



TERMS OF REFERENCE

**Consultancy to Conduct a Training Needs Assessment of the
Renewable Energy Technology (RET) Suppliers and Installers
Market in St. Vincent and the Grenadines**

Table of Contents

BACKGROUND INFORMATION	1
Beneficiary Country	1
Contracting Authority	1
Relevant Country Background	1
Current State of Affairs in the Relevant Sector	1
Progress made in Reducing Barriers	2
Project Background	2
PURPOSE, OBJECTIVES AND EXPECTED RESULT	1
Objective of the Consultancy	2
SCOPE OF THE WORK	3
Specific Activities	3
LOGISTICS AND TIMING	4
Location	4
Performance Period	4
The services of the Consultant will be retained for a period of 1 week from the date of the signing the contract.....	4
PERSONNEL REQUIREMENTS	4
Qualifications and Experience	4
Lead Consultant.....	4
Other experts.....	4
FACILITIES TO BE PROVIDED BY THE CONSULTANT	4
EQUIPMENT	5
REPORTS	5
Reporting Requirements	5
SUBMISSION & APPROVAL OF PROGRESS REPORTS AND TRAINING MODULES	5
MONITORING AND EVALUATION	5
Definition of Indicators	5

BACKGROUND INFORMATION

Beneficiary Country

St. Vincent and the Grenadines

Contracting Authority

GEF/UNDP

Relevant Country Background

St. Vincent and the Grenadines (SVG) is a multi-island state comprising of the main island of St. Vincent and seven smaller inhabited islands as well as about 30 uninhabited islets constituting the Grenadines. The islands are home to a population of 110,000 people and cover a land area of 389 square kilometres. Apart from the main island of St. Vincent, other Grenadine islands with significant energy demands include Bequia, Union Island and Canouan. The country is almost completely dependent on imported petroleum products such as diesel (for transport and electricity generation), gasoline (for transport), kerosene (for cooking) and butane/LPG (for cooking and water heating).

Current State of Affairs in the Relevant Sector

From 2014 to 2016 there has been a downward trend in the cost of oil, with prices remaining below USD 50 per barrel the first and second quarters of 2016. In the Caribbean most electricity companies are allowed to pass on fluctuating cost to consumers in the form of a fuel surcharge. The import value of petroleum products and related products into SVG rose to over USD 68 million (EC\$ 186 million) in 2014; this represents an increase in expenditure of over USD 26 million (EC\$71 million) between 2010 and 2014. Despite the increased national expenditure on the importation of petroleum products consumers have been able to enjoy a decrease in prices at the pump which coincides with the decline in global oil prices. Gas prices at the pump fell from USD 5.09 (EC 13.81) per gallon in December of 2014 to USD 3.80 (EC \$10.30) in December 2015.

Despite global reductions in the cost of petroleum based products fuel costs in SVG remains relatively high. This may be due to factors such as a high dependence on imported fossil fuels, 80 per cent of SVG's installed generation capacity is based on diesel with the other 20 percent generated from hydro. Renewable Energy technologies present a viable alternative to reducing the dependence on imported petroleum products but they are however being underutilised.

Growth in the RE market in SVG has been relatively slow in the past years. In addition to the legislative/policy, market and financial barriers which curtail the growth of the sector there is also lack of technical capacity among policy makers, local entrepreneurs, tradespersons and the general public to support RE development. Currently, much of the technical support for RE development in SVG is being sourced externally, it is therefore imperative that the capacity of locals be bolstered in order to support expansion of the RE market.

Progress made in Reducing Barriers

To improve the energy security of SVG, the GoSVG issued its National Energy Policy (NEP) in 2009 and National Energy Action Plan (NEAP) in 2010 that identifies specific strategies in Section 4.3 to develop renewable energy as a means to reduce the country's dependence on imported fossil fuels for electricity generation. This includes actions to scale-up development of geothermal, hydropower, wind energy, biomass and waste-to-energy, solar electricity and solar thermal. Additionally, the NEAP identifies actions to be taken to deploy de-centralized renewable energy applications for the Grenadine Islands as well as buildings and households that have costly connections to the grid. These actions result in benefits to local air quality and public health through the reduction of harmful atmospheric air pollutants from burning of fuels.

The NEAP also specifically identifies actions for capacity building and institutional strengthening. These are intended to create a cadre of in-house professionals, who are able to provide technical oversight on RE project development.

Project Background

The government of St Vincent and the Grenadines has received funding from the Global Environmental Facility (GEF) to support its climate change mitigation thrust. The UNDP is implementing a medium size project entitled "Promoting Access to Clean Energy Services in St. Vincent and the Grenadines (PACES)" on behalf of the government.

The Project will seek to reduce GHG emissions from fossil fuel-based power generation by exploiting the renewable energy resources for electricity generation in St. Vincent and the Grenadines (SVG). It will promote clean energy decentralized electricity solutions in SVG, from unutilised Renewable Energy (RE) resources including inter alia, hydropower, wind, and solar. It is envisaged that through the project activities there will be a greater share of RE in the islands' energy mix by (i) the strengthening of the country's clean energy policy framework including the streamlining of processes for RE investment approvals; (ii) increasing the capacities of appropriate institutions and individuals to support clean energy developments in SVG; and (iii) mobilizing investments for RE demonstration projects utilizing solar resources for electricity generation.

PURPOSE, OBJECTIVES AND EXPECTED RESULT

Objective of the Consultancy

The objective is to conduct a technical (installers – system components, design, sizing, etc.) and functional (suppliers - business process, interfacing with clients) training needs assessment within the Renewable Energy Technology (RET) suppliers and installers market in St. Vincent and the Grenadines and propose a suitable training plan to address the capacity gaps identified.

Deliverables to be achieved by the Consultant

The Consultant will be responsible for the following outputs:

- An approved Inception report detailing the methodology/approach and workplan/schedule to be used to conduct the training needs assessment submitted within two weeks (14 days) of the signing of the contract.
- A draft report including;
 - the result of the capacity gap assessment
 - a suitable training plan to address the gaps identified and recommendations to strengthen the capacity of RET suppliers and installers
- A final training needs assessment report which incorporates feedback from the review of the draft report by

SCOPE OF THE WORK

The Consultant will work within the framework of the objectives to be achieved. The activities that are established as part of the work programme and the deliverables must be accomplished.

Specific Activities

The Consultant will be required to undertake the following activities to fulfil his/her obligations under the contract:

- Participate in a briefing meeting with the PACES project team.
- The consultant is required to develop/adopt an appropriate methodology to conduct the assessment. Tools which may be utilised are interviews, self-assessment surveys, SWOT analysis. Before the selected tools are administered they must be reviewed by the project team.
- Administer tool(s) for assessing capacity needs, collect and manage the data and develop evidence bases to inform supporting and track the corrective actions within the training plan and recommendations made.
- Analyse the data collected and develop a draft training needs assessment report and training plan
- Finalise the draft document incorporating feedback from stakeholders on the draft training needs assessment report and training plan

RESPONSIBLE BODY

The Consultant shall report to the Project Officer of the PACES project within the Energy Unit of the Ministry of National Security, Air and Sea Port Development.

LOGISTICS AND TIMING

Location

The Consultant will be located at the usual place where he/she conducts business. He/She will be required to make him/herself present in St. Vincent and the Grenadines for the activities necessary to complete the consultancy.

Performance Period

The services of the Consultant will be retained for a period of two months from the date of the signing the contract.

PERSONNEL REQUIREMENTS

Qualifications and Experience

Lead Consultant

Candidate must possess at least:

- A Bachelor's degree in Human Resources Management, Training and Development, or a related field from a recognised University.
- Candidate must have at least five (5) years of experience conducting personnel training, with three (3) of those in the renewable energy or energy efficiency sector.
- Candidate must provide proof of experience, (summary of training needs assessments conducted, training exercises conducted, training materials developed, and other supporting evidence of relevant qualifications and experience)
- Candidates should be fluent in the English Language with excellent analytical and communication skills. He/she must be computer proficient in MS Office Suite.
- Experience working with donor and governmental agencies within the Caribbean Region would be an asset

Other experts

CVs for experts other than the key experts should not be submitted in the tender. The Consultant shall select and hire other experts as required according to his needs. The selection procedures used by the Consultant to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

FACILITIES TO BE PROVIDED BY THE CONSULTANT

The consultant shall provide all the facilities that he/she requires to develop the course training modules. Facilities will be provided by the PACES Project for the delivery of workshop.

EQUIPMENT

No equipment is to be purchased on behalf of the Contracting Authority / beneficiary country as part of this service contract or transferred to the Contracting Authority / beneficiary country at the end of this contract.

REPORTS

Reporting Requirements

The Consultant shall submit to the Project Officer, one original report and one other copy along with an electronic file copy of all reports/modules generated from this consultancy, including but not limited to, Inception Report, Final report and data files. The Project Officer will be responsible for the approval of these documents.

SUBMISSION & APPROVAL OF PROGRESS REPORTS AND TRAINING MODULES

- i. The Consultant shall submit to the Client any additional report(s) that may be reasonably requested in connection with the progress of the elements of the Project for which the Consultant has responsibility as outlined in the Terms of Reference.
- ii. All reports shall be deemed to be accepted by the Client if the Client does not provide the Consultant within fourteen (14) days from the date of receipt of reports, with written notice specifying in detail, recommended changes or corrections or deficiencies in the quality of the report. The Consultant, on receipt of such written notice, shall thereupon promptly make any necessary corrections, amendments and/or adjustments to the reports which, shall be resubmitted to the Client for its approval.

MONITORING AND EVALUATION

Definition of Indicators

The indicators against which the Consultant will be evaluated on with respect to his/her performance include:

- i. Compliance with the schedule for the submission of reports on the outputs of the project.
- ii. Quality and comprehensiveness of the training needs assessment and training plan developed and delivery of the training course

Adherence to established professional standards in clarity of thought, knowledge of the subject, vision, etc.

TAXATION

All **non-nationals** of St. Vincent and the Grenadines are required to pay a 20% Withholding Tax for all services rendered in the country in accordance with the Third Schedule of the

Income Tax Act of St. Vincent and the Grenadines. The “Agreement Among The Governments Of The Member States Of The Caribbean Community For The Avoidance Of Double Taxation And The Prevention Of Fiscal Evasion With Respect To Taxes On Income, Profits Or Gains And Capital Gains And For The Encouragement Of Regional Trade And Investment” is applicable to CARICOM nationals as a safeguard against double taxation. Refer to the documents cited for further information.

For further information contact the **Energy Unit of the Government of St. Vincent and the Grenadines at the Corner of Higginson and Lower Middle Street, Kingstown, St. Vincent**
Telephone: 1 784 451-2338. Email: leshan.monrose@undp.org / dandre.jackson@undp.org

Proposals are to be submitted electronically to: leshan.monrose@undp.org and dandre.jackson@undp.org

Deadline for the submission of proposals: August 21, 2017