

	<b>Regional Universities Network (RUN) Coordinator</b>
Employer:	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) under the “Technical Assistance Programme for Sustainable Energy in the Caribbean (TAPSEC)” Barbados Office
Reports to:	Head of Project, AV Supervised by TAPSEC Capacity Development Expert
Deputy:	n.a.
Job Type and Duration:	1-year Full-Time Employment Contract, with a renewal option until 09/2021
Job Location:	CARICOM Secretariat Energy Unit- Georgetown Guyana
Salary level:	The salary level will be based on qualifications and experience
Interested should submit documentation up to <b>Monday, 4 November 2019</b> to the following address:	<a href="mailto:HRCaribbean@giz.de">HRCaribbean@giz.de</a> , please use the concept “ <b>Regional Universities Network Coordinator</b> ”
<b>Notes:</b>	We will only contact applicants who have been short listed.  <b><u>This post is only open to persons based in or resident in Guyana.</u></b>

## A. Context of this assignment

The Member States<sup>1</sup> of the Caribbean Forum (CARIFORUM) of the Economic Partnership Agreement with the European Union (EU) are mostly Small Island Developing States (SIDS). The countries, collectively, exhibit unique characteristics, including varying topographies, limited or absent natural resources, relatively small populations and fragmented energy markets with limited diversification in their supply. Consequently, CARIFORUM Member States share many common energy challenges, inter alia:

1. With the exception of Trinidad and Tobago, high dependence on imported fossil fuels to meet their energy demand.
2. High vulnerability to the effects of climate change.
3. Increasing electricity consumption and a widening demand-supply gap, especially in many urban areas.
4. Limited access to modern, reliable and affordable energy services in some countries, such as the rural areas in the Dominican Republic and Haiti, and hinterland regions of Guyana, Suriname and Belize.
5. Despite the abundance of options for solar, wind, hydro and geothermal power, low penetration of renewable energy into their energy systems.
6. High unexploited energy efficiency potential, with low energy efficiency in power generation, transmission, distribution, and end-use.
7. Power market structures that are under-regulated and lacking diversity on account of single vertically integrated utilities, with monopoly control over generation, transmission and distribution of electricity in a majority of the countries.

<sup>1</sup> Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, St Kitts and Nevis, St Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

8. Market failures for clean energy (renewable energy and energy efficiency) technologies within the region, owing to distortions within the markets that have not supported the enabling of an environment that is capable of supporting country level strategies on sustainable energy.
9. Lack of a quality infrastructure (codes, standards and regulations) for small renewable energy technologies (such as solar PV and SWH) and energy consuming devices (such as appliances and industrial equipment) in many countries.
10. Relatively high electricity prices that represent a burden for the economy on the whole, as well as eroding the competitiveness of the productive sectors and limiting the availability of disposable income for the domestic and public sectors in the region.

Based on the aforementioned, it becomes apparent that increasing sustainable energy production, delivery and use, through renewable energy applications and energy efficiency measures, can provide powerful opportunities for CARIFORUM Member States to reduce their fuel consumption and thus improve energy security, lessen dependence on imported fuels, reduce electricity prices, promote clean economic growth, and improve the quality of life for citizens. Critically too, it allows the region to take action toward the mitigation of greenhouse gas emissions and can provide a basis for improving the resilience of key sectors to the effects of climate change.

The Technical Assistance Programme for Sustainable Energy in the Caribbean (TAPSEC) is supporting CARIFORUM countries within the wider Caribbean-EU partnerships. The TAPSEC is directly related to **Focal Area 2** of the Caribbean Regional Indicative Programme (CRIP), which focuses on Climate Change, Disaster Management, Environment, and Sustainable Energy, and addresses the sustainable development of the countries. The overall objective of the TAPSEC is to support the implementation of the CARICOM Energy Policy (CEP) and the Caribbean Sustainable Energy Roadmap and Strategy (C-SERMS), as well as the various national policies and strategies on energy for CARIFORUM Member States (including the “National Energy Policy” and the sustainable energy strategy for the Dominican Republic).

The TAPSEC is jointly funded by the European Union (EU), under the 11<sup>th</sup> European Development Fund (EDF-11), and the German Federal Ministry of Economic Cooperation and Development (BMZ). The Programme is being implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ), with support from the Caribbean Community (CARICOM) Secretariat and the Ministry of Energy and Mines (MEM) of the Dominican Republic.

The main results that are to be delivered under the TAPSEC are: (i) The implementation of regulatory frameworks that enable renewable energy development and energy efficiency deployment; (ii) Improvements in the region's energy statistics and information management framework; (iii) The establishment of innovative financing mechanisms for renewable energy and energy efficiency projects, with attention, in particular, to their accessibility to local and regional project developers; and (iv) Improvements in the technical capacity within the key institutions and stakeholder groups, at the regional and national levels, operating within the sustainable energy sector in CARIFORUM.

The overall objective (impact) of the TAPSEC is:

- The access of all CARIFORUM citizens to modern, clean and reliable energy supplies at affordable and stable prices is ensured through improved energy efficiency and a significantly increased share of local and regional renewable energy sources.

The specific objective (outcome) of the Programme is:

- The CARICOM Energy Policy (CEP) and the Caribbean Sustainable Energy Road Strategy (C-SERMS), as well as the National Renewable Energy Policy and Strategy of the Dominican Republic, are effectively implemented, by making use of regional synergies.

In order to achieve these objectives, the Programme will produce results under three component headings. These are: policy; information and capacity; and finance. For the purpose of TAPSEC, the capacity component is merged with the information component and the following is relevant:

1. **Policy:** The implementation of regulatory frameworks that enable renewable energy development and energy efficiency at the national level of the Member States is supported, as best as possible, through a collective, regional approach;
2. **Information and Capacity Building:** The Region's energy information network is improved. Also, the individual, collective and institutional capacity for delivering technical solutions among key players in the renewable energy and energy efficiency field (e.g. project owners and developers, financiers, engineers and technicians, policymakers, and planners) is strengthened; and
3. **Finance:** Innovative financing mechanisms for renewable energy projects and businesses are identified and their accessibility for local and regional RE/EE project developers is supported.

## B. Responsibilities

Under the supervision the Capacity Development Expert, the Coordinator of the Regional Universities (RUN), based at the CARICOM Secretariat in Guyana, will, in general, be responsible for supporting the full implementation and first operational phase of the RUN.

In particular, the RUN Coordinator will support the Steering Committee of the RUN in managing the operations of the Network, as well as support the Capacity Development Expert in the implementation of related activities under Component 2: Information and Capacity Building, of the TAPSEC Programme.

## C. Tasks

The RUN Coordinator will perform a "mix" of analytical, project management and administrative tasks, in relation to the *effective* functioning of the Network.

The main tasks of the Coordinator include, inter alia:

- Work in collaboration with the Energy Unit of the CARICOM Secretariat, the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE), the TAPSEC-Capacity Development Expert and the focal points of the RUN to manage the **Strategic Plan for the first operational phase (2020-2022)** of the RUN, for approval by the Steering Committee.
- Work closely with the Energy Unit of the CARICOM Secretariat, CCREEE, the TAPSEC-Capacity Development Expert and the RUN focal points to identify "appropriate entry points" for the Network into the initiatives of the CARICOM Energy Programme, to include, inter alia: (a) The **CARICOM Energy Knowledge Hub (CEKH)**, which is intended to function as *the* regional energy statistics and information

management tool; and (b) The **Regional Energy Modelling Cluster (REMC)**, which is intended to function as a network among CARIFORM institution for the provision of energy analytics and decision-support to key energy stakeholders, including energy planners and decision-makers in regional institutions and Member States

- Work in collaboration with the Energy Unit of the CARICOM Secretariat, the CCREEE, the TAPSEC-Capacity Development Expert and the focal points of the RUN to manage, also, the development of the **Annual Work Programme for Network**, for approval by the Steering Committee
- Work closely with the Energy Unit of the CARICOM Secretariat, CCREEE, the TAPSEC- Capacity Development Expert and RUN focal points to support and manage the implementation of the Annual Work Programme for the Network, to include timely development of **annual budgets** and **implementation schedules** for the activities that are to be undertaken under the Work Programme.
- Work closely with the Energy Unit of the CARICOM Secretariat, CCREEE, the TAPSEC-Capacity Development Expert and the RUN Steering Committee to identify the opportunities for **resource mobilization** from the international donor and development partner community, to support the implementation of the strategic initiatives and Work Programme of the Network.
- Work closely with the Energy Unit of the CARICOM Secretariat, CCREEE, the TAPSEC- Capacity Development Expert and the RUN Steering Committee in the **coordination and execution of the Regional Energy Apprenticeship Programme (REAP)**.
- Support the Chair of the Steering Committee of the RUN in the **preparation of documentation**, to include, inter alia: concept papers and position papers, as well as any other documentation that is requested by the Committee to support the strategic functions or operations of the Network.
- Work closely with the Chair of the Steering Committee to manage the timely **preparation and dissemination** of Agenda for, and Reports from, Meetings of the Steering Committee, Sub-committees, Working Groups, and any other subsidiary groupings, of the Network
- Work closely with the Chair of the Steering Committee to manage the scheduling, logistics, and any other arrangements for the **hosting of meetings** of the Steering Committee, Sub-committees, Working Groups, and any other subsidiary groupings, of the Network.
- When required, liaise with members of the Steering Committee, Sub-committees, Working Groups, and any other subsidiary groupings, of the Network to manage to, inter alia, **set meeting schedules and solicit the inputs from members** toward the preparation of agenda, reports, papers and other documentation related to their meetings, *in particular*, and their work, *in general*.
- Work closely with the Chair of the Steering Committee to **identify and engage experts and special interest stakeholders**, whether individuals or institutional, whose

participation in meetings of the Steering Committee, Sub-committees, Working Groups, and any other subsidiary groupings, could add support and value to the goals and objectives Network

- Collect and **manage the outputs** – data, information, working documents, reference material, etc. – that emerge from the work, including meetings, of the Steering Committee, Sub-committees, Working Groups, and any other subsidiary groupings of the Network
- Support the Energy Unit of the CARICOM Secretariat, the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) and the RUN Steering Committee in the identification and design of communications protocols, document management systems and collaboration applications, including a results-based monitoring tool, for **optimizing** and **tracking** the performance the Network, to include the effectiveness of its functioning and the efficiency with which its work agenda is implemented.
- Work closely with the RUN Focal Points to draft **mid-term and annual reports** of the Network, for submission to the Steering Committee.
- Design and support the implementation of **communication, outreach and visibility initiatives**, including workshops, lectures, forums and conferences, which can promote the work and achievements of (and increase stakeholder buy-in for) the RUN, in particular, as well as the TAPSEC and CARICOM Energy Programme, in general.

#### **D. Required qualifications, competences and experience**

The Regional Universities Coordinator must comply with the following requirements:

- Candidates must be a **Citizen of the CARIFORUM member states of this project**
- Candidates should **satisfy the requirements that are necessary for work in Guyana**

##### **Academic qualifications**

A minimum of a Bachelor's degree in Engineering, Natural or Energy Sciences, or Project Management or related disciplines. Qualifications in sustainable energy, energy policy and planning, or a related field is an asset.

##### **Professional experience**

- At least **Five (5) years** of experience in project management, international development, and/ or capacity development initiatives, with focus on the sustainable energy sector. Experience, though not necessary, in academia is an asset.
- Previous experience working with regional public and private sector institutions in the design and implementation of international cooperation programmes. Specific experience working within multi-country regional institutions or in projects spanning multi-country coordination will be useful.

- Experience in the design and implementation of Work Programmes and/or Action Plans. Prior experience in the implementation of such plans, particularly within the sustainable energy sector will be useful.
- Experience in the design and implementation of Monitoring and Evaluation Frameworks, including the use of databases and tools for the optimization and tracking of the performance indicators and goals for project implementation.
- Experiences in supporting awareness building and communications on renewable energy and energy efficiency.
- Working knowledge of the sustainable energy sector, to include renewable energy and energy efficiency issues.
- Excellent analytical, organizational, stakeholder coordination, and project management skills; and
- Ability to work in a team, as well as to think innovatively.

The Candidates CV's should include details about their concrete involvement or experiences in developing and supporting capacity building efforts with a focus on designing and implementing institutional arrangements. Prior experience supporting/and or working with regional academic institutions will be useful. Previous experience working in the sustainable energy sector will also be an asset.

#### **Other knowledge, skills and competences**

- Experience working in a regional or national governmental or non-state organization, international development organization, consultancy firm. Experience working in or directly with academic institutions will be useful.
- General computer proficiency, especially in Microsoft Office, internet applications, email and messenger programmes.
- Strong oral and written communication, and presentation, skills, including advocacy
- Very good interpersonal skills.
- Fluency in English (writing and speaking).
- Willingness to upskill, as required by the tasks to be performed.
- Ability and willingness to travel, when required, within the Caribbean region.

As part of the knowledge management focus of the TAPSEC, the successful candidate is expected to author publications in relation to knowledge generated from the tasks performed during this Assignment.