and other tasks as needed to effectively manage the execution of the CDB-executed TA support.

Communications

1. Lead the development and execution of a Communications Action Plan for SuRGE, working in close collaboration with other SEU staff and the CDB Corporate Communications Unit. The Communications Action Plan should reflect/respond to all of the requirements outlined in the SuRGE-related agreements between CDB and GAC.
2. Represent CDB during SuRGE-related meetings, events and site visits as needed. This may include, *inter alia*, representing CDB during SuRGE-related meetings with GAC, and delivering presentations about SuRGE to regional and international stakeholders.

Management, monitoring, reporting and evaluation

1. Lead the management and supervision of other part- or full-time consultants engaged to support the implementation of SuRGE.
2. Lead the monitoring and reporting for the SuRGE programme, including by: coordinating with the relevant CDB Project Teams to ensure project-level monitoring and reporting is completed and shared in a timely manner; coordinating with other CDB units/divisions (e.g. Finance) to ensure audited financial reporting is completed and shared in a timely manner; leading the preparation of relevant programme-level progress reports; and ensuring progress reports and other reports (e.g. audited financial reports) are submitted to GAC in accordance with the requirements outlined in the SuRGE-related agreements between CDB and GAC.
3. Leading the development and implementation of the SuRGE Evaluation Plan, working in close collaboration with other SEU staff and the CDB Office of Independent Evaluation to design and deliver the independent mid-term and final evaluations for the SuRGE programme.
4. Other tasks as required to ensure full, effective and efficient implementation of the SuRGE programme.

**4. DELIVERABLES**

4.01 The Consultant will be required to deliver the following in a timely manner:

(a) A monthly progress report detailing the actions carried out by the Consultant during the period in question. Each monthly progress report will be submitted to the Coordinator, SEU ([Joseph.Williams@caribank.org](mailto:Joseph.Williams@caribank.org)) with copy to the Assistant, SEU ([Joshua.Jones@caribank.org](mailto:Joshua.Jones@caribank.org)) on the final working day of each month, and will address:

(i) the progress achieved, including where/how the Consultant contributed to this progress;

(ii) any major issues arising and how they can be resolved; and

(iii) the plans for the subsequent monthly reporting period.

(b) SuRGE progress and financial reports to be submitted to GAC in accordance with the timeline/reporting schedule agreed by CDB and GAC in the SuRGE-related agreements.

1. **QUALIFICATIONS AND EXPERIENCE**

5.01 Prospective candidates should have a minimum of the following qualifications and experience :

1. A Master’s degree in sustainable energy, engineering, economics or another field that is directly relevant to this assignment.
2. At least six (6) years of experience working in the energy sector, including experience supporting the design, development and/or implementation of utility-scale sustainable energy projects.
3. At least four (4) years of experience managing the successful implementation of donor-financed programmes and/or projects.
4. A strong understanding of the energy transition in the Caribbean context.
5. Excellent written communication skills in English.
6. An ability to interact and collaborate well with external stakeholders at technical and management levels.
7. **DURATION**

6.01 The Consultant will be recruited on a full-time basis to work from CDB Headquarters in Barbados. The initial contract will be for a duration of twenty-four (24) months with a possibility of extension.

1. Climate Studies Group Mona (Eds.). 2020. “The State of the Caribbean Climate”. Produced for the Caribbean Development Bank. Accessible here: [The State of the Caribbean Climate Report.pdf (caribank.org)](https://www.caribank.org/sites/default/files/publication-resources/The%20State%20of%20the%20Caribbean%20Climate%20Report.pdf) [↑](#footnote-ref-2)