



Caribbean Community Climate Change Centre

2nd Floor Lawrence Nicholas Building
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POSITION OPENINGS: BELIZE & SAINT LUCIA NATIONAL ESD PROJECT COORDINATOR/CONSULTANT (NC)

Recruiter:	Caribbean Community Climate Change Centre
Posted:	1 December 2014
Closes:	31 December 2014
Sector:	Energy and Finance
Profession:	Consultant
Locations:	
BELIZE:	Ministry of Energy, Science & Technology and Public Utilities (MESTPU), Belmopan
SAINT LUCIA:	Ministry of Sustainable Development, Energy, Science and Technology (MSDEST), Castries

1. Introduction

The Energy for Sustainable Development in the Caribbean Buildings Project ("ESD Project") is aimed at reducing the growth of energy demand in five Caribbean countries through increasing the efficiency of energy use in buildings, increased use of energy conservation and promoting the increased use of renewable energy resources.

The overall regional project consists of five (5) national components whose outputs are expected to make a significant contribution to improved use of electrical energy in these countries and provide examples of best practices across the region. It consists of various interventions whose outputs will contribute to increasing the markets, addressing financing barriers, and increasing awareness and building capacity.

The project is expected to bring about in the five Caribbean countries: (1) Increased number of successful commercial applications of energy efficiency and conservation in buildings; (2) Expanded market for renewable energy technology (RET) applications for power generation and productive uses; (3) Enhanced institutional capacity to design, implement and monitor energy projects for sustainable development; (4) Availability and accessibility of financing energy efficiency and conservation and renewable energy (RE) projects, and; (5) Increased awareness and knowledge on sustainable energy among key stakeholders. ESD is a 4-year project financed by the Global Environmental Facility (GEF), with the United Nations Environment Programme (UNEP) as the implementing agency, and executed by the Caribbean Community Climate Change Centre (5CS).

The Energy for Sustainable Development in the Caribbean Buildings Project is the first attempt to develop a regional project to address the inefficient use of energy in buildings in Caribbean Island Countries (CICs).

Goals and Objectives of the Project

The overarching goal is to develop and implement measures for promoting sustainable energy development within the buildings sector and to reduce greenhouse gas (GHG) emissions and make the energy sector more efficient and increase the use of renewable energy in five (5) pilot countries: **Antigua and Barbuda, Belize, Grenada, Saint Lucia and Saint Vincent and the Grenadines**. It is projected that an emissions intensity reduction of 20 percent of GHG emissions will be achieved in the buildings under



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the project. Indirect impact following the project completion is expected to scale up to the entire buildings sector in due course in these countries as a result of the standards, codes, policy and legislature, and capacity built that will result from successful implementation.

The project consists of various interventions whose outputs will contribute to increasing the markets, addressing financing barriers, and increasing awareness and building capacity. In order to maximize the capacity building impact of the project, each participating country will take the lead in one topic area: (1) Antigua & Barbuda: Public Relations; (2) Belize: ESCO guidelines; (3) Grenada: Monitoring Health, Well-being – surveys, guidelines on improvements; (4) St. Lucia: energy efficient lighting; (5) St. Vincent and the Grenadines: energy efficient equipment standards and building codes. The project has seven components as listed in Table 1.

Table 1: Project Components and Description

Component	Description
Component 1	Establish an Assessment and Monitoring System for Energy Efficiency and Renewable Energy in Buildings
Component 2	Strengthening of National Capacity for Energy Efficiency and Renewable Energy
Component 3	Appropriate Financial and Market-based Mechanisms that Support Energy Efficiency
Component 4	Demonstration Program for Sustainable Energy
Component 5	Regulatory Framework to Promote Energy Efficient Buildings, Equipment, and Appliances
Component 6	Regional Public Awareness, Knowledge Management and Sharing, Replication Strategy, and Regional Reporting
Component 7	Project Management

2. Duties and Responsibilities

The ESD Project National Coordinator/Consultant (NC) will be contracted by the National Executing Agency and hosted in a designated agency, as agreed to by the National Steering Committee (NSC). This position will be funded by the ESD Project under the various activity lines that are to be implemented by the country. Under the direction of the National Steering Committee (NSC) and the Project Technical Coordinator (PTC), the NC shall carry out the following tasks that would be assigned, based on the National Project Document which includes the project budget, and procurement and work plans (attached as Annex 1):

- Serve as the technical focal point for the national level activities of the ESD Project within the designated government agency;
- Responsible for the day-to-day management and implementation of all national project activities;
- Responsible for the formulation and preparation of annual and quarterly work plans and budgets;
- Ensure the achievement of project objectives in accordance with the UNEP Project Document and the country-specific annual and quarterly work plans;
- Assume overall responsibility for all the reporting obligations of the project to the designated host government agency, the NSC and PTC/5CS, including annual work plans and budgets, quarterly progress and financial reports.
- Ensure an effective coordination of all ESD Project activities with all national project partners, particularly those who are implementing and/or funding co-financed activities in the country.
- Coordinate and monitor the national activities described in the work plans.
- Responsible for all project consultation meetings including a national Inception Phase Meeting and meetings of the country team.

- Serve as the national representative to the annual meetings of the ESD Project Regional Coordination Committee.
- Manage all necessary nationally-managed contracts and consultancies in the project, including reviewing consultancy reports.
- Ensure regular and timely receipt of progress reports on the various parallel funded activities of the project at the national level.
- Coordinate in-country studies and activities.
- Provide guidance to contractors and consultants.
- Facilitate liaison and networking between and among the National Steering Committee.
- Foster and establish strong links with all national co-financing activities.
- Assume responsibility for the widespread dissemination of ESD Project best practices and experiences as well as highlighting GEF's and UNEP's roles in the project.
- Ensure that the national level ESD Project activities are consistent with national policies and strategies.

3. Deliverables

The NC is responsible for the submission of the following deliverables, among others:

- (a) Quarterly Project Progress Reports, and where required, financial reports;
- (b) National meeting and training workshop reports;
- (c) Reports on all nationally-managed project studies and consultancies, and;
- (d) Progress reports on the various parallel funded activities of the project at the national level.

4. Qualifications & Experience

The National Coordinator/Consultant shall have the following basic required qualifications and expertise:

- A university degree or equivalent in energy, engineering or a related field;
- At least 5 years of project management/coordination experience;
- Proven track record of project management/coordination experience with GEF- and UNEP-funded projects or similar national projects;
- Ability to coordinate the work of consultants/sub-contractors;
- Proven ability to work as part of an interdisciplinary team;
- Ability to meet project deadlines;
- Practical experience with renewable energy projects/programmes;
- Excellent interpersonal skills, and;
- Excellent working knowledge of English.

5. Duration and Cost

The Consultant must be available immediately. The duration of the contract is for part-time, over a 12-month period, with renewal subject to successful evaluation. Remuneration will be negotiated based on experience.

Successful candidates for the position must exhibit substantial professional experience in the above mentioned working fields.

Qualified candidates should **send an email** expressing interest in the position (in less than 250 words), work references and a CV to ESDapplication@caribbeanclimate.bz.

Please state in the Subject line: "Application ESD Project NC"