

CALL FOR EXPRESSIONS OF INTEREST FOR THE CCREEE POOL OF CONSULTANTS

Addendum No. 1 – Clarifications to the EOI

EOI Issue Date: 26 March 2025

Addendum No. 1 Issue Date: 14 April 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 Pool of Consultants. 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>Scope of Work</p> <p>Consultants will provide services in areas including but not limited to:</p> <ul style="list-style-type: none"> • Renewable energy and energy efficiency technologies • Green transition strategies and roadmaps • Climate change mitigation and adaptation • Project preparation • Sustainable project planning, development and implementation • Power systems expansion and integrated resource planning • Capacity building for just and inclusive energy transitions <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 procurement@ccreee.org no later than 17:00 GMT/UTC-4 on Friday, April 25, 2025. 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>

1. RESPONSES TO CLARIFYING QUESTIONS

- 1.1. Can you please confirm that the submission deadline is 17:00 GMT/UTC-4 on Friday, April 25, 2025, as stated on pages 1 and 13 of the RFP?**

Response: Yes. The deadline for submission is 17:00 GMT/UTC-4 on Friday, April 25, 2025.

- 1.2. If submitting a team, could you please confirm that the page limits listed on page 12 (3 pages for CVs), will apply for each team member, and not the overall team?**

Response: If submitting as a team the page limits listed on page 12 (3 pages for CVs), will apply for each team member, and not the overall team

- 1.3. In that case, would the Applicant Introduction (2 pages) and Rationales and Technical Proposal (5 pages) page limits also remain the same as stated in the RFP?**

Response: The Applicant Introduction (2 pages) and Rationales and Technical Proposal (5 pages) page limits remain the same as stated in the RFP whether for an individual or a team.

- 1.4. Capacity-Building and Stakeholder Empowerment: The third pillar of CCREEE's mission references the importance of building capacity at the institutional, community, and individual levels. To what extent is CCREEE seeking partners that can provide communications, engagement, and facilitation support—particularly to help align diverse stakeholders around shared goals in energy transition and sustainable development?**

Response: This call primarily targets technical expertise; however, CCREEE recognises that effective energy transitions also benefit from strong stakeholder engagement. While not a core focus, complementary competencies in communications, facilitation, and alignment of diverse stakeholders will be considered, particularly where they enhance the impact of technical capacity-building and project delivery.

- 1.5. Project Integration Support: Many of the technical activities outlined in the EOI will require cross-sector collaboration (e.g., utilities, government ministries, community groups). Is there interest in consulting partners who can help design and facilitate engagement structures or workstreams to ensure sustained coordination across these diverse actors?**

Response: Yes, while the primary emphasis is on technical capabilities, CCREEE welcomes submissions that demonstrate the ability to support cross-sector coordination. Consulting partners with experience in designing and facilitating engagement structures or workstreams that enhance collaboration among diverse actors—such as utilities, ministries, and communities—are encouraged to highlight this value-added component.

- 1.6. Strategic Content and Event Support: Given the role of publications like the Energy Report Cards and convenings such as the CARICOM Sustainable Energy Forum (CSEF), would CCREEE consider partners that bring strategic communications and content development capabilities—such as message design, publication layout, and event strategy—as part of the support team?**

Response: CCREEE acknowledges the importance of strategic content and communications in amplifying impact. Partners with demonstrated experience in areas such as message design, publication development, and event strategy may highlight these as value-added capabilities. Such skills will be considered where they enhance the visibility, coherence, and uptake of technical outputs.