



**CARIBBEAN CENTRE FOR RENEWABLE ENERGY
AND ENERGY EFFICIENCY (CCREEE)**

**REQUEST FOR PROPOSALS
FOR THE RECRUITMENT OF A HUMAN RESOURCE CONSULTANT**



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Terms of Reference

Recruitment of HR Consultant Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE)

1. Introduction

On 17th March 2014, the SIDS Sustainable Energy and Climate Resilience Initiative (SIDS DOCK), the United Nations Industrial Development Organization (UNIDO), and the Government of Austria signed a Memorandum of Understanding (MOU) to assist Small Island Developing States (SIDS) in Africa, Caribbean, Indian Ocean and Pacific with the creation of a network of regional sustainable energy promotion centres. The Thirty-Sixth Regular Meeting of the Conference of Heads of Government of the CARICOM, held in Barbados from 2-4 July 2015, endorsed the establishment of the CCREEE as the implementation hub for sustainable energy activities and projects within the region. The selection of Barbados, through a competitive selection process, to host the Centre was endorsed by the Heads. On 28 October 2015, the centre was officially inaugurated during a high-level ceremony in Bridgetown, Barbados. 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 the CCREEE. With the effectiveness of both agreements the Centre received full legal personality in line with CARICOM laws and regulations. The Centre is a member of the Global Network of Regional Sustainable Energy Centres (GN-SEC).

2. Background

Further to the MOU that was signed in March 2014 by the SIDS Sustainable Energy and Climate Resilience Initiative (SIDS DOCK), the United Nations Industrial Development Organization (UNIDO), and the Government of Austria, within the Caribbean, a needs assessment was conducted to determine the technical and institutional design of the CCREEE. This was conducted through a consultative preparatory process, executed by the UNIDO in cooperation with the SIDS DOCK, and with financial support from the Austrian Development Agency (ADA). The process, which was coordinated by the Energy Unit of the Caribbean Community (CARICOM) Secretariat, included broad stakeholder consultations and resulted in the preparation of a Project Document for the First Operational Phase of the Centre (attached).

The needs assessment revealed that a significant number of Caribbean countries have made considerable progress in the creation of enabling national environments for the promotion of renewable energy (RE) and energy efficiency (EE). However, in some of the areas, gaps in the implementation of the various commitments remain and, as such, many opportunities have *neither* been transformed into real investments *nor* created a vibrant market. A significant number of barriers continue to limit the ability of the region to take full advantage of the RE and EE potentials. The needs assessment revealed also that the existing regional institutional framework is not sufficiently robust, at best, and provided limited support for assisting CARICOM Member States to effectively reach the established RE and EE targets. On this and



other bases, the creation of the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) was deemed urgent and important.

In July 2014, a Technical Validation Workshop for the CCREEE, attended by senior regional energy and policy experts, as well as a number of institutional and development partners, was held in Roseau, Dominica. The Participants agreed with the recommendation on the *urgent need* for the Centre, acting as a specialized agency that is tasked with the promotion of sustainable energy deployment within the region, and **recommended** that the establishment of the CCREEE should be entrenched within the process of CARICOM such that the Centre will become an institution of Community.

On the basis of the recommendations of the validation workshop, the creation of the CCREEE was considered and endorsed during the Fifty-Fourth Special Meeting of the Council for Trade and Economic Development (COTED) (Energy), as well as the Fifty-Fifth Special Meeting of the COTED (Energy and Environment), held in Guyana from 2-5 February 2015.

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, whilst working closely with the ECREEE and PCREEE on common SIDS sustainable energy issues and solutions. The centres are, in general, part of a wider [Global Network of Regional Sustainable Energy Centres \(GN-SEC\)](#), which is intended to function under regional organizations and communities.

There are already a number of regional and international partners' programmes and projects that **assist Caribbean Island Countries and Territories in addressing parts of the remaining RE&EE barriers** (e.g., coordination, policy advisory and pre- investment support for projects). Through the CARICOM Energy Policy (attached), the Caribbean Sustainable Energy Roadmap and Strategy (C-SERMS – baseline report and assessment attached) and the SIDS DOCK Goal of 25-50-25 **a common regional target framework for RE&EE has been established**. SIDS DOCK established an indicative pipeline of RE&EE priority projects with an estimated investment volume of 630 million USD in the Caribbean. Development Finance Institutions (DFIs) such as the Caribbean Development Bank (CDB) and the Inter-American Development Bank (IDB) are gradually increasing their lending to sustainable energy projects.

As mentioned previously the Centre received its full legal personality in May 2018 and is now in its first operational phase. During November 22-23, 2018, The Executive Board held a Strategic Planning Retreat that identified three (3) strategic priorities:

1. **Create:** Develop a Knowledge Hub aimed at enhancing the capacity within the regional energy sector; that allows for access to curated human resources and use of smart information that will drive the decision making.
2. **Optimise:** Support and accelerate innovative applications of technology, policy, and finance through the development of tools. Inclusive of but not limited to risk reduction, financial incentives and technical assistance.
3. **Embed and Transform:** Utilise sustainable energy to advance the well-being of at risk and vulnerable groups.



There is a compelling case for the presence and sustainability of the Centre as it charts and establishes its presence in the region and its benefits begin to positively impact the people of the region. The Centre's work is central to the region's future energy sustainability needs and so, a plan to secure the financial resources that assures that sustainability is required.

The CCREEE is among a few regional organisations which was established independent of financial support of the regional governments and so its long-term viability is dependent on a clearly articulated financing and resource mobilisation plan which has recently been completed.

Within this context, the CCREEE is desirous of engaging the following professional service providers to support the priorities of the Centre:

- Resource Mobilisation and Business Promotion Expert
- Human Resources Officer
- Project and Procurement Assistant
- Sustainable Energy Expert

In the first instance, a Resource Mobilisation and Business Promotion Expert. The CCREEE do expect to fill the other posts in the near future. These additional team members will develop their individual plans that will support the Centre's five (5) year (2019-2023) Strategic Plan and Resources Mobilisation and Action Plan.

3. Objectives and deliverables of the assignment

The main objectives of the assignment are to assist CCREEE to identify suitable candidates for the abovementioned position[s] in the most transparent, cost effective and efficient method.

The Consultant will be required to develop the job posting[s] and advertise through the different mediums of communication, and review CVs in collaboration with the CCREEE Human Resource (HR) committee.

As part of the assignment, the consultant will carry out the following:

- 1) Review existing Job Description[s] and provide recommendations.
- 2) Advertise for suitable candidates across relevant regional and international media platforms.
- 3) Screen applications received against the relevant job description for the position[s] which will be availed by the CCREEE.
- 4) Provide an expert analysis of the CVs received.
- 5) Conduct an in-depth interview of potential candidates.
- 6) Prepare a shortlist following the interviewing of potential candidates.
- 7) Conduct reference checks based on the information provided by the shortlisted candidates.

The consultant should use psychometric tools to analyse shortlisted candidates before presenting candidates to the CCREEE.



The selected HR consultant will report to the CCREEE Executive Director by providing regular progress updates. The first weekly update will be presented during the first two weeks of the commencement of the assignment. A detail report will be presented to the CCREEE HR committee at the end of the selection process, including a detail evaluation report on each candidate.

The CCREEE will facilitate the advertisement of the positions in suitable regional and international media and other popular job-hunting websites.

The HR consultant to be selected should have extensive experience expert searches and selection assignments, with the ability to attract candidates regionally and internationally. They should have proven track record working with regional and international development organisations and placement of experts of such institutions in the region. The HR lead consultant should have at least 15 years' experience in expert search and selection; and 10 years' experience in HR related work and a Bachelor's degree in any related area.

Deliverable 1:

- Develop Job postings and advertisements for the postings (1 day; by 23 April 2021)

Deliverable 2:

- Develop shortlist and interview candidates (2 days; by 28 May 2021)

Deliverable 3:

- A detail evaluation report on each candidate (7 days; by 4 June 2021)

The activities under this contract should be completed within 8 weeks from the effective date of the contract.

SUBMISSION INSTRUCTIONS AND GUIDELINES

a. RFP Contact

For all purposes of this RFP process, queries and other submissions including final proposals should be made to procurement@ccreee.org. Attempts at unofficial queries through officials and other staff members of the CCREEE for the purpose of influencing the outcome of this RFP may be cause for disqualification from further consideration.

b. Proposal Submission Delivery Requirements

All proposal submissions **MUST** be completed in electronic form and made via e-mail. Hard copy submissions are **not** required but may also be made in addition to e-mail submissions.

E-mailed submissions (Required)

Proposals sent by e-mail must be received in *Adobe PDF format only*, no later than 17:00 h (GMT/UTC - 4h) on 2 April 2021 in one e-mail. The e-mail subject line to be used is, "*Proposal for the recruitment of an HR Consultant*". The submission must be duly signed and dated. The



official address for e-mail submission will be the RFP contact email address – procurement@ccreee.org.

c. RFP Timetable

Activity	Deadline
Issue Date of RFP	12 February 2021
Deadline for Questions	12 March 2021
Deadline for Issuing Clarification Document	19 March 2021
Deadline for Submission	2 April 2021
Evaluation of Proposals	5 April 2021
Contract Negotiation Period	5 April – 9 April 2021
Anticipated Contract Start Date	12 April 2021

d. Inquiries from Respondents

Respondents are required to submit requests for additional information or clarification in respect of this RFP no later **12 March 2021** via RFP contact, e-mail: procurement@ccreee.org. All questions should be as clear and concise as possible. Respondents are also expected to immediately notify the RFP contact via email of any discrepancies, ambiguities, errors, omissions, or other faults in any part of the RFP document, providing full details.

Responses to inquiries or amendments will be issued in written addenda prior to the final proposal submission deadline. Should there appear to be conflict between the RFP and any addenda issued, the last addendum issued shall prevail.

e. Confidentiality

Through the submission of their bid, the respondent shall agree to following measures:

Confidential Information of the CCREEE

The respondent acknowledges that any information concerning the analysis, findings and recommendations of which the respondent, its agents or employees become aware of in the course of bidding or providing any services under a resulting contract, shall be treated as confidential. In particular, such information:

- (a) is the sole property of the CCREEE and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the deliverables; and
- (c) must not be disclosed without prior written authorization from the CCREEE.

Confidential Information of Respondents

Respondents should identify any information in their proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the CCREEE. Respondents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to any related parties engaged by the CCREEE to advise or assist with the RFP process, including the evaluation of proposals as well as to CCREEE’s third parties who have a financial or legal/regulatory interest.



f. Language guidelines

Proposals prepared and submitted by respondents in addition to all correspondence and documents relating to the RFP exchanged between the respondent and the CCREEE shall be written in the English language.

g. Currency

All monetary cost amounts should be quoted in United States Dollars.

h. Costs associated with the proposal

All respondents shall bear all costs associated with the preparation and submission of proposals. This includes administrative costs, travel costs and costs associated with demonstrations, if and whenever applicable.

i. Validity period of proposals

Bids shall remain valid for a total of 60 days after the closing date prescribed by the CCREEE for the receipt of bids. A bid valid for a shorter period will be rejected by the CCREEE and deemed nonresponsive. In exceptional cases, the CCREEE may solicit the respondent's consent to an extension of the bid validity period. The request and response thereto shall be made in writing through letters and/or emails.

j. Delivery of Services

The respondent shall bear all risks and costs related to the submission of their proposals.

The respondent is fully responsible for organising and guaranteeing timely delivery. Close coordination with the contracting authority, the CCREEE, is recommended.

Other terms and conditions

Taxes, levies and duties

The final cost shall be quoted and itemized to include a break-down of all relevant costs. The contract cost, however, shall be exclusive of direct and indirect taxes since the CCREEE is exempt from taxes. This is in accordance with Article VIII of the 'Headquarters Agreement between the Government of Barbados and the CCREEE, entered into effect in May 2018.



Force majeure

Respondents shall not be considered in default if delays in delivery occur due to causes beyond the respondent's control, such as, *inter alia*, acts of God, natural calamities, civil wars, strikes, fires and floods. Only those causes which have a duration of more than seven days shall be considered cause of force or calendar majeure. In the event of delay due to such causes, the delivery schedule will be extended for a length of time equal to the period of force majeure.

At its sole discretion, CCREEE retains the right to cancel this RFP at any time. Such cancellation would be without any liability on the part of the CCREEE.

PROPOSAL REQUIREMENTS

The submitted proposal should contain the following components:

Transmittal Letter

The transmittal letter should state the willingness and ability to provide services in accordance with all terms and conditions of this RFP. The letter shall clearly indicate that the respondent has carefully read all the provisions in the RFP and should summarize the important information contained in submitted proposals. An authorized representative of the bidding agency, preferably the Managing Partner, must include his/her name and sign the cover letter.

The cover letter must contain a brief summary of the experience and background of the respondent. Transmittal letters should also acknowledge receipt and understanding of any addenda associated with the RFP.

Company profile

Respondents should describe their business' background and company history drawing relevance to this RFP.

Qualifications & Experience

Respondents should provide evidence of certification of the staff responsible for managing the engagement as well as any senior staff assigned to the audit and proof of capability including previous relevant experience.

Any legal and ongoing litigation should be declared.

Subcontractors

Respondents should declare if subcontractors will be engaged to meet the scope of works described in this RFP. The information provided should include the subcontractor's responsibilities, business information, qualifications, and any experience relevant to their responsibilities related to the RFP.

Other Submissions

Interested firms must also submit the following documents/information to demonstrate their suitability:

- Curriculum vitae for key personnel within the firm who will undertake the engagement;
- A financial proposal quoted in United States dollars (US\$) according to deliverables outlined.



Timeline

Respondents should provide a proposed timeline for competition of the engagement outlined in this RFP, particularly where they differ from the timelines articulated by the CCREEE in 'Bid Schedule of Prices/Payments' Attachment 1. Lead times should be clearly illustrated.

Pricing Information

Respondents should provide a price breakdown which includes pricing associated with all aspects of the procurement – professional fees, details of any reimbursables, etc.

Price proposals shall be valid for a minimum of 60 days.

Criteria for Proposal Assessment

The firm scoring the highest cumulative score in technical and financial evaluations will be awarded with the contract. Technical and financial evaluation will carry 70% and 30% weightages, respectively.

Technical proposals will be evaluated per the criteria below:

- Work samples provided by firm relevant to the scope of services highlighted above (50 points)
- Qualification/expertise of key personnel proposed for the assignment (20 points)

In case of a discrepancy between unit and total prices, the unit price shall prevail.

Further information to be shared confidentially with the successful candidate

The CCREEE Project Document
The Agreement Establishing CCREEE
The CCREEE Strategic Plan
The CCREEE Staff Regulations and Rules
The CCREEE's Resource Mobilisation Strategy

Other relevant websites:

www.ccreee.org

www.caricom.org

www.se4allnetwork.org