BACKGROUND

This Strengthening of Quality for Sustainable Energy in the Caribbean (QSEC) Project is aimed at developing quality infrastructure services, especially in the areas of metrology, testing, inspection, certification and accreditation in the area of energy efficiency. Central to this project is the implementation of a regional pilot energy efficiency labelling program (in CARICOM and a parallel scheme in the Dominican Republic) designed to promote the use of energy-efficient household appliances and illuminants to include lighting equipment, refrigerators and air conditioners which will contribute to lower energy consumption.

The project is being implemented at the CARICOM level by participating CARICOM members (Saint Lucia, Belize, Jamaica and Trinidad and Tobago) as well as the Dominican Republic. The lead implementing partners of the project are the CARICOM Regional Organization for Standards and Quality (CROSQ) and the Instituto Dominicano para la Calidad (INDOCAL) from the Dominican Republic. The primary target group comprises consumers of energy in private households, in public institutions and in the private sector who benefit from a sustainable use of energy; as well as a secondary target group of retailers, importers and distributors of electrical appliances. Direct beneficiaries of the project are the National Standards Bureaus (NSBs) in participating countries.

The main components of this regional project are to operationalize the labeling programmes through the development of procedures manuals and guides at the regional and national levels; building capacity in conducting energy efficiency testing through training and procurement of equipment as well as development of a data base to serve as a repository for results of tested equipment and appliances; facilitating regional laboratories to get accreditation ready and sharing of information among regional quality infrastructure institutions and sensitization of stakeholders.

From this perspective a draft template for a Model Guide has been developed for CARICOM to guide the procedures at the national and regional levels. It was designed to:

1. Ensure standard procedures relevant to the energy efficiency labeling scheme are customized at the national level in participating countries to guide the national compliance programmes. Each national programme will be documented and organized into a National Procedures Manual.

2. Ensure harmonization at the regional level by providing a general format for the Regional Model Guide. It is expected that national procedures will feed into the regional processes.
OBJECTIVES

The overall objective of this consultancy is to facilitate the seamless execution of compliance programmes in the testing and piloting countries. The compliance programme should consider all activities in the process from port of entry to retail display. This programme will ensure that energy efficient refrigerators, lighting equipment and air conditioners are imported for retail trade in compliance with the recently developed and approved CARICOM energy efficiency standards for these appliances.

The purpose of this consultancy is for the development and documentation of standardised and formal procedures and practices, in the form of four (4) National Procedures Manuals and a Regional Model Guide, to guide the compliance programme/s associated with the pilot regional harmonised labelling scheme both at the regional level.

SCOPE OF WORK

To achieve the objectives above, the consultant is expected to conduct the following activities:

- Identify and meet with the various agencies involved in the execution of a compliance scheme for household appliances with the objective to determine clear roles and responsibilities for each agency. Procedures should be developed based on the understood role of the agency.
- Develop (based on the existing model guide) national procedures manual to guide the national compliance programmes for the testing and piloting countries participating in the regional harmonised pilot labelling scheme to include the agencies identified above.
- Further develop and refine the Regional Model Guide ensuring for CARICOM that relevant national processes feed into the Regional Guide.
- Communicate with the Consultant/s who will be conducting a similar exercise on behalf of the Dominican Republic to explore synergies and to exchange lessons learnt and best practices

DELIVERABLES AND REPORTING REQUIREMENTS

The Consultant will report to the project management team of the QSEC Project.

Specifically, the consultant will be required to work closely with the appointed National Focal Point in the preparation of:

1. Inception Report
2. National procedures manual for each of 4 (four) member states in CARICOM
3. Regional Model Guide.

DURATION

The consultancy is expected to last for a maximum of 25 days over a period of three (3) month, as remote consultancy (review and commenting of drafted documents) and also on-site consultancy through visits to selected CARICOM countries as considered necessary and appropriate.
QUALIFICATIONS AND EXPERIENCE

This consultancy requires the services of a key expert. The appointed consultant must meet the following minimum requirements:

- A postgraduate degree in the field of energy (special focus on energy efficiency)
- At least five (5) years’ experience conducting studies related to the energy sector and/or other relevant exercises related to the impact of policy and regulations in the energy sector
- Experience working in the Caribbean region will be an asset
- Knowledge and experience working with Energy Efficiency Labelling Programmes
- Excellent command of written and spoken English
- Excellent technical and report-writing skills.

Please send proposals/CVs to Mr Jaime Fernandez at jaime.fernandez-medina@ptb.de copied to Ms Janice Hilaire at janice.hilaire@crosq.org and to Mrs Anett Matbadal at calimet@matbadal.com, complying with the following deadlines:

- Deadline for sending questions for clarification regarding the Terms of Reference: March 15, 2020
- Deadline for submission of CV’s and of a technical and a financial proposal: March 31, 2020