

**GOVERNMENT OF GRENADA**

**GEOHERMAL RESOURCE DEVELOPMENT PROJECT**

**TERMS OF REFERENCE**

**GEOHERMAL ENERGY PROJECT COORDINATOR**

## **1. BACKGROUND**

The Government of Grenada wishes to progress the development of a geothermal power plant in Grenada by undertaking exploration drilling of a geothermal prospect. This follows the completion of a comprehensive geothermal pre-drilling surface exploration programme in 2015, funded by the Governments of New Zealand and Japan. The exploratory work has provided strong indications that a geothermal system of a type suitable for power generation is to be found in Grenada. Exploration drilling is necessary to test the conceptual models of the geothermal system and verify the existence, temperature, permeability and extent of the resource.

The Government has expressed a desire to advance the project by undertaking exploration drilling in the geothermal prospect area using grant funds, with the first phase likely to comprise a slim hole exploration campaign of up to three wells. This will allow the Government to delineate and gazette a geothermal resource area and then assign the development rights to this area to a legal entity through a process of competitive bidding. This legal entity would then complete the drilling required, develop the steam field, build and operate the power plant.

A Geothermal Development Roadmap has been prepared which outlines the major steps, timelines and budget requirements to realise a geothermal power plant in Grenada. A key requirement is the establishment of a Project Management Unit to provide dedicated resources to support the successful achievement of exploration drilling. A Geothermal Energy Project Coordinator (GE PC) is required to lead the Unit, develop the project and implement necessary works to achieve the Government's objectives.

## **2. INSTITUTIONAL ARRANGEMENTS**

The Project Management Unit will be responsible for undertaking the necessary activities to advance the project towards the goal of drilling deep geothermal exploration wells. The Unit will be housed inside the Energy Division of the Ministry of Finance and Energy and is expected to have a close working relationship with other Government Departments and agencies in order to effectively manage the Government's contributions. This will include establishing a working group to ensure that all relevant agencies are consulted and contributions received in a timely manner.

The Unit is expected to be a focal point for international development organisations and bilateral cooperation. The Unit will be able to draw on the services of external geothermal technical advisors and will need to foster and grow relationships with organisations that are able to provide funding, legal expertise and financial evaluations necessary to deliver an exploration drilling programme and a subsequent business case for a geothermal project.

A Draft Geothermal Resource Development Bill has been prepared, and although a review and finalization of the Bill is to be undertaken, the ultimate passing of the Bill will trigger the creation of a new multi-sectoral statutory board – the Geothermal Resources Advisory Committee. The Committee is expected to advise the Minister responsible for energy on the ability to use and access the resource, who in turn would advise Cabinet on the progress of the geothermal resource development. The Project Coordinator is expected to be a key contributor to the Committee. The timing of the passing of the Bill

has not been established and so the Unit will in the first instance, report to the Permanent Secretary of the Ministry of Finance and Energy.

The Government of Grenada is applying for funding to establish the Unit with up to two full time staff for an initial term of two years. The Unit will oversee the preparation, bidding and execution of an exploration drilling program, infrastructure development and associated activities. In the first instance the GE PC will be employed to establish the Unit and will be able to draw on existing administrative resources within the Energy Unit. Subsequently an additional staff member is expected to be employed to administer various contracts and procurement of works.

#### Role of Unit

- Co-ordinate all geothermal related activities across Government agencies and managing Government contributions through the establishment of a working group.
- In collaboration with the international partners, develop a project budget, schedule and resource plan setting out key milestones to achieve a drilling start date of 2018.
- Prepare a procurement plan in collaboration with relevant Government departments for the goods and services necessary to facilitate a drilling programme.
- In co-ordination with the Energy Division, develop a communications strategy for engagement with affected landowners, the general public and wider stakeholder community to improve understanding of geothermal energy.
- Identify sources of funds and expertise necessary to deliver the project. Secure funding and administrate donor finance.
- Ensure all relevant permits necessary to facilitate drilling are identified and work with Government Departments and Statutory Bodies to ensure timely award. This includes completing Environmental and Social Impact Assessments to international standards as required by international funders.
- In collaboration with funders, the Ministry of Finance, Ministry of Works et al and the NAWASA, support the procurement of services to upgrade infrastructure, access water for drilling and contract drilling services such that the drilling of exploration wells can be successfully and safely completed.
- Undertake monitoring and reporting as required.
- Support the testing of geothermal wells, publication of results and development of approaches to take the project forward.

### **3. GEOTHERMAL ENERGY PROJECT COORDINATOR'S KEY RESPONSIBILITIES**

The Geothermal Energy Project Coordinator (GE PC) will be responsible for the overall management of the Government's exploration drilling campaign including costs, schedules and resources. He/ She will work closely with relevant Government agencies, international funders, technical specialists and legal experts to achieve this.

The GE PC will be responsible for the following tasks and activities:

#### **A. Coordinate Government Contributions**

The Government will be required to support the project through the provision of certain services, regulatory approvals and physical works. The GE PC will be the focal point for internal and external communication regarding geothermal energy within the Government. The GE PC will be required to:

- Establish and Chair a working group comprised of key Government Ministries to identify and deliver on Government contributions.
- Liaise with statutory and non-statutory bodies with responsibility for enablers of the project (i.e. NAWASA, Grenada Ports Authority, etc).
- Develop and implement a communication and stakeholder engagement strategy to increase government and public awareness of the benefits and limitations of geothermal energy. This should relate to international funders requirements for Environmental and Social Impact Assessments and associated management plans.
- Identify sources of technical and financial assistance which may be available from the international community. Prepare applications for such assistance in collaboration with the Director of Economic and Technical Cooperation, and the Energy Division.
- Work with the Ministry of Works and other Ministries to understand timelines for implementation of physical works and to ensure budgets are allocated for these works.

#### **B. Coordination Preparation and Implementation of the Drilling Programme**

- Coordinate a detailed project implementation plan for the exploration drilling campaign (including infrastructure requirements) by working with local and international technical experts to identify the scope of works, budget requirements and implementation schedule.
- Develop annual work plans with budgets to inform the procurement requirements for the project. This should include terms of references and technical specifications.
- In line with donor and Government requirements, develop a transparent, robust process for the tendering, evaluation and award of contracts.
- Assist in the preparation of tender documents, negotiations and procurement of services for the execution of infrastructure works, exploration drilling and associated administration.

- Assist with the awarding and facilitate execution of an Environmental and Social Impact Assessment(s).
- Ensure activities are in compliance with relevant local and international legislation, with a particular focus on health and safety of working environments and execution of activities.

### **C. Monitoring and Reporting**

- The GE PC will submit to the Permanent Secretary monthly Progress Reports on the status of tasks undertaken.
- Progress Reports will be provided to the Working Group and funders.
- Monitor costs, schedules and resources and alert relevant agencies of any risks to the project.
- Supervise and oversee the work of Consultants and Contractors hired. Approve payments against contractual milestones.
- Advise the Ministry of Finance and Energy on key actions to be taken based on the results / outcome of drilling activities.
- Provide input into the revision and drafting of legal and regulatory amendments required for the achievement of the geothermal development.
- Carry out any other relevant activities as required to support the successful completion of exploration drilling in Grenada.

## **4. DURATION OF THE ASSIGNMENT**

The assignment is on a full time basis and the duration is for an initial term of two (2) years, renewable each year by mutual consent and subject to annual performance review and availability of funding.

## **5. QUALIFICATIONS & EXPERIENCE**

### Essential requirements

The successful candidate must have:

- i. A Master's degree or post graduate qualification in a relevant field such as Geothermal Energy, Engineering (civil, mechanical, electrical) or Project Management with 5 years' experience in management and implementation of energy or infrastructure projects.
- ii. OR a Bachelor's Degree or equivalent in a relevant field such as Engineering or Project Management with a minimum of 10 years' experience in management and implementation of energy or infrastructure projects.

- iii. Demonstrated knowledge of and experience with procurement of engineering services, management of consultancy contracts, and budgeting and reporting.
- iv. Experience working with procedures and operations of multilateral development banks and/or bilateral agencies.
- v. Excellent interpersonal skills and ability to work across a wide range of stakeholders.
- vi. A national of CDB or IDB member countries.

#### Desirable attributes

The following are considered assets for this position:

- i. Experience in managing the front-end planning and execution of a power project; direct experience in geothermal drilling is preferred.
- ii. Experience in overseeing Environmental and Social Impact Assessments and integrating results into project decisions.
- iii. Experience working with Caribbean Governments. Familiarity with the Government of Grenada is preferred.
- iv. Experience in managing the implementation of successful international development projects.
- v. Knowledge and experience with policy, regulatory, capacity, institutional and financing issues for geothermal energy.
- vi. Experience in coordination of technology transfer and capacity building.

#### Personal attributes:

- i. Fluent in written and spoken English
- ii. Demonstrated leadership and day-to-day supervision of a multidisciplinary and multinational team, including senior technical specialists
- iii. Proven ability to make timely and informed decisions under conditions of uncertainty
- iv. Excellent communication and negotiation skills to represent the Government in a professional manner using diplomatic capabilities in dealing with multiple stakeholders.

## **6. TO APPLY**

To ensure impartiality, the applicant (including her/his home office, if any) must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods or services to the project.

Interested eligible candidates must provide information indicating that they are qualified to perform the services and are invited to submit their Expression of Interest (EOI) which should consist of:

- (i) A signed Cover Letter that is no more than two pages (letter size) in length, and
- (ii) A Curriculum Vitae (CV): including employment records, description of similar assignments, experience in similar conditions, availability of appropriate skills, previous remunerations etc.

Deadline for submission of EOI, is **no later than 1600 hours (Grenada Time) February 28<sup>th</sup> 2017**, to the first address below, and copied simultaneously to CDB, at the second address below. An electronic version of EOI in PDF format, OR a hard copy version may be submitted. The submission should include the Consultant's name and address, and shall be clearly marked "**Expression of Interest – Consultant Geothermal Energy Project Coordinator**"

1. Ms. Kim Frederick  
Permanent Secretary  
Ministry of Finance & Energy  
Financial Complex  
The Carenage  
St. George's  
**GRENADA, W.I**

Tel: (473) 4358708  
Email: [financegrenada@financegrenada.com](mailto:financegrenada@financegrenada.com)

2. Procurement Officer  
Procurement Policy Unit  
Caribbean Development Bank  
P. O. Box 408  
Willey, St. Michael,  
BB11000  
**BARBADOS, W. I.**

Tel: (246) 431-1600  
Email: [procurement@caribank.org](mailto:procurement@caribank.org)