



# **TERMS OF REFERENCE**

**AND**

# **SCOPE OF SERVICES**

# **DRIVER DISPATCHER**

# **GUYANA UTILITY SCALE SOLAR**

# **PHOTOVOLTAIC PROGRAM**

**(GUYSOL-GY-G1007)**

## I. BACKGROUND

### 1. General Justification and Objectives:

- 1.1. The Cooperative Republic of Guyana (CRoG) has an important opportunity to convert its abundance of natural resources into sustainable energy. During the past decade, the energy sector has been strategic, and the country has invested in infrastructure and studies that have contributed to its development.
- 1.2. The Inter-American Development Bank (IDB) Group Country Strategy (2017-2021) emphasizes the need for improving capacities for planning and governance to address the underlying constraints to growth with critical and transformational infrastructure. Transitioning towards a cleaner energy mix requires critical infrastructure investments to respond to a growing demand and improved capacities to address the challenges of the new scenario where Guyana becomes a regional oil and gas producer.
- 1.3. In this regard, the Governments of the Cooperative Republic of Guyana and Norway have agreed to implement the *“Guyana Utility Scale Solar Photovoltaic Program (GUYSOL)”*, which will contribute to the advancement of the decarbonization goals as part of the Low Carbon Development Strategy in accordance with the Norway-Guyana Agreement. The Program is aimed at deploying utility scale solar PV infrastructure to supply electricity to GPL operated grids and the isolated grid of Linden. The Inter-American Development Bank is administering the Program according to stipulations in the signed Administration Agreement between the Bank and the Norwegian Agency for Development Cooperation (NORAD).
- 1.4. The primary goal of the project is to invest in renewable energy solutions to meet the growing energy demand within the power generation sector while mitigating investments in carbon intensive technologies and displacing the use of more expensive and carbon intensive sources of energy. The intervention will, therefore, support the design and the execution of a Program, that with the use of such investment operation, will enable the development of utility scale solar photovoltaic (PV) plants. The program will be comprised of investments in solar PV generation with storage capacity by adding: a) approximately 10MWp of generation capacity to the Demerara-Berbice Interconnected System (DBIS) at Berbice, b) approximately 8MWp in the Essequibo Coast Isolated System, and c) approximately 15MWp in the Linden Isolated System.
- 1.5. The Executing Agency (EA) is the Guyana Power and Light, Inc. (GPL). For the effective implementation of the Program, GPL will establish a Program Execution Unit

(PEU) which will be responsible for carrying out all the operational and fiduciary, financial management and procurement obligations necessary for execution of the Program. The PEU will be operational for the duration of the Program and will be headed by a Program Coordinator and supported by the following technical and administrative staff comprising of a PV Specialist; (4no.) Project Engineers; an Environmental Management Specialist; a Social Management Specialist; a Monitoring, Evaluation and Communication Officer; a Procurement Specialist; a Finance Comptroller; a Financial Assistant; a Driver/Dispatcher; and an Executive Assistant.

- 1.6. To this end, the GPL through its PEU, is looking for a suitable candidate to offer support as the Driver/Dispatcher within the PEU Office.

## **2. Objective of the Position.**

- 2.1. The objective of the Driver/Dispatcher is to provide driving and documents dispatch services for the PEU, in a safe and responsible manner with the use of the company's vehicle.

## **3. Scope of Services**

- 3.1. The Driver/Dispatcher will be assigned to the Program Execution Unit and will be responsible for the following duties:
  1. Drive the company's vehicle and keep up to date records of mileage.
  2. Carry out routine checks each morning to ensure that the assigned vehicle has adequate water, oil, and correct tyre pressure.
  3. Report promptly to the functional supervisor any noticeable defects.
  4. Carry out all transportation runs that are authorized by functional supervisors.
  5. Drive the company's vehicle in a safe and responsible manner, taking due regard for all Traffic Laws.
  6. Fuel the assigned vehicle in a timely manner
  7. Keep the vehicle (inner and outer) in a clean and tidy manner.
  8. Report all incidents and accidents immediately and submit a written report within

twenty-four (24) hours of the occurrence.

9. Maintain defensive driving

3.2. The individual is expected to possess the following Core competencies:

1. Possess excellent capability in the execution of driving company vehicles.
2. The ability to work collaboratively in a small, multi-disciplinary team is essential.
3. Responds readily to changing priorities and circumstances (e.g. work locations, duration, environment)
4. Applies acquired knowledge quickly and appropriately on the job.
5. Ability to communicate effectively (in English both orally and written).
6. Actively listens and seeks to understand by getting the facts and pertinent information.
7. Proactively thinks about his/her safety and the safety of others.

**4. Characteristics of the Assignment:**

a) Duties will be performed by an Individual

b) Qualifications and Experience: Applicant must be the holder of a valid driver's license and have at least three (3) CSEC subjects or a Sound Secondary Education, with a minimum four (4) years' experience as a driver. Applicants certified in motor vehicle repairs would be considered an asset.

c) Duration: Duties are to be performed over a period of 12 consecutive months (renewable for an additional 4 years).

Allowance is included for twenty working days [20] annual leave, and observation of national holidays of Guyana.

d) Hours of Work: The regular hours of work shall be 08:00hrs to 16:30hrs Monday to Friday, with a daily luncheon interval of one (1) hour, whenever taken but usually 12:00 to 13:00hrs. When required, the individual is expected to work outside the normal

hours of work, without additional compensation, in order to get the job done.

e) Place of Work: Program Execution Unit, GPL, Georgetown.

f) Eligibility: The individual must be from a recognized Bank Member country.

g) Language: All communication and report logs will be done in English.

## **5. Deliverables**

The Driver/Dispatcher will complete the following:

- a) Present weekly to the functional supervisor, the Vehicle Logs, outlining a record of mileage undertaken for review and approval.
- b) Vehicle Maintenance Log, outlining a record of parts repaired and/or changed on the vehicle, dates vehicle washed and any other matters that occurred during the reporting period.

## **6. Remuneration/Payment Schedule**

The payment schedule will be done monthly against an invoice approved by the Program Coordinator, PEU. The payment amount will be agreed with GPL and the Driver/Dispatcher commensurable with his/her qualifications and experience. No reimbursements will be provided.

## **7. Coordination**

The Driver/Dispatcher will report to the Executive Assistant and shall work in close coordination with the staff of the PEU and GPL.