

## CALL FOR EXPRESSIONS OF INTEREST FOR THE CCREEE POOL OF CONSULTANTS

Issue Date: 26 March 2025

Brief Description
<p>The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) is inviting qualified individuals and firms to submit Expressions of Interest (EOIs) to be included in its updated <b>Pool of Consultants</b>. This Pool is a key mechanism that enables the Centre to deliver short-term, on-demand technical assistance under the Centre’s technical support programmes across CARICOM Member States and the wider Caribbean. The consultants will be engaged in areas such as renewable energy and energy efficiency, project development, green transition, climate change mitigation and adaptation, power systems expansion planning, and capacity building for a just energy transition.</p> <p>Applicants should be nationals of CARICOM Member States or non-CARICOM Caribbean experts with demonstrated experience or affiliations in the CARICOM region. The call is open to both individuals and consulting firms. Selected consultants will be categorized into one of three tiers, Junior Specialist, Specialist, or Senior Specialist based on their academic qualifications and years of experience.</p> <p>The CCREEE’s updated Pool of Consultants will support implementation of national and regional sustainable energy and climate resilience agendas, particularly in accelerating the green transition, deepening efforts in climate change mitigation and adaptation, and enabling inclusive, just, and sustainable energy systems across the region.</p> <p><b>Scope of Work</b></p> <p>Consultants will provide services in areas including but not limited to:</p> <ul style="list-style-type: none"> <li>Renewable energy and energy efficiency technologies</li> <li>Green transition strategies and roadmaps</li> <li>Climate change mitigation and adaptation</li> <li>Project preparation</li> <li>Sustainable project planning, development and implementation</li> <li>Power systems expansion and integrated resource planning</li> <li>Capacity building for just and inclusive energy transitions</li> </ul> <p>Areas of technical support include a broad range of sustainable energy technologies such as solar PV, wind, biomass, ocean energy, geothermal, hydropower, energy efficiency applications, e-mobility, and nexus areas like water, health, and agriculture.</p> <p>Selected consultants will be placed in the CCREEE’s Pool from April 1, 2025, to March 31, 2028. During this period, they may be contracted under framework agreements to respond to specific project needs. Each assignment will be guided by a tailored Terms of Reference (TOR) outlining objectives, deliverables, timelines, fees, and required expertise.</p> <p>EOI submissions must be completed in English, in PDF format, and sent via email to <a href="mailto:procurement@ccreee.org">procurement@ccreee.org</a> no later than 17:00 GMT/UTC-4 on <b>Friday, April 25, 2025</b>. The email subject line must read “EOI–CCREEE Pool of Consultants.” Submissions should include a proposal highlighting area(s) of expertise, updated CVs or résumé, at least 3 references, and any supporting documentation such as academic certificates.</p> <p>Proposals will be assessed based on a scoring matrix that evaluates qualifications, relevant experience with specified services, sectors and technologies, understanding of the Caribbean energy landscape, and overall quality, rigour and professionalism of the submission.</p>

## Contents

1.	Purpose of the Call for Expressions of Interest .....	3
2.	CARICOM's Energy Context .....	3
3.	Introduction to the CCREEE and Governance Arrangements .....	4
4.	Terms of Reference (TOR) .....	6
5.	EOI Requirements.....	10
6.	Instructions for Responding .....	12
7.	Other Terms and Conditions .....	13

## **1. PURPOSE OF THE CALL FOR EXPRESSIONS OF INTEREST**

### **1.1. Invitation to Respondents**

This call for Expressions of Interest (EOI) is a solicitation by the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) for qualified individuals or firms to submit applications for the CCREEE's Pool of Consultants.

### **1.2. Objective of the Call for EOI**

The primary objective of this call for EOI is to update and refresh the CCREEE's pool of regional consultants to provide quality, on-demand, short-term technical interventions under the CCREEE's technical assistance programmes across the Caribbean Community (CARICOM) and the wider Caribbean region. Expert consultants will support the CCREEE's Mission and ensure that the Centre can deliver timely technical services to its Member States et al, as required, to support their objectives.

## **2. CARICOM'S ENERGY CONTEXT**

The 15 Member States of the CARICOM are mostly Small Island Developing States (SIDS): Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Haiti, Jamaica, Montserrat, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago. The countries collectively exhibit unique characteristics, including varying topographies, limited or absent natural resources, relatively small populations, and fragmented energy markets with limited diversification in their supply. These characteristics also present both challenges and opportunities in pursuing green transitions, enhancing resilience to climate change, and advancing progress toward their Nationally Determined Contributions (NDCs) under the Paris Agreement. Consequently, CARICOM Member States share many common energy challenges, inter alia:

1. With the exception of Trinidad and Tobago and more recently, Guyana, high dependence on imported fossil fuels to meet their energy demand
2. High vulnerability to the effects of climate change
3. Increasing electricity consumption and a widening demand-supply gap, especially in many urban areas
4. Limited access to modern, reliable and affordable energy services in some countries, such as the rural areas in Haiti, and hinterland regions of Guyana, Suriname, and Belize
5. Despite the abundance of options for solar, wind, hydro and geothermal power, low penetration of renewable energy into their energy systems
6. High unexploited energy efficiency potential with low energy efficiency in power generation, transmission, distribution, and end use
7. Power market structures that are under-regulated and lacking diversity on account of single vertically integrated utilities with monopoly control over generation, transmission, and distribution of electricity in a majority of the countries
8. Market failures for clean energy (renewable energy and energy efficiency) technologies within the region, owing to distortions within the markets that have not supported the enabling of an environment that is capable of supporting country level strategies on sustainable energy

9. Lack of a quality infrastructure (codes, standards, and regulations) for small renewable energy technologies (such as solar PV and solar water heating) and energy consuming devices (such as appliances and industrial equipment) in many countries
10. Relatively high electricity prices that represent a burden for the economy on the whole, as well as eroding the competitiveness of the productive sectors and limiting the availability of disposable income for the domestic and public sectors in the region
11. Heightened urgency to enhance climate resilience in response to the increasing frequency and severity of climate-related events and extremes, while supporting low-emission development pathways in alignment with each country's Nationally Determined Contributions (NDCs)

Based on the aforementioned, it becomes apparent that increasing sustainable energy production, delivery, and use, through renewable energy applications and energy efficiency measures, can provide powerful opportunities for CARICOM Member States to reduce their fuel consumption and thus improve energy security, lessen dependence on imported fuels, reduce electricity prices, promote clean economic growth, and improve the quality of life for citizens. Critically too, it allows the region to take action toward the mitigation of greenhouse gas emissions and can provide a basis for improving the resilience of key sectors to the effects of climate change. It also supports Member States in meeting their Nationally Determined Contributions (NDCs), while fostering integrated, long-term improvements in climate resilience across key sectors such as energy, water, agriculture, and health.

### 3. INTRODUCTION TO THE CCREEE AND GOVERNANCE ARRANGEMENTS

The **Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE)** was established at the Thirty-Sixth Conference of the CARICOM Heads of Government, held in Barbados in July 2015, to foster regional collaboration and advance renewable energy and energy efficiency and climate resilience across the Caribbean. Headquartered in Bridgetown, Barbados, CCREEE started operations in 2018 as the regional hub for sustainable energy activities and plays a pivotal role in advancing the Caribbean's sustainable energy agenda.

As the regional institution mandated to drive renewable energy and energy efficiency investments, the Centre has consistently stepped in to fill financial and resource gaps, executing key mandated initiatives despite the absence of direct financial contributions from CARICOM Member States. Whether through the planning and execution of flagship events like the CARICOM Sustainable Energy Forum (CSEF) or the ongoing hosting, executing, management and enhancement of critical platforms like the CARICOM Energy Knowledge Hub (CEKH) and the annual in-house production of Energy Report Cards (ERCs) for 16 Caribbean countries, CCREEE has shouldered substantial in-kind contributions to advance the transformation of the region's energy landscape.

CCREEE works with CARICOM Member States and sub-regional stakeholders, including power pools, utility organizations, regulatory authorities, and regional financial institutions, to establish integrated regional markets for sustainable energy and climate technology (SECT) products and services. This work involves setting targets, policies, standards, and incentives, de-risking investments through reliable data and analytics, as well as bundling projects and convening regional actors. These priorities are embedded within five core pillars, forming the foundation of CCREEE's updated work plan, with each project aligning with one of these strategic areas.

The **first pillar**, Sustainable Energy Transition and Market Integration, focuses on developing and implementing renewable energy and energy efficiency policies while fostering cross-border collaboration to create an integrated renewable energy market. The **second pillar**, Universal Access to Energy Services – Facilitating a Just Energy Transition, aims to expand energy infrastructure and improve energy access to support economic and social development. This includes implementing innovative solutions tailored to the region's unique challenges. The **third pillar**, Capacity Building and Stakeholder Empowerment, strengthens capacities at the institutional, industrial, community, and individual levels through education, training, and technical assistance. The **fourth pillar**, Innovation, Research, and Technology Development, promotes the adoption of innovative technologies through research and collaborative initiatives, while encouraging best practices in sustainable energy. The **final pillar**, Advocacy, Awareness, and Regional Cooperation, seeks to raise awareness and advance advocacy for renewable energy and energy efficiency while fostering stronger regional cooperation and partnerships.

The Centre works closely with the Energy Unit of the CARICOM Secretariat, the Sustainable Energy and Climate Resilience Initiative (SIDS DOCK), as well as the wider Global Network of Regional Energy Centres (GN-SEC) for Small Island Developing States (SIDS) in Africa, the Caribbean, the Indian Ocean and the Pacific.

Since its inception, CCREEE has been coordinating the Caribbean region's sustainable energy transition and supporting both adaptation and mitigation efforts to minimise the impacts of climate change. Whether it be by engaging in decision-making support, capacity building, project design and implementation, CEKH, ERC data repository, and research development. CCREEE manages its programmatic portfolio through strong relationships and its network of national, regional and international partners.

The CCREEE has built relationships that enable it to engage with all stakeholders relevant to the effective delivery of outputs envisioned for fulfilling its mandate. Continuous engagements are maintained with CARICOM Member States including government ministries, departments and agencies with responsibility for sustainable energy transitions, climate resilience, civil society, the private sector and academia. These partnerships allow CCREEE to mobilize human and other resources for project development and implementation. To support the implementation of many projects, the CCREEE relies on National Coordinators in some CARICOM Member States and is a partner to many regional organizations such as the University of the West Indies (UWI), the Caribbean Community Climate Change Centre (5C's), Caribbean Export Development Agency, and the Caribbean Institute of Hydrology and Meteorology (CIMH) who are poised to support with mobilizing support and gathering information from key stakeholders under this project.

In the face of growing climate threats, the CCREEE is equipped to lead the region's renewable energy transitions by developing innovative energy solutions that address national priorities while improving the livelihoods of people. Climate change disproportionately affects the most vulnerable, and CCREEE's programs are appropriately weighed and designed to ensure that renewable energy systems benefit communities, strengthen resilience, and support sustainable development pathways.

CCREEE reports to the CARICOM's Council for Trade and Economic Development - Energy (COTED) which provides policy guidelines through the regional Ministers with responsibility for Energy. The CCREEE is governed by an Executive Board (EB) selected based on the Agreement Establishing the CCREEE. The 10-member EB is comprised of representatives from Member States, COTED, the CARICOM Secretariat, SIDS DOCK, Host Country Representatives, 2 selected partner representatives and the Executive Director, who is an ex-officio member. The CCREEE acts as the Secretariat in providing support to Member States in pursuing their energy transitions and championing climate change mitigation initiatives.

The Secretariat is headed by an Executive Director and is supported by a Head of Partnerships and Programmes (HPP) and three (3) functional departments accounting for a complement of 13 core staff members at its Barbados Headquarters with 8 being technical and the remaining being operational support.

#### **4. TERMS OF REFERENCE (TOR)**

##### **4.1. Objective**

The overall objective of engaging the Pool of Consultants is to provide professional, on-demand, technical consulting services in renewable energy and energy efficiency project development, energy planning, power sector planning, and related areas for project developers, project beneficiaries, policymakers, regulators, utilities, energy providers or other relevant groups within the Caribbean. These services will be provided through the CCREEE.

##### **4.2. Scope Of Work**

The Pool of Consultants will provide a source of quality expertise in several areas, which will largely depend on the identified needs and will be provided based on demand. The technical support will be provided in an array of technical areas. Consultants in each of the areas, shown below, are needed.

1. Provide high-quality technical assistance to CCREEE to advance the development, analysis, and execution of sustainable energy and climate-resilient projects including the nexus applications of water, transport, agriculture and health. This includes contributing expert advice, technology assessments, and feasibility studies that enhance the design and bankability of initiatives under CCREEE's technical support programmes.
2. Support CCREEE in the planning and execution of power system expansion and grid modernization activities across the region. Activities may include conducting system modelling, integrated resource planning, and grid impact assessments to inform the integration of renewable energy and enhance climate resilience of electric power systems.
3. Strengthen CCREEE's capacity-building initiatives through the design and delivery of targeted technical trainings, workshops, and knowledge exchange mechanisms. These interventions aim to support the institutional strengthening of regional energy governance and promote skills development critical to achieving a just and inclusive green energy transition.
4. Contribute technical expertise to CCREEE-led studies, diagnostics, and strategic interventions that support the Centre's programme and project implementation. This includes developing tools, methodologies, policies, and tailored technical inputs to inform evidence-based decision-

making, accelerate climate change mitigation and adaptation efforts, and facilitate a regional shift toward sustainable, low-emission energy systems.

Based on the aforementioned areas, the Pool of Consultants will be expected to conduct the following typical tasks and activities depending on the demands. The list of tasks and activities is not exhaustive. For each engagement, specific objectives, tasks, and deliverables will be outlined in a dedicated TOR and will be agreed upon prior to commencement of the activities. The duration of activities will be determined in each TOR for the specific engagement.

#### 4.2.1. Group A: Project Development

It is envisioned that project development support within Group A will largely be provided for the CCREEE's Sustainable Energy Transition and Market Integration projects serving a range of projects including renewable energy, energy efficiency, climate change mitigation and adaptation, green transitions, and projects designed to support achieving NDC. Projects may be at various stages of readiness (from pre-feasibility to financial close). Project development therefore includes a broad cross section of services:

- Business plan development
- Financial modelling and documentation
- Feasibility studies
- Resource assessments/studies
- Technology assessment
- Project design and drafting
- Environmental and social impact assessments
- Gender assessments
- Finance structuring
- Due diligence facilitation
- Deal flow management
- Energy audits
- Energy management
- Demand-side reduction programme development
- Technical reviews of Member States progress towards their energy transitional goals including the level of engagement of citizenry in the transition

The CCREEE serves both public sector and private sector applicants ranging from small and medium sized enterprises to large corporations. The PPF also supports projects from NGOs and mixed capital entities (private and public). Consultants with experience in the services outlined within these entities are therefore required.

#### 4.2.2. Group B: Power System Expansion Planning

Power system expansion planning services will be primarily provided to utilities, but also to project developers. Services in Group B link directly with the CCREEE's IRRP programme and will be delivered in close collaboration with the work being done.

- Grid-integration and interconnection requirements/processes for renewable energy technologies and other technologies; design and development of interconnection agreements

- Grid modelling services/ grid infusion studies for energy planning and to inform the revision of national energy targets and the development of a grid code
- Assessments of electric mobility and electric vehicle charging infrastructure and associated costs for increased deployment
- Assessment of smart grid infrastructure required to maximise potential of demand-side management, vehicle to grid and other grid services

#### 4.2.3. Group C: Strategic Technical Advisory and Intervention

Strategic technical advisory and intervention services are expected to provide high-level technical support across CCREEE-led initiatives that drive sustainable energy transformation in the Caribbean. Deliverables will focus on generating actionable insights, developing tailored solutions, and guiding strategic interventions that contribute to climate resilience and low-emission development across the region.

- Conduct diagnostics and assessments to identify barriers, opportunities, and priority actions for energy transition across Caribbean member states.
- Develop and adapt technical tools, methodologies, and guidelines to support programme and project design, implementation, and evaluation.
- Provide expert input into the formulation of energy policies, strategies, and action plans with a focus on climate resilience and low-emission development.
- Design and deliver technical studies and reports to inform evidence-based decision-making at national and regional levels.
- Support the development and execution of projects and strategic interventions that advance sustainable energy and climate goals.
- Contribute to capacity-building activities through the preparation of knowledge products, training materials, and technical guidance notes.
- Collaborate with regional and international stakeholders to ensure coherence and alignment with global best practices and frameworks.
- Development of monitoring and evaluation tools to enable Member States to manage their transition more effectively and efficiently.

#### 4.2.4. Group D: Capacity Building

Supporting and strengthening the capacity of local project developers, financial institutions, regulators, policy makers, utility personnel and other energy institutions through workshops, training, seminars and any other established means for capacity development is imperative. Such action decreases knowledge gaps, facilitates knowledge and skills transfer, and enhances the capacity of national institutions to carry out their functions. Capacity building will be integrated in Groups A, B and C through the CCREEE's Learning Management System within the CARICOM Energy Knowledge Hub (CEKH) and will include:

- Group A: Project Development
  - Workshop, training, or seminars for project developers and beneficiaries to build renewable energy and energy efficiency project development skills for various technologies.
  - Workshop, training, or seminars for financial institutions to build renewable energy and energy efficiency project assessment skills for various technologies.
- Group B: Power System Expansion Planning



- Workshop, training or seminar for utility personnel on grid and energy system modelling for grid expansion plans; effective PPA negotiations and agreements.
- Group C: Strategic Technical Advisory and Intervention
  - Design and deliver workshops, training sessions, or seminars to build technical capacity of public and private sector stakeholders and disseminate findings, tools, and methodologies developed through strategic interventions.

#### 4.3. Engagement Process

1. Technical assistance in the thematic areas outlined will be provided through a consultancy framework agreement between a consultant and the CCREEE. The TOR outlined above fundamentally refers to the type of technical assistance to be provided through framework agreements to selected CARICOM Member States. In response to an identified need, opportunity, or request, experts from the Pool of Consultants will be requested. Experts will be engaged based on the specific demand for technical assistance that best matches their demonstrated expertise.
2. TORs for each assignment will be developed or conveyed to potential consultants, as appropriate. The TOR will describe in detail the expertise required for execution of the assignment, the nature of the technical assistance request, the expected/anticipated timelines for commencement and completion, duration of the assignment, location, expected outputs and deliverables, reporting, logistical support if necessary and the proposed budget.
3. In response to the TOR and relevant project details, the consultant will be expected to confirm his/her availability to undertake the assignment. Following this they will be required to submit a schedule of deliverables, provide a work breakdown schedule, and confirm proposed rates and overall costing. It is expected that the consultant/s will respond to the TOR calls/offers within five business days.
4. The CCREEE will select the appropriate consultant[s] to undertake the assignment based on a review of expertise, availability and cost estimates and proceed via established protocol.
5. Upon identification and approval of the candidate(s) for the assignment, the consultant will be deployed and/or the assignment will begin after the Agreement is duly signed.

Inclusion in the consultant pool allows for consideration in upcoming opportunities, however, it does not guarantee engagement. The CCREEE retains the discretion to determine whether, when, and how consultants are contracted, based on the evolving needs of its programmes and alignment with specific expertise. Kindly note that the Centre may choose not to proceed with engagement at any time and is not required to provide an explanation for such decisions.

#### 4.4. Timeframe

Selected consultants from the respondents to this request for EOI will be placed in a prequalified technical consultant pool for a period of three years: 01/04/2025 – 31/03/2028. Within these three years the CCREEE will procure consultants based on the availability of project requests. The consultant/s will be subjected to periodic review over the valid period. In light of the foregoing, the Pool of Consultants will be updated periodically.

## 5. EOI REQUIREMENTS

### 5.1. Qualifications and Experience

This call for EOIs is open to nationals of CARICOM Member States. However, non-CARICOM Member states Caribbean experts are welcome to apply but should demonstrate experience in a CARICOM Member state and/or an affiliation with a CARICOM Member state expert. The call is open to both individuals and firms. Further, all consultants must have an excellent command of the English language (reading, writing, and speaking). Knowledge of French, Dutch, or/and Spanish would be considered an asset.

There are three consultant tiers applicants may apply to. Each level is associated with qualification and experience requirements. The table below depicts the consultant tiers and requirement descriptions.

Consultant Tier	Requirements
Junior Specialist	<ul style="list-style-type: none"> <li>Minimum education qualification: Bachelor's degree in engineering, environmental management, energy systems, economics, sustainable development, social sciences, natural resource management, climate change or other relevant fields to the service being applied for.</li> <li>Years of experience providing the service: At least 3 years</li> <li>Years of experience with technology: At least 3 years</li> <li>Years of experience in the Caribbean context: At least 2 years</li> </ul>
Specialist	<ul style="list-style-type: none"> <li>Minimum education qualification: Master's degree* in engineering, environmental management, energy systems, economics, sustainable development, social sciences, natural resource management, climate change or other relevant fields to the service being applied for.</li> <li>Years of experience providing the service: At least 5 years</li> <li>Years of experience with technology: At least 5 years</li> <li>Years of experience in the Caribbean: At least 3 years</li> </ul>
Senior Specialist	<ul style="list-style-type: none"> <li>Minimum education qualification: At minimum master's degree in engineering, environmental management, energy systems, economics, sustainable development, social sciences, natural resource management, climate change or other relevant fields to the service being applied for.</li> <li>Years of experience providing service: At least 10 years</li> <li>Years of experience with technology: At least 10 years</li> <li>Years of experience in the Caribbean: At least 5 years</li> <li>Years of leadership/management experience: At least 5 years</li> </ul>

\*For Specialists, in lieu of a Master's degree, a Bachelor's degree and 3 additional years of experience will be considered.

For team submissions, identified team leads should also display a minimum of 5 years leadership/management experience.

### Interpersonal Skills

In addition to their specialist qualifications, consultants are expected to have the following interpersonal skills:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner and client-focused working methods
- Interdisciplinary thinking

### Additional Requirements

In addition to their specialist qualifications and interpersonal skills, the following are required of consultants:

- Ability to travel on short notice to conduct in-country site visits within the CARICOM region, where needed
- Ability to work in a multi-lingual, multi-cultural and multi-disciplinary team
- Ability and capability to work remotely

## 5.2. Criteria for Assessment

The following evaluation matrix will be used to assess EOIs:

Criteria	Score
Minimum education qualification met	10
Demonstrated experience with the service(s) indicated in key programmatic areas of work	30
Demonstrated experience of working in CARICOM countries	10
Demonstrated experience working with Regional Organizations, International Development Organizations, National Counterparts etc.	10
<b>Maximum Score</b>	<b>60</b>

## 5.3. Application Documents and Format

Interested candidates — whether applying individually or as part of a team — are required to submit a proposal package comprising the following documents:

1. Applicant Introduction and Rationale (maximum 2 pages)
  - Summarise your professional background and articulate how your expertise aligns with the organisation's current needs and strategic direction.
  - Highlight relevant accomplishments, roles, or collaborations that demonstrate your capacity to deliver the requested services, ideally with a focus on regional or comparable contexts.
2. Technical Proposal (maximum 5 pages)
  - Outline the thematic areas and service(s) you wish to be considered for, referencing the Scope of Work in Section 4.

- Provide examples of relevant projects you have led or contributed to, particularly those undertaken in the Caribbean or similar regions.
- 3. Curriculum Vitae (CV) (maximum 3 pages)
  - Outline relevant experience, qualifications, achievements, and skills.
  - Clearly state your roles, responsibilities and length of engagement in past projects.
- 4. References
  - Provide contact details for three (3) project references who can verify your performance on similar assignments.
- 5. Supporting Documents
  - Include any additional documents that support your application, such as copies of qualifications or certifications.

#### 5.3.1. Team Submissions

If applying as a team:

- Provide an overview of all proposed experts and their individual qualifications.
- Clearly identify the roles, tasks, and relevant qualifications of each team member.
- Describe the team structure and collaboration approach to ensure effective delivery of the proposed services.

#### 5.3.2. General Requirements

- All proposal components must be:
  - Addressed to: The Executive Director
  - Legible: Use font size 11 or larger
  - Clearly articulated and written in English

## 6. INSTRUCTIONS FOR RESPONDING

### 6.1. EOI Contact

For all stages of the EOI process, queries and final submissions 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 EOI will be cause for disqualification from further consideration.

### 6.2. Submission Delivery Requirement

All submissions must be completed in electronic form and made via e-mail. Submissions must be sent in pdf format only and no later than 17:00 UTC-4 on **Friday, April 18, 2025**. The e-mail subject line to be used is “EOI- CCREEE Pool of Consultants”. The submission must be duly signed and dated.

Only complete submissions which include all the required information by the deadline will be considered.

### 6.3. EOI Timeline

- Issue Date of this Expression of Interest - **26 March 2025**

- Please send any queries to [procurement@ccreee.org](mailto:procurement@ccreee.org) by **Wednesday, 9 April 2025**. All questions should be as clear and concise as possible. Respondents are also expected to immediately notify the EOI contact via email of any discrepancies, ambiguities, errors, omissions, or other faults in any part of the EOI document, providing full details.
- Responses to enquiries or amendments will be issued in written addenda by **Wednesday, 16 April 2025**. Should there appear to be conflict between the EOI and any addenda issued, the last addendum issued shall prevail.
- Submissions must be sent in pdf format only and no later than 17:00 UTC-4 on **Friday, 25 April 2025**.
- Upon revision of the submitted EOI, successful applicants will be contacted by **Friday, 23 May 2025** and provided with information on the next steps.

---

## 7. OTHER TERMS AND CONDITIONS

- Calls for Expressions of Interest under this process shall not be considered a formal offer of work by the CCREEE.
- The CCREEE is not obligated to accept any proposals. The CCREEE also reserves the right to cancel this Request for Expressions of Interest 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 if this Request for EOI that may arise.
- The consultant commits to not disclose confidential information, neither before, nor during, nor after the delivering of the service. Signing of a confidentiality agreement may be required.
- All results must be provided to the CCREEE in digital editable version and must follow prescribed corporate or other design standards specified by the CCREEE
- Reasonable changes during an assignment will be agreed in writing in advance between the consultant and the responsible person within the CCREEE