

JAMAICA

ENERGY SECURITY AND EFFICIENCY ENHANCEMENT PROJECT P112780

TERMS OF REFERENCE – PROJECT MANAGER

1.0 BACKGROUND

Jamaica is the largest English speaking island in the Caribbean with a total area of 10,990 km² and a population of approximately 2.65 million. The mainstays of the economy are export agricultural products, including sugar and bananas; bauxite mining and alumina refining; and tourism.

With the rapid pace of globalization, a prerequisite for sustainable development is the creation of an enabling environment, which must facilitate increased domestic productive capacity and production of goods and services at the most competitive costs. The major factor that impacts the competitiveness of Jamaican businesses is the high cost of imported petroleum. Jamaica's immediate and long-term development strategy is based on the following:

- a. Restoring economic growth; particularly through the export earning industries of bauxite/alumina and tourism.
- b. Reducing the negative effect of high and fluctuating fuel oil prices and its concomitant high energy import bill.
- c. Redressing the fallout in foreign exchange earnings from the impact of the global recession and its negative effects on the balance of payments.

Given the existing global recession, the fallout on the economy in terms of the closures of some bauxite/alumina operations, as well as, the fall off in tourism earnings, the Government of Jamaica [GOJ] will have to move quickly to correct these problems. The single major initiative that can be implemented over the short to medium term to redress some of the negative macro-economic effects and deal with the problems of electricity and bauxite/alumina industry is fuel diversification.

Accordingly, the Ministry of Energy and Mining [MEM] engaged the International Development Partners to secure funding for implementing the National Energy Policy. One of the results of such engagement is that the GOJ negotiated a loan from the International Bank for Reconstruction and Development [IBRD], a development institution of the World Bank. The IBRD aims to reduce poverty in middle-income and creditworthy poorer countries by promoting sustainable development through loans, guarantees, risk management products, and analytical and advisory services.

The implementation of the Project is divided into three main components and in sub-components:

- Component 1:** Strengthening the Regulatory and Institutional Framework to Improve the Performance of the Energy Sector, Increase Private Sector Investment as well as to support the Transition to Cleaner Fuels
- Component 2:** Developing Jamaica's Energy Efficiency and Renewable Energy Potential
- Component 3:** Project Management, Monitoring and Evaluation

2.0 CONSULTANCY OBJECTIVE(S)

2.1 The Project Manager [PM] will work with the MEM's office, staff and other Implementing Partners to coordinate and supervise the activities to be executed within Components 1 through 3 and all sub-components.

3.0 CHARACTERISTICS OF THE CONSULTANCY

- 3.1 **Type of consultancy:** The work will be carried out by an individual consultant. The contract is a lump sum payment to be awarded on technical merit. Payments shall be made as established.
- 3.2 **Starting date and duration:** The contract duration will be for two years initially; and renewable for an additional two years if performance is deemed satisfactory.
- 3.3 **Place of work:** The work will be carried out in Jamaica housed within the MEM, Kingston - Jamaica.
- 3.4 **Reporting relationship:** The PM will report directly to the Senior Director – Energy Division, MEM.
- 3.5 **Qualifications:** The candidate must be a Jamaican national and have at minimum a Master's Degree in Energy (Energy Efficiency, Renewable energy or related subject), Engineering, Finance or Business Administration. The candidate will have at least two years experience in project management or similar activities, be dynamic and goal driven, have good inter-personal skills, strong verbal and written communication skills and have a proven track record of successful completion of assigned tasks. Sound knowledge of GOJ and World Bank procurement policies and procedures would be an advantage.

4.0 ACTIVITIES

4.1 The PM will perform the following duties:

- i. Prepare a plan of action for this project within 30 days after initiating the work. The plan should include the contracting method and chronogram of execution of all activities to be performed by the project.
- ii. Monitor and facilitate compliance with the implementation, legal, financial and technical requirements of the project.
- iii. Coordinate with the Procurement/Finance Officer and other Implementing Partners in all procurement activities to ensure timely implementation.
- iv. Undertake the monitoring and evaluation of performance indicators and outcomes against the targets of the project.
- v. Provide support [in the form of review and approval] of all documentation and processes, procurement management, financial management, etc of project staff and all Implementing Partners.
- vi. Review and prepare comments for all the reports/documentation prepared by project staff and other Implementing Partners.
- vii. Ensure effective communication between the MEM, project staff, Implementing Partners and all other stakeholders.
- viii. Prepare periodic reports [monthly, quarterly, annually, etc] in a timely manner and within specified scope.
- ix. In coordination with the MEM and other Implementing Partners, prepare the evaluation methods and final selection of consultancy, services, goods, etc.
- x. Review procurement plan and ensure updates of the plan are completed periodically.
- xi. Assist the MEM's Capacity Building efforts by providing and otherwise facilitate the continuous practical training of the MEM's representative in the management of projects.
- xii. Prepare monthly execution reports for the Bank and the MEM, specifying if the plan of action under i) is being fulfilled and if the Bank's disbursements are on schedule according to the chronogram of execution of the activities of this project.
- xiii. Oversee the preparation of financial statements of the non-project funds and inform the bank about reposition of funds.
- xiv. Prepare monthly performance reports of the activities performed by project staff and the execution of all activities of Implementing Partners. These reports will be reviewed/approved by the MEM before decisions are made.
- xv. Act as the liaison and daily contact person between the MEM, the Bank and other Implementing Partners in order to ensure fluid communication about the state of the execution of the project activities.

- xvi. Support the preparation of workshops, seminars and conferences prepared by the Bank and MEM as needed.

5.0 REPORTS / OUTPUTS

- 5.1 The consultant will prepare the following final reports:
 - i. Plan of action and chronogram of execution of project activities.
 - ii. TORs for consultants and project staff, as required.
 - iii. Monthly execution reports (including financial statements of the project funds)
 - iv. Monthly performance reports.
 - v. Quarterly Reports to the World Bank
 - vi. Annual Reports to the World Bank
 - vii. Final report of the execution of the project.

6.0 SCHEDULE OF PAYMENT

- 6.1 Payments for the consulting services will be specified in the Contract, using the concept of lump sum, and will be made as follows:
 - i. Monthly payments will be made according to contractual arrangements.

7.0 COORDINATION

The MEM will coordinate the review and approval of the documents prepared and reviewed by the project manager. The World Bank representatives will provide operational advice and logistics as needed.