

## **TERMS OF REFERENCE**

### **Instructional Designer**

<b>Project Title:</b>	<b>Developing Capacity in Energy Statistics and Information Management</b>
<b>Assignment:</b>	up to 10 person days (PD)
<b>Location:</b>	Caribbean
<b>Duration of Contract:</b>	14.02.2022 – 31.03.2022

#### **1. BACKGROUND**

The Caribbean continues to be heavily dependent on fossil fuels to meet its growing energy demand. This dependence contributes to the region's high cost of doing business, increases its vulnerability to external sector shocks, and constrains economic growth and competitiveness across most Caribbean economies.

The Caribbean Community (CARICOM) Energy Policy commissioned and later approved at the Forty-First Special Meeting of the Council for Trade and Economic Development (COTED), prioritizes sustainable and secure energy supply through diversified energy sources in the expansion of electricity generation, distribution and transmission across the Caribbean region. The Caribbean Sustainable Energy Roadmap and Strategy (C-SERMS) was also approved, at the Forty-First Special Meeting of COTED, to support the CARICOM Energy Policy in meeting the initial regional level targets set for renewable energy penetration across the Caribbean region. Since then several CARICOM member states have embraced the regional targets set while also adopting more ambitious policy commitments through their national energy policies or action plans. However, despite the early advancements made, members states are currently struggling with the implementation of these policy commitments.

The financial assistance from the GIZ TAPSEC under the Regional Universities Network (RUN) Initiatives will support the development and implementation of curricula to develop capacity on energy statistics and information management for the Caribbean. With this capacity development, there will be more human resources within the region to support the use of energy statistics and energy information management to facilitate planning and achieving energy targets.

#### **2. OBJECTIVES**

The overarching objective of the Assignment is to develop appropriate online workshop content on Energy Statistics and Energy Information Management. Instructional designer will work closely with a Course Development Specialist in Energy Statistics and Energy Information Management.

### 3. OUTCOMES

The expected outcomes of the Consultancy are:

- Online content including but not limited to powerpoint presentations, infographics, videos and activities on Energy Statistics and Energy Information Management;
- Technical Support during 1-day workshops on Energy Statistics and Energy Information Management.

### 4. SCOPE OF WORK / ACTIVITIES

The following scope of work is to be undertaken in partnership with The UWI and CCREEE and with final approval from The UWI:

- (1) Provide input on training platform to be used for delivery of workshop content and workshop;
- (2) Identify videos and activities to complement workshop training and to be published on the online platform to be identified;
- (3) Upload powerpoints or content from powerpoints and other related content on Energy Statistics and Energy Information Management.
- (4) Provide input on training manual for workshops and upload manual and other appropriate content that incorporates the training resources and can guide training over 2 days;
- (5) Support 1-day workshops on Energy Statistics and Energy Information management respectively;

### 5. DELIVERABLES

In total, this assignment will have a volume of up to 10 person days (PD), up to of 10 PD's as desk study and up to 0 PD's on-side. At the beginning of the contract the contractor will develop a timetable with expected deliverable activities and dates.

It is expected by the Firm of Consultant to deliver the following services/deliverables:

<b>Deliverable</b>	<b>Deadline</b>
Online content on Energy Statistics and Energy Information Management on online platform to be identified	04 March 2022
Uploaded compiled resources on Energy Statistics and Energy Information Management	11 March 2022
Uploaded training manual to support workshop training	11 March 2022
1-day Workshops on Energy Statistics and Energy Information Management	22-23 March 2022

### 6. TIMESCALE

The assignment will commence on 14 February 2022 and end on 31 March 2022.

- Kick-off meeting with UWI and consultant in mid- February 2022.
- Workshops on Energy Statistics and Energy Information Management to be held mid-March 2022

## **7. ASSIGNMENT OF PERSONNEL**

To achieve the specified objectives, the minimum requirements for the expert profile are the following:

- University degree in Instructional Design, Information Technology or a related discipline to the relevant subject area;
- Minimum of 3 years of experiences in Instructional Design; Information Technology or related discipline;
- Experience in the Caribbean renewable energy and energy efficiency sector or green engineering or related sector;
- Demonstrable working experience in all CARIFORUM countries would be an advantage;
- Experience with project management;
- Excellent organisational skills;
- Excellent command of English (both written and oral form) is a must criterion;
- Ability to work in a multi-lingual, multi-cultural, and multi-disciplinary team.

### **Payment Mode**

Payment upon successful completion of programme and receipt of original final invoice

UWI reserves the right to pay within 10-15 business days once the deliverables and receipt of original final invoice (signed and stamped) have been reviewed and approved. UWI does not cover third-party's bank fees charges.

### **The offer should include the following information:**

- A signed financial offer covering all costs related to the assignment, including the number of expert days required for the assignment with the respective daily rates
- The financial offer should be in USD only;
- An up to date version of expert's CV in English language with a maximum of 3 pages;
- A scanned copy of a valid ID e.g. Passport or Driver's licence (both sides);

**All submissions must be made electronically in PDF format to the e-mail address: [tannecia.stephenson02@uwimona.edu.jm](mailto:tannecia.stephenson02@uwimona.edu.jm)**

**Please submit the proposal by 10<sup>th</sup> February 2022.**

For further questions, please contact: [tannecia.stephenson02@uwimona.edu.jm](mailto:tannecia.stephenson02@uwimona.edu.jm).