



TERMS OF REFERENCE (TOR)

ENGINEERING SUPERVISION AND CERTIFICATION OF SOLAR PHOTOVOLTAIC SYSTEMS IN ANTIGUA AND BARBUDA

ABOUT THE DEPARTMENT OF ENVIRONMENT (DOE)

The Department of Environment is a Government agency within the Ministry of Health, Wellness and the Environment in the Government of Antigua and Barbuda.

Its overall mission is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the environment and seek common solutions to national, regional and global environmental challenges.

The Department of Environment accomplishes its mission through:

- An integrated environmental planning and management system that prioritizes public participation and interagency collaboration,
- Efficient implementation of programmes, projects and technical services,
- Providing accurate council on environmental management as well as effective and consistent enforcement of environmental laws and regulations, and
- Disseminating information and providing the public with easily accessible data on the environment.

To achieve its mission, the Department of Environment (DOE) manages projects within four main Programmes, aligned with national legislation and international environmental agreements. These are:

1. Climate Change Programme (Adaptation, Mitigation, and Capacity Building)
2. Biodiversity Programme
3. Pollution Programme
4. Monitoring, Evaluation and Data Management Programme

The Project Management Unit (PMU) is the project implementation arm of the DOE. The PMU is staffed with short- and long-term consultants, seconded staff from Government agencies, interns and volunteers. The PMU is designed to achieve efficiency and coordination in the management of a range of projects from a variety of donors with specialized reporting and management requirements.

The DOE is focused on designing high-impact, transformational projects that maximize funding directly available to the public, private and civil society actors in order to meet an ambitious

environmental agenda. The DOE has an active portfolio of more than 14 projects, with project sizes ranging from US\$50,000 to US\$15 million, with an additional 16 projects under development. Partners of the DOE include UN Environment, UNDP, IUCN, Caribbean Development Bank, Government of Italy, Global Environment Facility, Green Climate Fund, the Adaptation Fund, among others. The DOE was accredited as a direct access entity to the Adaptation Fund in 2015 and to the Green Climate Fund in 2017.

To learn more about the Department of Environment, please visit: <https://environment.gov.ag/en/>

THE PURPOSE AND OBJECTIVE OF THE PROJECT

PROJECT BACKGROUND

The Government of Antigua and Barbuda (GOAB) has received financing from the Caribbean Development Bank (CDB) to design, supply and install grid-interactive solar photovoltaics with battery storage electric systems and accessories for eleven (11) schools and clinics in Antigua and Barbuda, as a design-supply-install contract.

OBJECTIVES

The objective of this Consultancy is to support GOAB and the Department of Environment during the inspection and certification phases of the project.

The Consultant will certify payment to the supplier of goods for the project, in accordance with the terms of the supply contract(s), be responsible for ensuring supplier compliance with contract documents, and for monitoring the installation by the contractor for adherence to manufacturer's recommendations.

SCOPE OF WORK

The Supervising Consultant will undertake the following tasks:

- (a) certify payments in respect of the contracts for goods and services.
- (b) track actual installation productivity with the originally developed installation plan and identify where requirements for incorporation of additional resources to ensure adherence to the Project Schedule.
- (c) environmental, and social safeguards monitoring during installation.
- (d) verification of installation completion; and
- (e) preparation of a Completion Report on the Project within one month after issuing a certificate of practical completion.

IMPLEMENTATION ARRANGEMENTS

DOE will be responsible for the overall project implementation. The supervising Consultant will

report to the Project Coordinator (PC) within DOE. The PC will facilitate the work of the consultants and make available all relevant studies, reports and data, relevant to the completion of the exercise and will act as the liaison between the Consultant(s) and GOAB officials and stakeholders. The Consultant will also liaise with the Project Engineer within Antigua Public Utilities Authority, who will oversee the installation activities.

Installation Sites and Estimated Completion

Site	Estimated Completion Time
Bendals Clinic	October 2022
Good Shepard Clinic	
Holberton Hospice	
Parham Clinic	
Swetes Clinic	
Victory Centre	January 2023
Department of Environment	
Urlings Primary School	
Potters Clinic	
Nyahbinghi School	
CARE	

QUALIFICATIONS AND EXPERIENCE

The Consultant should possess:

- Bachelor’s degree in electrical engineering, and/or advanced university degree in a relevant field
- NABSCEP certification or equivalent
- A minimum of five years of relevant experience in project management of photovoltaics installation and commissioning.
- A minimum of 3 years of experience in photovoltaics inspections and certifications.

DELIVERABLES

Deliverable	Month
Contract Signing	October 2022
Inspection report and Certification for 5 sites scheduled to finish in October 2022	October 2022
Inspection report and Certification for 5 sites scheduled to finish in January 2023	January 2023
Final Report for all sites	March 2023

DURATION

The Consultancy is to be implemented intermittently over a period of 6 months

EVALUATION CRITERIA

CATEGORY	DESCRIPTION		WEIGHTING (%)
1	Technical Proposal	Advanced university degree in relevant field and/or NABSCEP certification	15
		A minimum of five years of relevant experience in photovoltaics project management.	30
		A minimum of 3 years of experience in photovoltaics inspections and certifications.	25
		Previous relevant work experience in the OECS region	15
		Engineering Consultant registered in Antigua and Barbuda or within the OECS	10
		Working knowledge and experience of Antigua and Barbuda	5
		Total	100