

Terms of Reference
Solar PV Demonstration and Scale-Up Project (P153404)
Project Manager

1. Background Information

The objective of the project is to demonstrate the viability of commercial scale rooftop Photovoltaic (PV) systems and contribute to the replication of such systems in the Eastern Caribbean. To this end, the World Bank has secured a grant from the SIDS DOCK Support Program to help the governments of Saint Lucia, Grenada and St. Vincent and the Grenadines establish at least one commercial rooftop PV pilot project on a public building in each country. Each pilot will aim at engaging key stakeholders, such as the national utility, to define adequate ownership and operation arrangements for the PV system. Due to the limited experience these countries have in PV deployment, the grant will provide technical support to design, procure and install the system; and to define a business model and financial scheme with the utility to own and operate the system in each country. The grant will also cover the investment required to procure and install the PV systems. The project will include a regional report to summarize the lessons learned through the pilots and facilitate the scale up of PV rooftops systems regionally.

By piloting PV deployment in three different countries that share many commonalities yet also have very distinct features, the project intends to support PV scale-up throughout the Caribbean by evaluating the success of a variety of business models and financial schemes that could be adopted by these and other OECS countries in the region.

The project has two components as indicated below:

1. **Component 1: Technical assistance to establish at least three grid-tied commercial-scale rooftop PV pilot projects; one each in Grenada, Saint Lucia, and St. Vincent and the Grenadines.** Under this component, each country will receive a grant to support i) solar PV technical assistance; (ii) dissemination and training activities; and (iii) incremental operating costs for project implementation and management.
2. **Component 2: Investment in at least three grid-tied commercial scale rooftop PV systems; one each in Grenada, Saint Lucia, and St. Vincent and the Grenadines.** This component will support the procurement and installation of three grid-connected commercial scale rooftop PV systems (pilots).

2. Scope of Work

A. Major Responsibility

The project manager (PM) serves as a link between Project Coordination Unit (PCU) which is responsible for project management and Energy Division which is in charge of technical implementation of this Project. PM will be responsible for coordination, management and implementation of the Project's day-to-day activities in Grenada. This will include responsibility for the overall quality, time-line, and budget of the project in line with guidance from the Energy Unit of respective country.

B. Principal Functions:

The project manager will report directly to Director of PCU, and the Head of Energy Division of respective country and will be responsible for:

1. Coordinating effectively with Energy Division to develop annual and quarterly work plans; Prepare and submit quarterly financial budgets and reports (Provide regular updates and advice on the project to aid and inform decision making. Make presentations on the project, its status, challenges etc.) to the Head of the Energy Division of Ministry of Finance and Energy for approval before submission to the World Bank.
2. Participate in site assessments, and work with project's technical advisor to finalize project site, grid inter-connection, and engineering design of the solar PV system.
3. Prepare bidding documents, manage procurement process, arrange logistics, and oversee installation of solar PV system in respective country; Conduct daily site visit (as feasible).
4. Conduct project kick-off meeting with representatives of the PCU and/or Energy Unit and the selected contractors.
5. Supervising local consultants and contractors working on the project;
6. Organizing and attending weekly site safety meetings conducted by the contractor(s);
7. Organizing, overseeing and supporting contractors and consultants input and ensuring the compliance of the delivered work with the Construction Document;
8. Participate in all necessary project evaluations and review missions;
9. Performing any additional *Ad-hoc* tasks as required by Energy Division.

The project manager's time allocation by job responsibility is as follows:

Subcontractor management	25 %
Equipment logistics	25 %
Scheduling	10 %
Owner communications	10 %
Project documentation	10 %
Construction site field observation	10 %
General administration	10 %

3. Deliverables and Performance Indicators

The PM will be expected to provide:

- Technical inputs to site assessments, engineering design, and bidding documents
- Annual Work Plans, Quarterly Plans, etc.
- Budget, implementation plan, procurement plans, disbursement plan, un-audited financial statement, progress report and consolidated Interim Financial Report.
- Project close Final Report

4. Commencement and Duration of Contract

The project manager is expected to be contracted to cover entire duration of the project, spanning from 2016-2017, with possible extension to 2018. The actual working time during this period is estimated to be

140 work days. The contract will be renewed annually based on satisfactory performance. The recruitment of the project manager should follow the WB's procurement guidelines.

5. Required Qualifications and Experience

The project manager is required to have the following experience and skills:

- The successful applicant will have Degree or similar training in Engineering, Construction Management, Building Sciences, or related field;
- A minimum of two (2) years' work experience in solar PV projects, including but not limited to site assessment, system design, procurement and installation;
- A minimum of five (5) years' work experience in project management roles. Have robust project management skills, including but not limited to work plan development, budget preparation and management, and logistics arrangement;
- Good understanding of general construction, including reading construction drawings
- Familiarity with national electrical safety Code/international electric code is an advantage;
- Knowledge of energy systems and energy use in commercial buildings, and/or Safety-trained/certified is a plus;
- Excellent organizational, written and verbal communications skills, including ability to successfully engage various stakeholders, including utilities and government.
- Experience in data collection and management, and project monitoring and evaluation
- High level of attention to detail
- High degree of proficiency with Microsoft Office software suite, particularly Excel and Word and Microsoft Project; willingness to learn other software packages
- Fluent in English, a second language is an advantage.