

**Department of Sustainable Development**  
**Terms of Reference for Chief Technical Advisor under the *Supporting the Shift to Electric Mobility in Saint Lucia Project***

**Background**

The Government of Saint Lucia (GOSL), through its updated Nationally Determined Contribution (NDC) to the United Nations Framework Convention on Climate Change (UNFCCC), has articulated its intention to reduce its greenhouse gas emissions by 7% by 2030 in the energy sector - relative to 2010 emissions data. It proposes to do so through mitigation-focused interventions, which includes increasing the uptake of renewable energy technology, primarily by way of electric vehicles (EVs).

To this end, the Department of Sustainable Development and the Energy Division have been undertaking efforts to increase the uptake of EVs in Saint Lucia. One of these interventions is the execution of a three-year project funded by the Global Environment Facility (GEF), and implemented by the United Nations Environment Programme (UNEP). The Project entitled, “Supporting the Shift to Electric Mobility in Saint Lucia (GEF 7 EV),” aims to accelerate the introduction of electric mobility in Saint Lucia through capacity-building and electric vehicle demonstration and prepare it for scaling-up and replication through the development of electric mobility policies, business models and finance schemes.

It comprises four components: 1) Institutionalization of low-carbon electric mobility, 2) Short term barrier removal through low-carbon e-mobility demonstrations, 3) Preparing for scale-up and replication of low-carbon electric mobility and 4) Long-term environmental sustainability of low-carbon electric mobility.

**Objectives of the Assignment:**

To recruit the services of a qualified individual to effectively fulfil the role of Chief Technical Advisor, as outlined in the duties that follow.

**Main project management duties:**

The main function of the Chief Technical Advisor is to ensure that project implementation is carried out according to the project design and the outputs are delivered and outcomes achieved to the required standard of quality, within the approved timeframe and budget; by:

1. Preparing annual workplan and budget revisions and updating the project Procurement Plan, as required. This is to be approved by the Project Steering Committee (PSC).
2. Liaising with the National Project Director (NPD) and/or the Chief Technical Officer on clearance of requests to UNEP-GEF for disbursements of project funds
3. Overseeing the use of approved funds in accordance with the workplan, directions of the PSC and the Project Finance and Monitoring and Evaluation Officer

4. Organizing and facilitating the inception workshop, project steering committee meetings and other project meetings throughout the project. This includes establishing the PSC and Thematic Working Groups and finalizing their rules of operations.
5. Ensuring regular communication with and updates to, relevant ministries, co-executing governmental agencies, co-finance partners, PSC members, members of ad-hoc technical working groups and all other key stakeholders.
6. Ensuring adherence to the Executing Agency's administrative, financial and technical reporting requirements.
7. Undertaking timely reporting to the National Project Director (NPD) and the Implementing Agency (IA) as per the M&E Plan, the Project Cooperation Agreement (PCA) and GOSL requirements.
8. Supervising the project's staff, experts, subcontractors working on the project.
9. Identifying risks, preparing mitigation strategies and implementing mitigation measures.
10. Tracking project achievements against the Results Framework, Core Indicator worksheet and Gender Action Plan.

**Main general technical duties:**

1. Provide day-to-day technical inputs into project planning and implementation processes
2. Capture lessons learned during project implementation.
3. Create awareness around the project and its benefits.
4. Ensure that the indicators included in the project results framework are monitored annually in advance of the GEF Project Implementation Report submission deadline so that progress can be reported in the GEF PIR.
5. Seek, as required, direction and strategic guidance from the PSC regarding project implementation and execution of agreed activities over the entire period of the project.
6. Assess major and minor amendments to the project within the parameters set by UNEP-GEF;
7. Support the Terminal Evaluation process.
8. Act as secretary of the PSC and Thematic Working Groups.
9. Prepare and submit to the government, proposals on regulatory reforms.
10. Undertake annual monitoring of the gender action plan.
11. Oversee the preparation of training materials and organize capacity building activities.
12. Manage project knowledge, including dissemination of materials through project website and other channels.
13. Promote collaboration and coordination with the Department of Sustainable Development, UNEP, other project executing agencies and other project stakeholders,

accordingly with a view of identifying synergies, building on lessons learnt and sharing experiences

**Main specific technical duties: To oversee and direct the technical contents in all project outputs, and specifically to contribute to the following ones:**

1. Component 1: scope and mandate of the intersectoral coordination body; drafting of the passenger mobility policy and national mobility strategy.
2. Component 2: evaluation report of the demonstrations; contribution to the technical specifications for the demonstrations.
3. Component 3: support to the stakeholder consultation on regulatory reforms; development of business models for fleet electrification.
4. Component 4: development of general recommendations on ELV management; drafting of regulations and roadmap on ELV management.
5. Technical contributions to training materials and training activities for components 1, 2 and 4.

**Expected deliverables as per project activities: The CTA contributes to all project deliverables, and particularly to the following ones:**

- 1.1.1 Draft Terms of Reference and Workplan for the body, with identification of all participating ministries and public institutions
- 1.1.5 Report with recommendations on the body's workplan and its sustainable operation (including the platform) after project completion
- 1.1.3 Stakeholder consultation strategy presented for approval
- 1.2.3 Sustainable and safe passenger mobility policy including gender action plan
- 1.2.4 Recommendations for the improvement of passenger transport statistics and GHG monitoring to support, inter alia, the implementation of the mobility policy
- 1.3.5 Final e-mobility strategy submitted for government adoption
- 1.4.2 Capacity-building materials targeting decision-makers and other government officials
- 2.2.1 Demonstration plan, including selection of car fleets participating in the pilot demonstration, technical characteristics of electric vehicles and charging stations, locations of charging stations, and workplan for successful implementation of the demonstrations
- 2.2.3 Procurement and installation of charging points for the government fleet
- 3.1.5 Stakeholder consultations of regulatory reforms
- 3.2.2 Development of business models for electrification of public and private fleets in Saint Lucia
- 3.2.4 E-mobility recommendations and procurement guidelines to fleet managers published and disseminated

#### 4.3.3 Development of a roadmap on sustainable and commercially viable ELV and battery management submitted to government for adoption

##### **Qualifications and Experience:**

1. A university degree (MSc) in a subject related to transport or energy engineering.
2. At least 5 years professional work experience in the area of transport including electric mobility
3. At least 5 years of demonstrable project/programme management experience, including experience in the development or implementation of gender action plans.
4. At least 5 years of experience working with ministries, national or provincial institutions that are concerned with natural resource and/or environmental management.
5. Experience in International donor's procedures.
6. Previous experience with UNEP or UN projects will be an asset
7. Work experience in Saint Lucia and the Caribbean and Small Island Developing States (SIDS) is an asset.
8. Excellent English Language skills.
9. Ability to identify strategic issues, opportunities, risks, and communicate broad and compelling organizational direction in respect of the project.
10. Ability to work well within a team and individually.
11. Advanced MS Office skills.

##### **Duty Station:**

The Chief Technical Advisor will be accommodated at the Office of the Department of Sustainable Development.

##### **Duration of Engagement:**

The Chief Technical Advisor will be engaged in the first instance for 18 months, with the possibility of an extension.

##### **Report and Supervision:**

The Chief Technical Advisor will report to the Chief Sustainable Development and Environment Officer

##### **Expressions of Interest:**

These should be submitted to the Permanent Secretary via email address: sustainable.devt@govt.lc no later than October 28, 2022. Submissions must include a cover letter expressing interest, Curriculum Vitae and relevant proof of academic qualifications, which must be certified.