



**GY-L1066: Energy Matrix Diversification and Institutional Strengthening of the
Department of Energy (EMISDE)**

GUYANA

TERMS OF REFERENCE

MONITORING ASSISTANT

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. The current Green State Development Strategy (GSDS), presents an energy sector that is transitioning to cleaner and greener solutions, a more diversified electricity generation mix and an optimal utilization of indigenous natural resources.
- 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 needed to respond to the GSDS. 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. The CRoG has agreed with the IDB to a Program for the Energy Matrix Diversification and Institutional Strengthening of the Department of Energy (GY-L1066) that has the objective to support Guyana's evolving energy sector by:(i) investing in sustainable/cleaner energy solutions to diversify the energy matrix in the Hinterland while contributing to climate change mitigation; (ii) investing in the reinforcement of transmission infrastructure to improve reliability and stability of the Demerara Berbice Interconnected System (DBIS); and (iii) developing and strengthening the Department of Energy (DE) to develop a regulatory framework and improve institutional capacity and governance of the Oil and Gas (O&G) sector.
- 1.4. To this end, the GPL is looking for suitable candidates to offer technical support as the Monitoring Assistant specifically for the following Component of the Loan:

1.5 Component 2: Reinforcement of Transmission Infrastructure:

1.5.1 This component will finance reinforcements of the GPL's Demerara Berbice Interconnected System with upgrade of the New Sophia substation; and rehabilitation of about 5 kilometers of associated transmission line. These investments will strengthen the reliability of the transmission system, reduce technical losses and facilitate the development of future generation (natural gas or RE).

2 OBJECTIVE

2.1 The objective of the Monitoring Assistant is to provide support to GPL-PCU in the implementation of Component II of the Program. The Monitoring Assistant will monitor and evaluate the activities of Component II of the project, using developed tool and procedures, to ensure the successful outcome of the project's objectives. In particular, the consultancy will provide support to the Program Coordinator (PC) which will serve to strengthen the Program Coordinating Unit in the effective execution of the Program.

3 SCOPE OF WORK

a) The Monitoring Assistant will be assigned to the Program Coordinating Unit and will be responsible for the development and deployment of an M&E plan. More specifically, the Monitoring Assistant's activities include, but are not limited to, the following:

1. Measuring, monitoring and evaluating of project activities;
2. Perform data collection, data analysis and data interpretation to support project evaluation;
3. Ensure consistency in objectives and using success indicators to deliver timely and relevant reports;
4. Develop operational arrangements to collect, analyze and report on project data;
5. Liaise with GPL-PCU staff to meet monitoring and evaluation requirements ensuring the achievement of the project objectives;
6. Conduct field visits in close coordination with the implementation stakeholders, local authorities and PC;
7. Evaluate the degree of performance, compliance with the Bank's environmental and social safeguards policies; and
8. Perform any other duties as assigned by the PC and CEO.

b) The individual is expected to possess the following core competencies:

1. Knowledge of Monitoring and Evaluation tools and procedures
2. The ability to work collaboratively in a small, multi-disciplinary team is essential

3. An attitude of anticipation of challenges and show initiative to resolve problems
4. A capability in using MS Project for project planning and monitoring
5. Ability to communicate effectively, both orally and in writing

4 CHARACTERISTICS OF THE CONSULTANCY:

a) Individual Consultancy

b) **Qualifications and Experience:** Education: Minimum of a Diploma in Business or a related field.

c) Experience: Minimum of 3 years of professional experience in the areas of Monitoring & Evaluation, Environmental studies, renewable energy or an equivalent combination of education and experience. Familiarity with MS Project and previous experience on a Donor-funded development project will be considered an asset.

d) **Duration:** Duties are to be performed over a period of 12 consecutive months, from [October 1, 2021] renewable.

e) **Hours of Work:** The regular hours of work shall be 08:00hrs to 17:00hrs 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.

f) **Place of Work:** Program Coordinating Unit, GPL's, Georgetown.

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

h) **Language:** All communication and reports will be done in English.

5 DELIVERABLES

The Monitoring Assistant will assist the PC in completing relevant sections of the following:

- a) Monthly Progress Reports presented by the PC, detailing the status of activities for the reporting period, challenges encountered and how they were addressed, and a plan of activities for the next month;
- b) Semi-Annual Reports presented by the PCU to the Bank: detailing activities conducted in accordance with set targets and progress reports, review of outputs of activities and summary of projected next steps

- c) Final Report: A final report at the end of execution of the contract to follow a pre-approved Bank format, including the progress of developments under the program, results achieved, lessons learned, conclusions reached and recommendations.

6. REMUNERATION/PAYMENT SCHEDULE

The payment schedule will be done monthly against a brief progress report approved by the Project Coordinator, PCU in an amount to be agreed between GPL and the consultant commensurable with his/her qualifications and experience. No reimbursements will be provided.

7. COORDINATION

The Monitoring Assistant will report to the Project Coordinator and shall work in close coordination with the staff of the PCU and GPL.