

Terms of Reference

Short-Term Human Resource Consultant for the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE)

1. Background

The Thirty-Sixth Regular Meeting of the Conference of Heads of Government of the Caribbean Community (CARICOM), held at Bridgetown, Barbados, 2-4 July 2015, endorsed the establishment of the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) as the implementation hub for sustainable energy activities and projects within the region. The Secretariat of the centre is situated in Bridgetown, Barbados, and its interim-phase was officially launched on 28 October 2015 during a high-level ceremony.

During the interim-phase, the centre has implemented initial technical activities, established its governance structure and finalised its internal rules and procedures. The legal agreement establishing the CCREEE went into force on 19 May 2018, after receiving a sufficient number of ratifications from the Member States. On 22 May 2018 the CCREEE Headquarters Agreement was signed between the Government of Barbados and CCREEE. With the effectiveness of both agreements the centre received full legal personality in line with CARICOM laws and regulations. In November 2018, the definitive Executive Director of the Centre was appointed, and a Strategic Planning Retreat organised.

CCREEE works closely with the CARICOM Secretariat and is being established with technical support of UNIDO and financial assistance of the Austrian and Spanish Governments. The Centre will support the implementation of the regional priority initiatives, programmes, projects and actions that are necessary for the attainment of the C-SERMS goals and targets. CCREEE is also part of the Global Network of Regional Sustainable Energy Centres (GN-SEC) Programme, coordinated by UNIDO. The centre will work closely with the Pacific Centre for Renewable Energy and Energy Efficiency (PCREEE), based in Tonga, and the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), based in Cabo Verde, on joint SIDS energy issues and solutions.

CCREEE is currently establishing its staff rules and is recruiting further technical and administrative staff. The positions will be funded by various international partners and programmes (e.g. TAPSEC, GIZ, UNIDO). Within this context, CCREEE is desirous of engaging a recruitment consultant. The consultant will provide technical services for the recruitment and selection of the following staff:

- Finance and Administration Manager
- Sustainable Energy Expert
- Knowledge Management and Capacity Development Expert
- Project Developer and Gender Specialist
- Project Finance and Investment Specialist
- Communications and Public Relation specialist (part time)

2. Objectives and deliverables of the assignment

The main objective of the assignment is to assist CCREEE in the recruitment and selection process for the above mentioned positions. The Consultant will be required to develop the job postings and advertise them through different mediums of communication, establish the evaluation grid and review the CVs in collaboration with the CCREEE Human Resource (HR) committee. Moreover, the consultant will assist to finalise the established staff rules (incl. the establishment of a salary scale in line with CARICOM's practice). Specifically, the consultant will carry out the following tasks:

- 1) Review existing Staff Rules of other CARICOM Regional Institutions and how they were constituted and the general practice across institutions; and refine CCREEE's staff rules around these recommendations, and the inclusion of best practices for internship programmes.
- 2) Establish the salary scale for CCREEE staff positions, in line with the organisational chart, existing CARICOM practices, and by taking into account the living standards in Barbados;
- 3) Review and finalise the existing job descriptions ready to be published by CCREEE;
- 4) Hold discussions with the CCREEE HR committee to determine the requirements for the positions;
- 5) Hold discussions with the CCREEE HR committee to fine-tune the requirements for the suitable candidates;
- 6) Publish and disseminate the vacancy announcements widely and inform potential candidates about the opportunity;
- 7) Establish the Excel based evaluation grids and undertake the minimum requirement check;
- 8) Evaluate the CVs (incl. scoring) and prepare the short-list to be invited to interviews and/or written tests; coordinate closely with the HR Committee;
- 9) Conduct reference checks based on the information provided by the shortlisted candidates;
- 10) Organise the interview panel and prepare all required documents for the HR committee to execute the interviews;
- 11) Finalise the scoring sheets and facilitate agreement on the best candidates in cooperation with the HR Committee
- 12) Certify that the process has been conducted in line with international HR procedures;

The CCREEE staff rules are already developed. For the *Finance and Administration Manager* and the *Sustainable Energy Expert*, CVs were already received. The minimum eligibility check was already undertaken. The selected HR consultant will report to the CCREEE Executive Director and coordinate closely with the UNIDO Project Manager by providing regular progress updates. CCREEE will facilitate the advertisement of the positions in suitable regional newspapers and other popular job-hunting websites. The consultant should use psychometric tools to analyse shortlisted candidates before presenting candidates to CCREEE. The assignment requires 20 working days within a period of 3 months (or less – depending on the process). All developed documents incl. raw files will become property of CCREEE.

Deliverable 1: 8 working days within 1 month

- Finalised CCREEE's Staff rules incl. salary scales
- Finalised JDs and published vacancy announcements
- Finalise Excel based scoring sheets

Deliverable 2: 8 working days within 1 month

- Minimum eligibility check and scoring sheet of evaluated CVs
- Interview guidelines and questions
- Minutes of the interview sessions

Deliverable 3: 4 working days within 1 month

- Final scoring sheets and evaluation report with best qualified candidates

3. Qualification and Evaluation Criteria

QUALIFICATION AND EVALUATION CRITERIA
<ul style="list-style-type: none"> • Registered company or organisation with specialisation on human resources and recruitment; • Immediate availability of the contractor;

- The HR lead consultant should have at least 15 years' experience in expert search and selection; post-graduate degree is a requirement;
- Quantity and quality of track record regarding executed and supervised HR processes.
- Knowledge of the Caribbean job market is a strong added value;
- Project team as a whole shall be fluent in English. The working languages for the assignment will be English.
- Ability to communicate effectively in order to communicate complex and technical information to technical and general audiences;
- Proven ability to lead and coordinate multidisciplinary teams;
- Availability throughout the whole consultancy service period, to regularly engage in Skype meetings with the core team and relevant partners

4. Application Procedure

Applicants shall submit their written proposals in English:

- Short technical proposal (including proposed approach and methodology, detailed CVs of experts, copies of university degrees, certifications, licenses as well as proven track record of implemented assignments);
- Financial proposal in EUR including all costs and taxes;

Applicants are requested to submit their proposals in English no later than **January 20, 2019**, by registering on the UNIDO procurement system (www.unido.org/procurement). In case of difficulties, submissions could exceptionally be sent to procurement@unido.org, by providing an objective and convincing explanation for doing so.

5. Further information

www.ccreee.org

www.caricom.org

www.se4allnetwork.org