A. Context of this assignment

In October 2017, the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) was commissioned by the German Federal Ministry of Economic Cooperation and Development (BMZ) to implement the project “Climate Resilient and Sustainable Energy Supply in the Caribbean (Cli-RES)”. The BMZ funded project has an additional financial allocation (cofunding) for the “Technical Assistance Programme for Sustainable Energy in the Caribbean (TAPSEC)” from the European Union, funded under the 11th European Development Fund (EDF). TAPSEC will support the strategies under the respective Caribbean-EU partnerships. It 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 implementation of TAPSEC is delegated by the European Commission to the Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ) GmbH – an implementing entity of the German Government. The implementing partners of TAPSEC are the Energy Unit of the CARICOM Secretariat, the Caribbean Center for Renewable Energy and Energy Efficiency (CCREEE) in Barbados and the Ministry of Energy and Mines in the Dominican Republic.

The overall objective (impact) of this action 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 of the deputy Programme Leader the Capacity Development Advisor will be based at the CARICOM Secretariat in Guyana and will assist the direct beneficiaries of the project, the Energy Unit of the CARICOM Secretariat, the CCREEE in Barbados as well as other regional and national institutions such as the Caribbean Development Bank (CDB), the University of the West Indies (UWI) and the Caribbean Examinations Council (CXC).

Specifically, the Advisor will support within the CARIFORUM region the implementation of the TAPSEC Component 2: Information and Capacity Building and the achievement of its indicators. The Capacity Development Advisor is part of the TAPSEC team of experts which are working in CARICOM Member States and the Dominican Republic.

**C. Tasks**

The Capacity Development Advisor will perform a “mix” of analytical and advisory tasks, mainly focused on the component ‘Information and Capacity Building’. The main tasks are focused on but not limited to:

- Develop, coordinate, support and/or execute regional capacity building initiatives or activities on sustainable energies. Currently planned trainings are:
  - Long-range Energy Alternatives Planning system (LEAP)
  - CXC virtual Teacher Training Workshop
  - Sustainable Energy Training & Train-the-Trainer Programme

Some initiatives will be implemented in close collaboration with other regional institutions.
• Support the implementation of Financing Agreements between GIZ and UWI/CXC, CCREEE, CDB, CDF, CROSQ, CARILEC, including coordination of meetings, trainings, procurement, etc.
• Support regional institutions in implementing the Regional Energy Apprenticeship Programme (REAP) as internships, mentorship, networking and other knowledge exchange arrangements.
• Provide technical assistance support to the CXC in the integration of “greening” concepts into the pre-selected certifications and strengthen the teacher training capacity in the delivery and assessment of the CAPE Green Engineering Syllabus, incl. capacity building support to CXC.
• Support CCREEE in executing Capacity Building activities and strengthening the institution to become a regional energy knowledge management hub for CARICOM.
• Contribute to the building of public awareness on renewable energy and, in particular, energy efficiency, to include the initiation and facilitation of awareness campaigns and activities.
• Identification and support of business to business events
• Technical supervision and guidance for hired regional and international consultants.
• Support the other project components in executing capacity building activities on Policy and Regulations as well as on Finance.
• Support regular CARIFORUM regional and international exchange on specific solutions, focusing particularly on issues related to the application of innovative technologies, financing models and regulatory mechanisms to the RE and EE sector within CARIFORUM.
• Follow up on and enable the use of regionally and internationally available sustainable energy curricula, tailor made RE/EE curses and/or specific training opportunities.
• 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.

In addition to these main tasks, general tasks will include, as required:
  o Support progress and result monitoring for the Information and Capacity Building Component.
  o Technical preparation and execution of procurements for consulting services, incl. preparation of Terms of References, Cost Estimations, Short Lists, Award Justifications, Technical Assessments, etc.
  o Administrative and supportive activities, such as, report writing, project documentation, public relations work, project management and monitoring.
  o Preparation and assistance in the implementation of capacity building measure.
  o Strategy development and coordination functions, which could include liaising with relevant international, regional or national entities, including governments.
  o Publications, containing analytical and advisory work, such as the Policy Briefs for stakeholder interest groups, Cabinet Notes for governments, and Working Documents for meetings of the various Organs of CARICOM.

**D. Required qualifications, competences and experience**
The Capacity Development Advisor must comply with the following requirements:
  ✓ Candidates must be a Citizen of the CARIFORUM member states of this project.
Academic qualifications

A minimum of a Master’s Degree, preferable in Sustainable Energy related disciplines, in environmental sciences, energy engineering, natural resource management or related fields with specific academic background related to Capacity Building in energy efficiency, renewable energy, energy policy and planning, or a related field.

Technical qualification can be combined with professional certification and/or practical working experiences with an academic institution as an alternative to the previously-stated minimum academic requirement. Some experiences in the field of sustainable energy are required.

Professional Experiences

• At least five (5) years of practical work experiences in Capacity Development/Capacity Building, preferable in the sustainable energy sector through analysis, development and implementation work within either the public or private sector;
• Experiences in developing or implementing training courses, preferable in the field of sustainable energies for different target groups such as government officials, project developers, financiers, technicians, energy consultants, etc.;
• Practical work experiences working with national academic institutions, ideally also on a regional level, combined with a sound understanding of the function of regional networks are required.
• Knowledge of the barriers and options that are linked to Capacity Development (Human, Institutional and Organizational Capacity) renewable energy and energy efficiency technologies within SIDS, in general, and in the Caribbean in particular;
• Experiences in building of public awareness on renewable energy and energy efficiency through the initiation and facilitation of awareness campaigns and activities are an asset;
• Experiences in executing Capacity Building activities with other development agencies as employee or in collaboration with a public/private entity are an advantage;
• Basic knowledge and understanding of renewable energy and energy efficiency technologies for public, commercial and residential sector;
• Excellent analytical, organizational and stakeholder 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 with Capacity Development as well as with energy data management.

Other knowledge, skills and competences

• Experience with working in a governmental organization, in an international development organization, consultancy firm or NGO are an advantage;
• General computer proficiency, especially in Microsoft Office, internet applications, email and messenger programs;
• Strong oral and written communication, and presentation, skills, including advocacy.
• Very good interpersonal skills;
• Fluency in English (writing and speaking); working knowledge in Spanish would be an asset;
• Willingness to upskill as required by the tasks to be performed – corresponding measures are agreed with management, and
• Willingness to travel within the Caribbean region.