

**TERMS OF REFERENCE
PROJECT MANAGER**

**GOVERNMENT OF SAINT LUCIA
CARIBBEAN EFFICIENT AND GREEN-ENERGY BUILDINGS PROJECT
(P179519)**

1. BACKGROUND

Saint Lucia has a population of about 180,000 and a Gross Domestic Product (GDP) of US\$1.19 billion. The country's economic growth and development are primarily driven by the success of its tourism industry and associated activities. Saint Lucia depends mainly on the importation of petroleum products to satisfy its commercial and domestic energy requirements. Seventy-five percent of the diesel oil consumed in the economic sectors is utilized for producing electricity by the Saint Lucia Electricity Services Limited (LUCELEC). Consequently, energy security including the dependence on diesel oil in the power sector remains a matter of concern. The cost of electricity in Saint Lucia is affected by the volatility of the international oil market. Sequentially, this affects not only Saint Lucia's regional and international economic competitiveness but also creates negative implications on the socio-economic status of the citizenry.

Given these challenges, the Government of Saint Lucia (GOSL) has secured funding through the World Bank to pursue the Caribbean Efficient and Green-Energy Buildings Project (CEGEB). The development objective of the CEGEB is to save energy in public buildings and increase building-level renewable energy in public buildings in participating Caribbean countries.

2. PROJECT DESCRIPTION

The CEGEB will be implemented between November 2024 and June 2030 and consists of 3 components:

Component 1: Investment in EE measures and DRE systems for Saint Lucia's public sector. This subcomponent will support (a) investments for selected public buildings in EE retrofits and DRE systems, (b) investment in EE measures and RE system in public facilities including Saint Lucia Water and Sewerage Company Inc. (WASCO) and (c) investment and technical assistance to assist the Saint Lucia power utility integrate and manage DPV systems connected to the grid, including: distribution grid upgrade, battery storage installation, capacity-building and the development of modern energy-management solutions and systems.

Component 2: Regulatory Framework Development. This component will provide technical assistance to the participating countries and the OECS Commission for a set of activities to develop and strengthen the national and regional regulatory frameworks for scaling up investments in EE and RE. Support will be provided also at the regional level, for the harmonization, standardization, and development of tools and protocols to facilitate EE and DRE market expansion.

Component 3: Project Implementation Support, Pipeline Development, and Capacity-Building. This component has four main activities. First, it will finance subproject development, implementation, monitoring, verification, and certification costs. Second, it will support strengthening the capabilities of national project implementation units (PIUs), as well as the regional PIU at the OECS Commission, in project management, implementation, monitoring and evaluation. The regional PIU will assist in building capacity of participating regional institutions and conducting regional knowledge-sharing events, including in EE and RE investment planning and implementation. Third, the component will

assist in building investment pipelines in the region for the next project in the SoP. Fourth, it will include a program designed to raise the level of female employment as technical staff in Guyana's energy sector, providing financial incentives to study engineering or other subjects, undertake internships or other programs relevant to preparation for these jobs.

3. INSTITUTIONAL ARRANGEMENTS

To implement the CEGEB project, the Government of Saint Lucia (GOSL) has established a Project Implementation Unit (PIU) within the Ministry of Physical Development and Public Utilities (MPDPU, the "Implementing Agency"). The PIU provides overall project management and technical inputs on behalf of the GOSL and is responsible for financial management, communications and safeguards, monitoring, reporting and evaluation.

The PIU is headed by a Project Manager who reports directly to the Permanent Secretary of MPDPU. The PIU also comprises of an Energy Efficiency Officer (EEO), Renewable Energy Officer (REO), Monitoring and Evaluation Officer (MEO), Procurement Analyst (PA), Financial Management Officer (FMO), Environmental Specialist, Social Specialist, a Communication Officer and a Community Liaison Officer (CLO).

4. KEY RESPONSIBILITIES

The Project Manager will be responsible for ensuring that the Project's objectives are achieved as per the Project Operations Manual and Annual Work Plan, its duties/responsibilities include, but are not limited to:

Project Management (Planning and Execution)

- Managing the CEGEB Project Officers within the National Project Implementation Unit (National PIU) and overseeing the overall project implementation progress
- Overseeing the administration and performance of consultancy, supply, installation and works contracts, including monitoring deliverables, timelines, variations, claims, acceptance processes and payment milestones.
- Supporting regional coordination with the Regional PIU at the OECSC and the National PIUs in Grenada and Guyana, including participation at regular coordination meetings, CEGEB TAC and CEGEB RSC platforms, associated technical working groups, regional reporting activities, and knowledge-sharing initiatives.
- Coordinating and facilitating all communication between the MIPTPDUR, the WB and other stakeholders as needed
- Prepare and approve each batch of buildings for walk-through audits, Investment Grade Audits and Design, Supply and Installation contracts.
- Preparing project implementation, procurement plans, and annual work plans and budgets, in conjunction with other National PIU staff, and presenting them for no objection by the WB
- Establishing a data management system for the Project, including development of public buildings database and reporting formats.
- Review and approve Provisional Acceptance Reports, Final Acceptance Reports, Commissioning Plans, Preliminary Commissioning Reports, Final Commissioning Reports
- Regularly updating the Permanent Secretary, the National Coordinating Committee and the WB on the project implementation progress and relevant issues.

- Monitoring and supervising the performance of the National PIU staff and ensuring the effective delivery of programming and administrative support to the project implementation;
- Ensuring that all files under the project are maintained in a complete manner and organized in an easily retrievable filing system for project records, and retaining those records as required by the WB and MIPTPDUR
- Leading the preparations for implementation support missions, a midterm review, a final review and other missions and ensuring the timely dissemination of results and implementation of follow-up actions
- Communicating the project objectives and achievements to the public, media, policy makers and other stakeholders and effectively promoting the project visibility;
- Ensuring compliance with the Environmental and Social Commitment Plan (ESCP), applicable Environmental and Social Standards (ESSs), stakeholder engagement requirements, grievance redress mechanisms, and all relevant environmental and social instruments, while guiding National PIU staff in their implementation.
- Promoting gender equality, social inclusion, and stakeholder participation throughout project implementation, and supporting the achievement of project gender-related indicators and commitments.
- Performing any other tasks as reasonably required by the Project.

Fiduciary Oversight (Financial Management and Procurement)

- Ensuring that the annual budget and disbursement plans for the project are prepared and approved in a timely matter, and planned vs. actual variance analyses are regularly conducted
- Working closely with Financial Management Officer, the PM will ensure the production of timely and accurate Interim Financial Reports (IFRs) in accordance with the Disbursement Letter and POM, and guidance from the World Bank FM specialist supporting the project.
- Preparing Terms of Reference (TOR) for consultants, in collaboration with technical staff, and reviewing for quality control prior to submitting for WB review and no objection; where relevant, the TORs shall include responsibilities related to applicable environment and social standards.
- Ensuring procurement plans include all necessary inputs for timely implementation of project activities, through close collaboration with the Procurement Officer and Technical Officers. The PM is responsible for delivery and oversight of the procurement plan to support the achievement of project objectives

Monitoring, Evaluation and Reporting

- Overseeing monitoring and evaluation of the project implementation progress;
- Coordinating inputs for and ensuring the quality of bi-annual Project Progress Reports; and ensuring compliance with all other Project reporting requirements for the MIPTPDUR and the WB
- Preparing bi-annual Project Progress Reports as required, in collaboration with other National PIU staff, to provide an update on implementation progress, project indicators, issues, and action plans. This includes identifying potential implementation risks in achieving the Project Development Objectives (PDO), and proactively proposing potential solutions
- Ensuring the accuracy, reliability, quality and timely reporting of project performance data and indicators.
- Ensuring that the timeline for the execution of each component is on track for achieving the Project Development Objectives (PDO)
- Coordinating and supporting the National PIU staff and other stakeholders involved in the project implementation in the proper monitoring and evaluation of project activities;

- Cooperating with beneficiaries and stakeholders to ensure high quality deliverables and project monitoring;
- Properly filing and maintaining all Monitoring & Evaluation (M&E) documents

5. DURATION

The Project Manager will be engaged on a full-time basis and is expected to commence service by October 2026. The contract duration will be two years, including a 6-month probation period, renewable annually until the project's closing.

6. REPORTING

The Project Manager will report to and work under the direct supervision of the Permanent Secretary of MPDPU.

7. TERMS AND CONDITIONS

- The Ministry will provide the Project Manager with access to office space, office equipment including computer, access to printing and photocopying and all necessary software required for discharge of duties.
- The Project Manager will be required to sign a code of conduct preventing abuse, exploitation, and harassment;
- The nature of the position is such that some of the work may be performed outside normal work hours especially for consultations at the sub-project sites; and
- No medical, gratuity or other benefits are deductible or payable;

8. QUALIFICATIONS AND EXPERIENCE

The Project Manager is expected to meet the following requirements:

- Have at least Professional Project Management certification (PMP), a MSc in project management, economics, engineering, business management or equivalent from a recognized university
- Minimum 5 years of direct relevant professional experience in the energy sector investment.
- Demonstrated experience in the implementation or management of Energy Efficiency, Renewable Energy in buildings-
- Experience managing construction, rehabilitation, design-build, or infrastructure contracts would be an asset. Experience implementing donor-funded projects, such as the World Bank, Caribbean Development Bank, United Nations, etc.
- Experience with implementing or monitoring environmental and social safeguards (desirable).
- Experience with or working knowledge of the implementation of financial management and procurement strategies in donor-funded projects (desirable).
- High professional and personal integrity; Track record of accountability including in complex project management situations involving multiple stakeholders.
- Strong leadership skills:
- Excellent communication and interpersonal skills;
- Ability to collaborate effectively with diverse stakeholders;
- Ability to work both independently and collaboratively in a team;
- Organizational skills and the ability to concurrently handle multiple assignments.

- Demonstrate outstanding ability to communicate Kwéyòl and in written and spoken English ;
- Be competent in the use of word processing software packages, including MS Office.