

Accelerating the introduction of low-emission and climate-resilient electric mobility in Grenada

REQUEST FOR STATEMENT OF CAPABILITY Chief Technical Advisor

This project aims to support Grenada in transitioning to low-carbon electric mobility by creating the enabling conditions to encourage market entrance of “innovators” and “early adopters”, thus paving the way for a controlled, stable and comprehensive transition to low-carbon electric mobility.

Description of duties

Project Management

- Ensure that project implementation is carried out according to the project design and the outputs are delivered and outcomes achieved to the required standard of quality within the approved timeframe and budget.
- Regular communication with relevant ministries, governmental agencies, co-finance partners, PSC members, members of ad-hoc technical working groups and all other key stakeholders.
- Organize and facilitate the inception workshop, project steering committee meetings and other project meetings.
- Undertake timely reporting to the NPD and the IA as per the M&E Plan and the project cooperation agreement requirements.
- Prepare annual workplan and budget revisions and update the Project Procurement Plan, as required.
- Supervision of the staff, experts, consultants, subcontractors, and implementing partners working on the project.
- Identification of risks, preparing of mitigation strategies and implementation of mitigations measures.
- Track project achievements against the Results Framework, Core Indicator worksheet and Gender Action Plan.

Technical

- Capture lessons learned during project implementation.
- Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF PIR submission deadline so that progress can be reported in the GEF PIR.
- Assess major and minor amendments to the project within the parameters set by UNEP-GEF;
- Support the Terminal Evaluation process.
- Oversees the preparation and submission of proposals on regulatory reforms to the government.

- Oversees the preparation of training materials and the organization of capacity building activities.
- Manages project knowledge, including dissemination of materials through project information platform (website) and other channels.
- Oversees the preparation of technical terms of reference.
- Manages the installation of grid-interactive solar array and EV charging infrastructure and ensures that specifications are followed correctly.
- Support and manages the procurement of electric vehicles, vehicle monitoring systems and user connectivity apps.

Qualifications and Experience:

- A graduate degree in a discipline related to transport, civil or energy engineering.
- At least 5 years professional work experience supporting governments in energy transition including electric mobility, transport engineering, transport management
- At least 5 years work experience in the Caribbean region specifically related to energy transition, natural and/or environmental management, transport management
- At least 5 years of demonstrable programme/project management experience, including experience in the development and/or implementation of gender sensitive, low carbon, climate resilient sustainable mobility strategies and stakeholder engagement.
- Effective communication, documentation and facilitation skills
- Ability to identify strategic issues, opportunities, risks, and communicate broad and compelling organizational direction in respect of the project.
- Ability to work well within a team and individually.
- Advanced MS Office skills.

Reporting requirements:

The Chief Technical Advisor will report to the Project Director, Ministry of Infrastructure and Physical Development, Public Utilities, Civil Aviation and Transportation, and to the Task Manager of the Lead Implementing Agency [UNEP]. S/he will be required to provide the following reports:

- i. Inception Report
- ii. Work Plan
- iii. Monthly Reports
- iv. Final Report

Contract Duration: The initial duration of the consultancy service rendered will be 33 months.

Evaluation Criteria

The evaluation criteria and weightings that will be applied to this TOR are as follows:

Qualifications	
Master’s Degree in a related field.	10
Experience	

Overall work experience in the Caribbean region, specifically related to energy transition, natural resource and/or environmental management, transport management	20
Prior experience in the development and/or implementation of gender sensitive, low carbon, climate resilient sustainable mobility strategies' energy transition strategies and plans	20
Demonstrated track record of success in similar programme/project management.	10
Experience in facilitation of stakeholder consultations with understanding of energy transition, climate change issues and related processes	15
Skills/Capacity Communication	
Strong communication, documentation, and presentation skills	15
Command of the English language	10
100	

Further information can be obtained at the address below during office hours 9:00am to 4:00pm.

Interested persons should request a detailed copy of the Terms of Reference at the contact (email addresses and telephone number) provided below.

Statement of Capability must be delivered in a written form to the address below (in person, or by e-mail) by May 26, 2023

Interested persons should submit their Statement of Capability entitled:

Chief Technical Advisor - Accelerating the introduction of low-emission and climate-resilient electric mobility in Grenada

To:
 Chief Procurement Officer (Ag.)
 Central Procurement Unit
 Ministry of Finance
 The Carenage
 ST. GEORGE'S

Email: spo@procurement.gov.gd , procurementofficer@procurement.gov.gd