



TERMS OF REFERENCE

Project Manager - Marine Energy

Euroclima Marine/Wave Energy Action | Four Caribbean Countries

Organisation	Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE)
Programme	Euroclima
Geographic scope	Antigua and Barbuda; Barbados; Grenada; Saint Vincent and the Grenadines
Duty station	CCREEE Secretariat, Barbados, with approved regional travel
Reports to	Head of Partnerships and Programmes, CCREEE
Contract duration	18 months, with extension up to 24 months subject to programme needs, funding and approval
Position type	Fixed-term professional staff / internal assignment, as applicable

A. Background and Context

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE), through the Euroclima programme, is supporting a multi-country initiative to assess the feasibility and investment potential of wave energy in Antigua and Barbuda, Barbados, Grenada, and Saint Vincent and the Grenadines. The initiative is intended to strengthen the evidence base for national energy planning, identify viable marine energy opportunities, and support countries in determining the technical, economic, environmental, institutional and financing conditions required for responsible deployment.

The programme includes a multidisciplinary feasibility study covering wave resource assessment, in-situ data collection, technology suitability, site identification, grid integration, economic and financial analysis, investment prospects and related policy and governance considerations. Delivery requires close coordination among CCREEE, UNDP/Euroclima, national focal points, utilities, regulators, maritime and environmental agencies, technical consultants, development partners and other stakeholders.

CCREEE will assign a Project Manager - Marine Energy to serve as the Centre's day-to-day project lead and internal marine energy focal point. The role will combine project management, applied energy-systems knowledge, technical coordination, stakeholder engagement and programme development. Specialist consultants and peer reviewers will remain responsible for professional analyses that require dedicated expertise in oceanography, wave-resource modelling, offshore engineering, environmental and social safeguards, legal analysis or project finance.

B. Purpose and Objectives of the Role

The purpose of the role is to ensure coordinated, timely and high-quality implementation of CCREEE's marine energy work under Euroclima while strengthening the Centre's capacity to support marine energy development across the Caribbean.

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The Project Manager will:

- Lead day-to-day planning, coordination, monitoring and reporting for the Euroclima marine/wave energy action, ensuring delivery against approved scope, schedule, budget and quality requirements.
- Manage the interface between CCREEE, contracted consultants, programme partners and participating countries, including coordination of technical review and resolution of implementation issues.
- Provide applied engineering and energy-systems input within the role-holder's professional competence, particularly on power systems, renewable energy integration, grid considerations and practical implementation requirements.
- Coordinate marine energy technical assistance, investment-readiness support, knowledge development and stakeholder engagement across CCREEE member states, drawing on specialist expertise where required.
- Support the development of an enabling environment for marine energy through coordinated policy, regulatory, institutional, safeguards and financing inputs.
- Capture lessons, data and partnerships generated through the programme so that CCREEE can sustain and expand its marine energy support capability beyond the initial action.

C. Scope of Work

Working under the direction of the Head of Partnerships and Programmes and in close collaboration with CCREEE technical, finance and operations personnel, the Project Manager will undertake the following responsibilities.

1. Programme Planning and Project Management

- Prepare and maintain an integrated implementation plan covering activities, milestones, dependencies, country-level schedules, procurement requirements, reporting deadlines, responsibilities and decision points.
- Coordinate day-to-day implementation, convene regular progress reviews, maintain action and decision logs, and follow up on agreed actions with consultants, country counterparts and programme partners.
- Monitor delivery against approved scope, schedule and budget; identify slippage or emerging constraints early; and recommend corrective actions or required management decisions.
- Coordinate internal inputs from CCREEE technical, operations, finance, communications and programme teams and ensure clear ownership of deliverables and deadlines.
- Support preparation and updating of project budgets, expenditure forecasts, procurement plans and contract trackers in coordination with the responsible CCREEE units.
- Ensure proposed changes to scope, budget, schedule or contractual arrangements are escalated through the appropriate approval process before implementation.

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2. Oversight of the Euroclima Wave Energy Feasibility Study

- Serve as CCREEE's principal day-to-day interface with the multidisciplinary consulting team undertaking the wave energy feasibility study across the four participating countries.
- Track consultant performance, contractual milestones and deliverables covering inception and methodology; in-situ data collection; wave resource assessment; technology assessment; site selection and preliminary engineering; grid integration; economic and financial analysis; investment prospects; risk assessment; and feasibility determination.
- Coordinate the circulation and review of draft deliverables among CCREEE, national counterparts and designated technical reviewers, consolidate comments, maintain a comments-resolution record, and recommend acceptance once requirements are met.
- Coordinate field missions, equipment deployment and retrieval interfaces, site access, national permissions, validation workshops and other implementation logistics falling within CCREEE's responsibilities.
- Identify deliverables or technical issues requiring independent peer review or additional specialist input and coordinate such support with management approval.
- Ensure that technical conclusions, certifications and specialist determinations remain with appropriately qualified experts and are not assumed by the Project Manager beyond delegated authority and professional competence.

3. Applied Engineering and Energy Systems Coordination

- Provide technical input on electricity systems, renewable energy integration, generation planning, grid constraints, storage interfaces, interconnection considerations and other energy-system issues relevant to marine energy deployment.
- Support utilities and consultants in identifying, obtaining and interpreting relevant power-system data and in clarifying operational assumptions, infrastructure constraints and system planning considerations.
- Review the practical implications of consultant findings for small and islanded power systems and translate technical information into clear management briefs, decision notes and implementation actions.
- Contribute to preliminary technical screening of marine-energy-related opportunities where these fall within the role-holder's competence, and coordinate specialist assessment where deeper wave, oceanographic, offshore or marine engineering expertise is required.
- Provide technical backstopping to other CCREEE programmes where marine electrification, shore power or emerging marine-energy considerations intersect with wider renewable energy initiatives.

4. Marine Energy Technical Assistance and Project Development

- Coordinate and support responses to member-state requests related to marine energy opportunities, project concepts, technology options and early-stage feasibility considerations.

- Facilitate preliminary country and site scoping using available national, regional and publicly available information, with specialist analytical support commissioned where required.
- Support review of marine energy proposals, concept notes and feasibility outputs submitted by technology developers or partners, coordinating due diligence and specialist advice as appropriate.
- Contribute to preparation of project concepts and funding proposals for development partners and climate-finance mechanisms, including clear articulation of technical need, implementation approach, risks and expected outcomes.
- Provide inputs, relevant, to national energy planning, NDC implementation, climate strategies and related reporting processes on marine-energy opportunities and enabling requirements.

5. Policy, Regulatory, Institutional and Safeguards Coordination

- Coordinate access to national information and counterparts for policy, regulatory, legal, institutional, environmental and social specialists supporting the programme.
- Track how policy, permitting, marine spatial planning, environmental and social requirements, institutional capacity and stakeholder considerations affect feasibility, site development and investment readiness.
- Support translation of specialist findings into practical recommendations, action matrices and country follow-up plans, while ensuring that formal legal, safeguards and regulatory determinations remain with the designated experts.
- Coordinate any follow-on policy and governance work triggered by feasibility findings, ensuring that the scope reflects country-specific evidence and confirmed programme approvals.
- Promote inclusive stakeholder participation and ensure agreed gender, youth and community engagement considerations are incorporated into implementation and knowledge activities.

6. Investment Readiness, Financing and Resource Mobilisation

- Coordinate consolidation of validated feasibility findings into country-level investment-readiness summaries, project pipelines and implementation roadmaps.
- Work with technical and financial specialists to identify next-stage studies, enabling actions, indicative investment needs, financing options, risk-mitigation measures and potential development partner support.
- Support and review preparation of investment briefs, concept notes and partner presentations that clearly distinguish technical feasibility, economic competitiveness and bankability.
- Coordinate engagement with development finance institutions, climate funds, bilateral partners and other financing stakeholders on viable marine-energy opportunities and CCREEE programme development.
- Support identification of funding pathways for continuation and scaling of CCREEE's marine energy work beyond the current action.

7. Stakeholder Engagement, Partnerships and Regional Coordination

- Maintain effective working relationships with ministries, utilities, regulators, port and maritime authorities, fisheries stakeholders, environmental agencies, academia, communities, private-sector actors and development partners.
- Coordinate consultations, technical meetings, country missions, validation workshops, training events and regional knowledge exchanges, ensuring decisions and follow-up responsibilities are documented.
- Support regional dialogue and peer exchange on marine energy, including mechanisms that enable member states to share evidence, lessons and implementation experience.
- Engage technology providers and other market actors in a transparent manner to improve CCREEE and member-state understanding of technology readiness, deployment requirements and market developments.
- Represent CCREEE, as assigned, at relevant regional and international events and technical discussions.

8. Capacity Building and Knowledge Management

- Coordinate a practical capacity development programme for government, utility and other relevant stakeholders, based on identified needs and the findings of the feasibility study.
- Support preparation of concise guidance notes, technical briefs, lessons-learned products, training materials and other knowledge products on marine energy in Caribbean and SIDS contexts.
- Organise and maintain project data, reports, models, GIS products, correspondence and decision records in a structured repository, with appropriate metadata and access arrangements.
- Support integration of relevant marine energy information and knowledge products into existing CCREEE knowledge platforms and regional dissemination channels.
- Coordinate internal knowledge transfer so that technical and project-management lessons are retained within CCREEE at the end of the assignment.

9. Monitoring, Risk Management, Reporting and Handover

- Maintain an implementation risk register covering schedule, procurement, budget, consultant performance, stakeholder coordination, data access, field operations, technical interfaces and other delivery risks.
- Prepare concise monthly progress reports covering achievements against milestones, deliverable status, budget position, procurement and contract status, risks, decisions required and priorities for the next period.
- Consolidate inputs for UNDP/ Euroclima monitoring and reporting, including evidence required for programme reviews, audits, evaluations and relevant monitoring platforms.

- Maintain an organised project evidence base, including approvals, review records, meeting outputs, financial and procurement references, technical submissions and stakeholder documentation.
- Prepare a final completion and handover report covering delivery against the workplan, outstanding actions and risks, lessons learned, recommended next steps and the transfer of all project records and knowledge products.

D. Deliverables and Indicative Timeline

The following outputs consolidate the project-management, technical-coordination and institutional-strengthening functions of the role. Detailed timing will be aligned with the approved project workplan and consultancy schedules.

Output	Required Content	Indicative Timing
1. Inception and Implementation Plan	Integrated workplan; responsibilities matrix; stakeholder map; procurement and reporting schedule; initial budget forecast; risk register; consultancy oversight arrangements; and internal coordination protocol.	Month 1
2. Monthly Project Management Pack	Progress report; updated milestone, budget, procurement, contract, risk, action and decision trackers; and consolidated inputs for partner reporting.	Monthly
3. Consultancy Oversight and Technical Review Records	Deliverable tracker; consolidated review comments; comments-resolution record; technical-review coordination; field-mission records; and recommendations for acceptance or corrective action.	At each contractual milestone
4. Country Engagement and Technical Assistance Outputs	Mission reports, consultation and workshop records, country scoping notes, decision briefs, technical-assistance responses and documented follow-up actions.	Throughout assignment
5. Capacity and Knowledge Products	Training activities and materials; concise technical guidance or briefing products; lessons learned; and organised marine-energy data and knowledge resources.	Phased, Months 4-18
6. Investment Readiness and Programme Development Outputs	Country investment-readiness summaries, implementation-roadmap inputs, project concept notes/investment briefs, partner engagement records and resource-mobilisation inputs.	Following validated feasibility findings
7. Completion and Handover Report	Summary of delivery against scope, schedule and budget; results achieved; outstanding risks and actions; lessons learned; recommended continuation plan; and indexed	End of assignment

handover of project records.

E. Duration and Working Arrangements

The assignment is expected to run for 18 months, with the possibility of extension up to 24 months subject to programme needs, confirmed funding and the required approvals. The role is based at the CCREEE Secretariat in Barbados and will require approved travel to participating countries and other locations relevant to programme delivery.

The Project Manager will work full time within CCREEE arrangements applicable to the appointment. Travel, procurement, contracting, expenditure and other commitments will be undertaken only within approved plans, budgets and delegated authorities. Any reassignment of existing staff responsibilities or changes to employment terms will be documented separately through CCREEE's established human-resource and management processes.

F. Required Qualifications, Experience and Competencies

Education

- A bachelor's degree in Electrical Engineering, Electrical Power Engineering, Renewable Energy Engineering, Energy Systems or another relevant engineering or energy-related discipline is required.
- A Master's degree, additional professional training or postgraduate study in project management, energy, engineering, business administration or a related field is desirable.

Professional Experience

- A minimum of four (4) years of relevant professional experience in energy project delivery, engineering, technical coordination or programme implementation, including responsibility for managing projects or substantial workstreams.
- Demonstrated experience coordinating multidisciplinary teams and stakeholders, managing schedules and budgets, tracking deliverables and risks, and producing clear technical or project-management outputs.
- Experience in Caribbean or other Small Island Developing State energy-sector contexts, including work with public-sector institutions, utilities or development partners.
- Experience with multi-country programmes, donor-funded projects, procurement or consultant management is highly desirable.
- Experience in marine-related energy applications, including vessel electrification, shore-power infrastructure, offshore renewable energy, or other emerging energy systems is an asset.

Technical and Project Management Capabilities

- Applied knowledge of electricity systems, renewable energy integration and project implementation, with the ability to interpret technical reports and data and translate findings into management actions.
- Experience in generation expansion planning, integrated resource and resilience planning, power-system analysis or related energy-planning work is desirable.
- Familiarity with analytical tools such as PLEXOS, HOMER Pro, DlgSILENT PowerFactory or equivalent energy-system tools is an asset.
- Understanding of project budgeting, procurement coordination, contract administration, monitoring, risk management and donor reporting.
- Ability to coordinate specialist technical inputs without exceeding the limits of delegated authority or professional competence.
- Professional development or certification in project management, energy management, renewable energy systems or related fields is desirable.

Core Competencies and Language

- Strong organisation, results orientation, analytical judgement, accountability and attention to quality.
- Effective written and verbal communication, including the ability to explain technical issues to non-specialist audiences and prepare concise decision-focused reports.
- Demonstrated stakeholder facilitation, collaboration and relationship-management skills across government, utility, technical, community and development-partner settings.
- Ability to manage multiple concurrent workstreams, work independently within agreed parameters, and escalate issues appropriately.
- Fluency in written and spoken English is required. Working knowledge of French is desirable.

G. Reporting, Coordination and Performance Management

The Project Manager will report to the Head of Partnerships and Programmes and will coordinate closely with CCREEE technical leadership, finance and operations personnel, consultants, national focal points and UNDP/EUROCLIMA counterparts. Technical review and approval responsibilities for specialist outputs will be confirmed at inception and assigned to appropriately qualified personnel.

Performance will be assessed against the approved workplan and the quality and timeliness of project delivery, including:

- Progress against milestones and deliverables, including timely escalation and resolution of implementation issues.
- Quality of consultant coordination, review management and project records.
- Budget, procurement, contract and risk monitoring within delegated responsibilities.
- Effectiveness of stakeholder coordination, country engagement and partner responsiveness.



- Quality and usefulness of decision briefs, technical-assistance outputs, knowledge products and investment-readiness support.
- Completeness of reporting, knowledge transfer and final handover.

This TOR defines the consolidated CCREEE role for project management and internal marine-energy coordination under the EUROCLIMA action. It does not replace the specialist consultancy teams required to undertake investment-grade wave resource assessment, oceanographic monitoring, offshore engineering, safeguards, legal analysis or other professional services specified under the programme.

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