



## Terms of Reference

### Subject Matter Expert Consultancy

#### Marine Energy

|                        |  |
|------------------------|--|
| Project Description:   | Development of Content for a Marine Energy Capacity Building Course in partnership with the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) |
| Location:              | Remote   |
| Duration of Contract:  | 8 weeks  |
| Issuance Date:         | 16 <sup>th</sup> January 2023  |
| Response Deadline:     | 27 <sup>th</sup> January 2023  |
| Indicative Start Date: | 1 <sup>st</sup> February 2023  |

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## 1.0 Introduction

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) is seeking to hire a suitably qualified consultant to develop an introductory marine energy course and related content designed for online delivery.

The Exclusive Economic Zones of most of the Caribbean countries are larger than their land masses, however, the energy potential of this vast resource is not being exploited. Building the capacity of stakeholders in the sector to conduct assessments, and design, implement, operate, and maintain projects is a crucial steppingstone to realising energy independence for the region. The overall aim of the course, therefore, is to build the capacity of government technocrats, utility engineers, regulators, academics, students, and project developers on designing and implementing marine energy projects in the Caribbean. The course would complement ongoing work that is being undertaken by the CCREEE in supporting a marine energy development and deployment strategy for the region.

The CCREEE encourages the equitable participation of women, youth, and men in all our activities. Throughout the course design, the impact on women who currently work in or otherwise depend on the marine environment will be considered. Women who work in or own businesses in the marine environment, and women in the energy sector will also be targeted to register for the course.

## 2.0 Background Information

### 2.1 Project Rationale

The CCREEE has identified the development of marine energy technologies as a significant opportunity to contribute to energy independence and sustainable development in the Caribbean. Several CARICOM Member States have also included exploiting the energy resources available in their exclusive economic zones among the strategies to achieve their Nationally Determined Contribution (NDC) commitments to abate their greenhouse gas (GHG) emissions under the Paris Agreement. The capacity development to be achieved from this course will support governments and private sector investors with the foundational knowledge to assess the available marine energy resources, develop and deploy projects, operate and maintain the installations, and regulate the emerging marine energy sub-sector towards achieving the GHG emissions reduction goals while supporting economic and social development.

The course content to be developed will introduce regional stakeholders to the opportunities for developing marine energy resources in the region and the considerations for developing marine energy projects including: identifying and quantifying the various marine energy resources, opportunities and challenges with the various marine energy resources, considerations for shipping, fisheries, and other economic activities in the marine space, understanding the exclusive economic zones, regulations for project development and interconnection, opportunities for intersectoral collaboration across the blue economy, and environmental and social impact assessments.

### 2.2 About the CCREEE

The CCREEE is a self-funding autonomous institution of CARICOM born out of the commitment from SIDS-DOCK, the United Nations Industrial Development Organization (UNIDO), and the Government of Austria to assist small island developing states in Africa, the Caribbean, the Indian Ocean, and the Pacific in the creation of the Global Network of Sustainable Energy Centres (i.e., the GN-SEC). The CCREEE was

conceived as the implementation hub for sustainable energy activities and projects within the CARICOM region. As an institution of CARICOM, the CCREEE is tasked with supporting the region's sustainable energy transition. The CCREEE was operationalised with the signing and ratification of the CCREEE legal agreement by CARICOM Member States Heads of Government in May 2018.

The CCREEE has a clear vision, mission, and mandate which are fully aligned with the CARICOM's vision, mission, and core values: "A Caribbean Community that is integrated, inclusive and resilient; driven by knowledge, excellence, innovation and productivity; a Community where every citizen is secure and has the opportunity to realise his or her potential with guaranteed human rights and social justice; and contributes to, and shares in, its economic, social and cultural prosperity; a Community which is a unified and competitive force in the global arena". The CCREEE builds on the regional intervention logic of other GN-SEC centres, creating integrated and inclusive regional markets for sustainable energy products and services by mitigating existing barriers through various tools and methodologies.

The CCREEE is viewed as a critical cog within the "implementation gears" of CARICOM countries that have made public commitments to transition from their current state of dependence on extremely volatile, frequently expensive, and mostly external oil supplies to a desired future wherein energy, which is secure in pricing and supply, is reliably and efficiently delivered and used through the accelerated integration of indigenous renewable energy sources coupled with energy efficiency measures. Through its strategic programmes and flagship projects, the Centre serves Caribbean Community's (CARICOM) Member States and has a willingness to work with the extended CARIFORUM community.

## 3.0 Objectives

### 3.1 Overall Objective

To develop an online course which will be made available to Caribbean stakeholders via the CARICOM Energy Knowledge Hub (CEKH) and the Regional Universities Network (RUN) to enhance the region's capacity to develop and implement marine energy projects.

### 3.2 Specific Objectives

To closely collaborate with the CCREEE and the RUN to:

1. Design an introductory online course on marine energy resource assessments and project development
2. Produce course content including presentations, infographics, videos, notes, etc. compatible with the Moodle Based Courses Application within the CEKH.

## 4.0 Scope of Works

The chosen consultant will be tasked with the responsibility of developing an online marine energy course with content which is contextually relevant to the Caribbean.

### 4.1 Specific Activities

The Contractor will be responsible for:

- Designing course format and syllabus through a process of consultative feedback
- Preparing a lesson plan with detailed topics and learning activities
- Developing a slide deck for presentations with course content

- Preparing supporting material to supplement content delivery including notes, templates, activities, and reference material to be used in course delivery

## 4.0 Assignment Duration

The consultancy is expected to have a duration of 8 weeks.

## 5.0 Deliverables

The table below details the key deliverables and indicative deadlines.

| Deliverable   | Deadline                         |
|---|----------------------------------|
| Workplan  | February 6 <sup>th</sup> , 2023  |
| Course syllabus   | February 13 <sup>th</sup> , 2023 |
| Lesson plans with detailed topics and learning activities   | February 20 <sup>th</sup> , 2023 |
| Slide deck presentations delivering course content  | March 6 <sup>th</sup> , 2023     |
| Supporting material to supplement content delivery including notes, templates, activities, and reference material to be used in course delivery | March 20 <sup>th</sup> , 2023    |
| Final version of slide deck and supporting material based on stakeholder feedback   | March 31 <sup>st</sup> , 2023    |

## 6.0 Application Requirements

### 6.1 Submissions

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

| Criteria  | Score |
|---|-------|
| Technical Proposal including: <ul style="list-style-type: none"> <li>• Company Profile</li> <li>• Relevant Experience</li> <li>• Workplan and timeline</li> <li>• Project team</li> </ul> | 25%   |
| Qualifications/experience for key personnel (inclusive of CVs)  | 50%   |
| Financial proposal submitted as a separate document independent of workplan and so identified   | 25%   |

### 6.1 Qualifications and Experience

#### 6.1.1 Personnel experience/qualifications

- Marine Energy project designers or developers
- Practising teachers, lecturers, or curriculum specialists at the tertiary level;
- First degree in a relevant subject;
- Teacher's diploma or about seven years of teaching experience;

- Experience in designing online course content;
- Experience in assessing students' performance in the subject;
- At least three years experience of working in the field and/or teaching in the subject;
- Fluency in written and spoken English.

#### 6.1.2 Personnel/company requirements

- Indicate by name and designation the person/s who will have overall responsibility for the project;
- Include relevant business experience and biographical information of the person who would be directly responsible for the administration and management of the project as well as any other persons who will be directly involved; and,
- All personnel listed in bidder's submissions must be trained and qualified to perform the work to which they are assigned.

Respondents must provide proof of capability including previous relevant experience. Respondents should also provide information on products and services offered in relation to this RFP.

## 7.0 Submission Instructions and Guidelines

### 7.1 TOR Contact

For all purposes of this process, queries and other submissions including proposals should be made to [procurement@ccreee.org](mailto:procurement@ccreee.org).

### 7.2 Proposal Submission Requirements

Respondents are invited to submit a proposal detailing a workplan, individual/team qualifications and experience (inclusive of CVs), and a financial proposal. All proposal submissions must be completed in electronic form and submitted via e-mail. Hard copy submissions are **not** required.

Proposals sent by e-mail must be received no later than 23:59 h (AST) (GMT/UTC - 4h) on **27 January 2023** in one e-mail, sent to [procurement@ccreee.org](mailto:procurement@ccreee.org). The e-mail subject line to be used is: "Proposal for consultancy to Develop Introductory Marine Energy Course".

### 7.3 Inquiries from Respondents

Respondents are required to submit requests for additional information or clarification in respect of this TOR no later than **20 January 2023** via e-mail: [procurement@ccreee.org](mailto:procurement@ccreee.org).

Responses to inquiries or amendments will be issued in written addenda via email no later than **24 January 2023**. Should there appear to be a conflict between the TOR and any addenda issued, the last addendum issued shall prevail.

### 7.4 Confidentiality

Through the submission of their proposal, the respondent shall agree to the 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

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 TOR 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 process, including the evaluation of proposals.

### **7.5 Language Guidelines**

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

### **7.6 Currency**

- All monetary cost amounts must be quoted in USD.
- Payment currency will be USD.

### **7.7 Costs Associated with the Proposal**

All respondents shall bear all costs associated with the preparation and submission of proposals. This includes, but is not limited to administrative costs, travel costs, and costs associated with demonstrations, if and whenever applicable.

### **7.8 Delivery of Services**

The respondent is fully responsible for organising and guaranteeing timely delivery of all services proffered in their proposals and contract related to the performance of this engagement.

## **8.0 Other Terms and Conditions**

### **8.1 Taxes, Levies, and Duties**

The CCREEE is exempt from taxes both domestic and foreign. The exemption for the CCREEE is in accordance with Article VIII of the 'Headquarters Agreement between the Government of Barbados and the CCREEE' entered into effect in May 2018.

### **8.2 Force Majeure**

Respondents shall not be considered in default if delivery delays 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 calendar 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, or at the option of the CCREEE the order may be cancelled. Such cancellation would be without any liability on the part of the CCREEE. In

event of such cancellations, the respondent shall refund any amount advanced or paid to the respondent by the CCREEE.

### 8.3 Cancellation

The CCREEE is not obligated to accept any proposals. The CCREEE also reserves the right to cancel this process at any time and will not be liable for any debts, expenses, costs, or any other obligation incurred by any third party in relation to the issuance of this TOR that may arise.