

TERMS OF REFERENCE

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

Position: Chief Technical Advisor

Duration: 33 months

Duty station: St. George's, Grenada

Project Background

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. It is a three-year project funded by the Global Environment Facility (GEF), implemented by the United Nations Environment Programme (UNEP) and executed by the Government of Grenada, through the Grenada Transport Commission, with fund management by the Ministry of Finance.

Component 1 supports the country to create a governmental coordination mechanism between key governmental transport and energy actors, establish a long-term national strategy, develop a transport sector data mechanism, and build the capacity of key stakeholders on EV technical, financial and waste management aspects. As part of the strategy development, comprehensive electrification analyses will be undertaken to support the government with identification of priority investments for decarbonizing the energy sector and preparing the national grid for electric vehicle scale-up.

Component 2 creates evidence amongst government, private sector and civil society stakeholders as to the technical, social and economic viability of electric vehicles in local conditions. This component will pilot EVs in government fleets (“innovators”), as a stepping stone for future scale-up in such fleets, as well as in the public transport and tourism sectors (“early adopters”).

Component 3 establishes the needed regulations and fiscal incentives. This component focuses on levelling the playing field for electric vehicles through regulations and incentives which reduce the cost difference between EVs and internal combustion engine vehicles.

Component 4 supports Grenada with updating national waste management policies and regulations to instruct electric vehicle and EV battery waste management, including as related to re-use, recycling and disposal.

This project is fully aligned with and seeks to support the achievement of Grenada's nationally determined contribution and Vision 2035. It also aims to accompany the country's steps to decarbonize its energy sector through the uptake of EVs which can serve to support load shifting and electricity storage. Combined with other national actions, successful execution of this project will kick-start Grenada's transition to electric mobility and support it with achieving broader decarbonization objectives.

Description of duties

The main function of the Chief Technical Advisor is to 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; by:

Project Management Duties

- Regularly communicating with relevant ministries, governmental agencies, co-finance partners, Project Steering Committee members, members of ad-hoc technical working groups and all other key stakeholders.
- Organizing and facilitating the inception workshop, project steering committee meetings and other project meetings. This includes establishing the PSC and Thematic Working Groups and finalizing their rules of operations.
- Undertaking timely reporting to the National Project Director (NPD) and the Implementing Agency (UNEP) as per the Monitoring and Evaluation (M&E) Plan and the project cooperation agreement (PCA) requirements.
- Preparing annual workplan and budget revisions and updating the Project Procurement Plan, as required.
- Liaising with the National Project Director (NPD) on clearance of requests to UNEP-GEF for disbursements of project funds.
- Overseeing the use of approved funds in accordance with the workplan, directions of the PSC and the Ministry of Finance (Project Finance Officer).
- Coordinating and supervising the staff, experts, consultants, subcontractors, and implementing partners working on the project.
- Identifying of risks, preparing of mitigation strategies and implementation of mitigations measures.
- Tracking project achievements against the Results Framework, Core Indicator worksheet and Gender Action Plan

Technical Duties

- Providing day-to-day technical inputs into project planning and implementation process.
- Capturing lessons learned during project implementation.
- Creating awareness around the project and its benefits.

- Ensuring that the indicators included in the project results framework are monitored annually in advance of the GEF Project Implementation Review (PIR) submission deadline so that progress can be reported.
- Assessing major and minor amendments to the project within the parameters set by UNEP-GEF;
- Supporting the Terminal Evaluation process.
- Acting as secretary of the Project Steering Committee and Thematic Working Groups.
- Preparing and submitting the proposals on regulatory reforms to the government.
- Supporting the preparation of training materials and the organization of capacity building activities.
- Managing project knowledge, including dissemination of materials through project information platform (website) and other channels.
- Coordinating the preparation of technical terms of reference.
- Managing the installation of grid-interactive solar array and EV charging infrastructure and ensures that specifications are followed correctly.
- Managing the procurement of electric vehicles, vehicle monitoring systems and user connectivity apps, in coordination with the Ministry of Finance (Project Finance Officer).

Qualifications and Experience:

- A graduate degree (MSc) in a discipline related to transport, civil or energy engineering.
- At least 3 years professional work experience supporting governments in energy transition including electric mobility, transport engineering, 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.
- Work experience in the Caribbean region specifically related to energy transition, natural and/or environmental management, transport management is an asset.
- 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 and supervision:

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)

Evaluation Criteria

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

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| Qualifications | Master's Degree in a related field. | 15 |
| | Prior experience in the development and/or implementation of gender sensitive, low carbon, climate resilient sustainable mobility strategies' energy transition strategies and plans | 20 |
| Skills/Capacity Communication | Demonstrated track record of success in similar programme/project management. | 20 |
| | Experience in facilitation of stakeholder consultations with understanding of energy transition, climate change issues and related processes | 15 |
| | Strong communication, documentation, and presentation skills | 15 |
| Skills/Capacity Communication | Command of the English language | 15 |
| | Total | 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 **December 12, 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