

Terms of Reference (ToR)

Technical Advisor Consultancy

Start Date: July 2026

Duration: 21 months (until March 2028)

Location: St. George's, Grenada

Reports to: Project Manager

1. Background

The Government of Grenada is implementing an electric mobility (e-mobility) project aimed at accelerating the transition to low-carbon, climate-resilient transport systems. The initiative supports national sustainable development priorities and aligns with regional and international commitments, particularly within Small Island Developing States (SIDS).

The project is executed in collaboration with key government stakeholders, including but not limited to:

- Ministry of Infrastructure and Physical Development, Public Utilities, Civil Aviation & Transportation
- Ministry of Finance
- Grenada Solid Waste Management Authority
- Ministry of Climate Resilience, The Environment & Renewable Energy

2. Objective of the Consultancy & Role of the Technical Advisor

The objective of this consultancy is to provide comprehensive technical advisory services covering fleet electrification feasibility analysis, national strategy development, data systems, capacity building, pilot design, monitoring and evaluation, and regulatory and fiscal framework development for electric mobility in Grenada.

The Technical Advisor shall serve as the principal technical resource to the Project Manager and Executing Agency, providing technical oversight, quality assurance,

strategic guidance, and implementation support across all project components and outputs. The Technical Advisor shall review, guide, and validate technical deliverables prepared by consultants, contractors, and project partners, and support coordination among stakeholders to ensure alignment with project objectives, timelines, and quality standards.

The Technical Advisor shall directly support, contribute to, or undertake specific technical activities or deliverables, particularly where additional expertise is required, where gaps in implementation arise, or where adjustments are needed to ensure the timely and effective delivery of project outputs.

3. Scope of Work

Main Duties

- Support the Project Manager on the technical decisions to be made
- Technically advise the Executing Agency and project partners
- Gather national and international technical data and information
- Prepare and review technical documents for the project
- Support the ToR preparation and hiring of personnel
- Prepare, lead and execute technical workshops
- Prepare and lead technical trainings
- Support and advise on the pilot project decision-making by providing technical advice, gathering market information, and engaging with potential partners
- Participate, collaborate, and contribute to regional platform activities
- Contribute and participate in peer-to-peer global and regional activities and events
- Advise project partners, stakeholders, ministries, and technical advisors (e.g. GTC, Transport Consultant)
- Prepare gender-sensitive detailed pilot design
- Undertake any additional deliverables necessary for execution of the e-mobility project
- Support preparation of the national strategy and related consultation workshops

- Provide general support to the Project Manager for the duration of the consultancy

4. Activities and Deliverables

- GEMU terms of reference, rules of procedure and 5-year work-plan submitted for adoption by the Ministry of Infrastructure and Physical Development, Public Utilities, Civil Aviation & Transportation
- 1.2.1 Fleet electrification feasibility analysis, comprising technical and economic alternatives under different scenarios
- 1.2.6 Two (2) multi-stakeholder consultation workshops on the strategy, including workshop reports
- 1.2.7 Final strategy submitted for adoption by the Ministry of Infrastructure and Physical Development, Public Utilities, Civil Aviation & Transportation
- 1.2.8 Technical assistance to support government adoption processes, including stakeholder consultation and meetings as needed
- 1.2.9 Minimum one (1) project concept developed for implementing part of the strategy with the support of regional and/or international financiers
- 1.3.3 Data sharing agreements for furnishing the system finalized between key data suppliers and the Ministry of Infrastructure and Physical Development, Public Utilities, Civil Aviation & Transportation
- 1.3.5 Protocols for post-project management of the system and data collection and analysis submitted for adoption by the Ministry of Infrastructure and Physical Development, Public Utilities, Civil Aviation & Transportation
- 1.4.1 Detailed design of the gender-sensitive e-mobility capacity-building mechanism, based on international good practices and designed in collaboration with the Grenada National Training Agency, including:
 - (i) Mission, vision, goals and strategy;
 - (ii) Three training modules on EV technical aspects, EV financing, and EV end-of-life management;
 - (iii) Three 'train-the-trainer' modules on the three topics; (iv) All modules uploaded to the transport data system

- 1.4.2 Memorandum of understanding with the Grenada National Training Agency for executing the capacity-building mechanism elaborated in deliverable 1.4.1¹
- 1.4.3 Three (3) 'Train-the-Trainers' training sessions using the modules developed in deliverable 1.4.1(iii), including a report of the three sessions
- 1.4.4 Three (3) training sessions using the modules developed in deliverable 1.4.1(ii), including a report of the three sessions
- 1.5.3 Three (3) policy briefs on the three topics covered in the capacity-building mechanism (output 1.4), uploaded to data system (output 1.3)
- 2.1.1 Gender-sensitive detailed pilot design (for outputs 2.1 and 2.2)
- 2.1.4 Monitor Driver pilot protocol, operation and safety training
- 2.1.5 Monitor execution of monitoring and evaluation methodology, including before and after driver questionnaires
- 2.1.8 Monthly operation reports on the pilot (EVs, chargers and solar PV), including on EV pilot performance and net environmental, social and economic benefits compared to fleet ICEs, uploaded to the data system
- 2.1.9 Annual summary reports on the pilot (EVs, chargers and solar PV), including on EV pilot performance and net environmental, social and economic benefits, uploaded to the data system and shared with the Global Program on Electric Mobility
- 3.2.1² Report on regional and international good practices developed with the support of the Global Program and its regional investment hub, with a focus on SIDS, for fiscal incentives and import tax structures for electric vehicles, including recommendations for Grenada
- 3.2.3 A structured and time-adjusted import tax proposal for electric vehicles presented for adoption by the Ministry of Finance, Economic Development, Physical Development, Public Utilities and Energy
- 3.2.2 One (1) multi-stakeholder consultation workshop for developing a structured and time-adjusted tax proposal for accelerating the introduction of new and used electric vehicles, taking into account work on regulating vehicles and fuel quality in output 3.1
- 3.2.4 Technical assistance to support the Ministry adoption process, including stakeholder consultation and meetings as needed

¹ Memorandum of understanding to be prepared by the Regulatory Framework Expert and Legal Advisor practitioner

² 3.2.1-3.2.4 Liaise and coordinate with the Grenada Transport Commission (GTC) regarding NDC-Tec in relation to this deliverable. To be prepared in conjunction with the Regulatory Framework Expert and Legal Advisor practitioner

- 4.1.1 Report of regional and international good practices developed with the support of the Global Program and its regional investment hub, with a focus on SIDS, for regulating electric vehicle end-of-life and EV battery reuse, and recommendations for Grenada
- 4.1.5. Technical assistance to support the government adoption process, including where needed stakeholder consultation and validation workshops

5. Minimum Requirements

- Proven experience in at least five (5) projects related to multilateral or international funding agencies and electric mobility
- Experience in fleet electrification feasibility analysis
- Experience in electric vehicle business model identification and analysis
- Knowledge of technical requirements for charging infrastructure and electric vehicles
- Experience in electric vehicle operation monitoring
- Experience in techno-economic and environmental performance analysis of electric mobility
- Proven experience in public policy, regulatory affairs, finance, and investment related to electric vehicles and infrastructure
- Experience in developing training courses on reuse, recycling, and disposal of vehicles

6. Qualifications and Experience

- Advanced university degree (Master's or higher) in engineering, transport, energy, environmental science, or related field
- Minimum of five (5) years' experience in electric mobility or sustainable transport projects
- Experience working with multilateral or international organizations
- Proven experience in fleet electrification and EV systems
- Knowledge of EV infrastructure, operations, and business models
- Experience in policy development, regulatory frameworks, and financing

mechanisms

- Experience in training development and capacity building
- Strong analytical, communication, and stakeholder engagement skills
- Experience working in SIDS contexts is an asset

Applicants must submit the following in a single PDF document:

- Curriculum Vitae (CV)
- Cover Letter
- Two (2) professional referees

File Name Format: First initial and last name (e.g., JDoe.pdf)

Email Subject: Application – Technical Advisor Consultant Contract

Submission Details

- Email: ta@transport.gd
k.sylvesterprojects@gmail.com
- Deadline: July 6th, 2026

Additional Notes

- Only shortlisted candidates will be contacted
- Late applications will not be considered

Performance Standards and Evaluation

The Consultant's performance will be evaluated based on the quality, timeliness, and completeness of deliverables, as well as effectiveness in stakeholder engagement and the technical soundness of outputs.

Procurement Disclaimer

The Government of Grenada reserves the right to accept or reject any proposal, and to annul the selection process at any time, without thereby incurring any liability to affected applicants.