

Renewable Energy Sector Development Project

Terms of Reference

Project Technical Assistant

I. BACKGROUND

The Government of Saint Lucia (GOSL) has secured funding through the World Bank to implement the Renewable Energy Sector Development Project (RESDP). The development objective of the RESDP is to inform the GOSL on the viability of its geothermal resource for electricity generation and strengthen the enabling environment to scale-up clean energy investments with the private sector. The Project is being implemented by the Department of Infrastructure, Ports and Transport (DIPT) of the Ministry of Infrastructure, Ports, Transport, Physical Development and Urban Renewal via the Project Implementation Unit (PIU).

The RESDP is being implemented between July 2022 and December 2025 and consists of two components:

- **Component 1** - Includes a Exploration Drilling Programme comprising all activities related to geothermal exploration drilling to assess and estimate whether the resource is sufficient for development of a geothermal power plant.
- **Component 2** - Includes a Technical Assistance (TA) program aimed at: (i) increasing the GOSL's capacity to implement the Project (ii) strengthening Saint Lucia's regulatory framework for renewable energy integration and (iii) supporting a reduction in the employment gender gap in the energy sector.

To this end, the Department of Infrastructure Ports and Transport seeks to engage a suitably qualified individual to serve as **Project Technical Assistant** under the RESDP.

II. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to provide technical support to assist the DIPT with the implementation of the technical activities of the Project.

III. SCOPE OF SERVICES

The Project Technical Assistant will undertake the following tasks and duties:

- a. Assist the PIU with the implementation of activities under Components 1 and 2 of the Project;
- b. Provide technical services/support during project implementation including during civil works, well drilling, well logging, testing and completion;
- c. Document lessons learnt and best practices, (during project preparation, implementation and monitoring) of the RESDP;
- d. Work with other Agencies including the Energy Division on the technical aspects of the Project;
- e. Support with the appropriate filing and documentation of geothermal development data with the relevant agencies in the GOSL;

- f. Provide inputs to, feedback on, interpretation and analysis of geothermal drilling, resource assessment, technical reports and geothermal system conceptual model originating within the PIU and externally;
- g. Support with supervision of contracts;
- h. Support with preparation of technical components of reports and preparation of TORs;
- i. Provide critical feedback on technical components of drilling works contractor's reports, geothermal direct use report and other technical reports prepared during the project implementation;
- j. Provide support to the DIPT in the future development of a geothermal energy project;
- k. Assist with the planning of day-to-day project activities and implementation with project counterparts;
- l. Assist with the preparation of cost estimates for technical activities based on TORs;
- m. Develop and maintain good working relations with stakeholders, utility companies, Government Agencies and the local community;
- n. Assist with the evaluation of various procurement packages as required in accordance with Guidelines of the World Bank;
- o. Support and facilitate the preparation of laws and regulations for the integration of geothermal energy and other renewables into the energy supply mix;
- p. Support as required with the implementation of Environmental and Social Management Plans and Resettlement Action Plan mitigation measures;
- q. Carry out any other duties which may be assigned for Project effectiveness from time to time, by the Project Manager.

IV. WORK OUTPUT AND DELIVERABLES

The Project Technical Assistant will submit to the Project Manager monthly reports on tasks undertaken, achievements and challenges as specified in the Scope of Services of the TOR. The Project Technical Assistant will deliver the Scope of Services in a diligent and professional manner.

V. SUPERVISION REQUIREMENTS

The Project Technical Assistant will be directly supervised by the Project Manager of the PIU.

VI. DURATION OF THE ASSIGNMENT

The assignment is on a full-time basis and the term is for a period of twelve (12) months in the first instance. An opportunity will be provided for continuation of services under the RESDP depending on performance.

VII. CLIENT'S RESPONSIBILITY

The Client, the Department of Infrastructure Ports and Transport, will provide the Project Technical Assistant with office space, office equipment including computers and all necessary software required for the discharge of his/her duties.

VIII. QUALIFICATIONS AND EXPERIENCE

The Project Technical Assistant shall have the following qualifications, experience, skills and abilities:

- At least a Bachelor's degree in Engineering, or Natural Science, or an Applied Science;
- A minimum of 3 years' work experience in the field of Engineering, or Natural Science, or an Applied Science;
- Demonstrate working knowledge of Project Management.
- Demonstrate competency in analytical report writing skills;
- Demonstrate competency in oral and written communication skills;
- Demonstrate competency in analytical and problem-solving skills;
- Demonstrate ability to promote and manage effective working relations with stakeholders;
- Demonstrate excellent planning and time management skills;
- Be competent in the use of Microsoft Office suite applications;
- Training or educational background in geothermal energy would be an asset.