TERMS OF REFERENCE

PROJECT MANAGER

Caribbean Efficient and Green Energy Buildings Project

Office/Unit/Project	**Programmes – Caribbean Efficient and Green Energy Buildings Project**
Position Title	Project Manager
Duty Station	CCREEE Headquarters, Barbados, with regional travel as required
Work Arrangement	Office-based
Expected Starting Date	January 4, 2027
Contract Period	January 4, 2027 to July 22, 2028
Reporting Line	Head of Partnerships and Programmes

Background

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) is a regional Inter-Governmental Organisation (IGO) agreed upon by the Heads of the Government of the Caribbean Community (CARICOM) at its Thirty-Sixth Conference and becoming operational in 2018 under its Inter-Governmental Agreement to foster regional collaboration and promote renewable energy and energy efficiency development, investments, markets and industries in the Caribbean with its vision being to "transform the energy landscape of the Caribbean into a sustainable, affordable and climate resilient sector; focused on improving lives of our people"

CCREEE operates as the regional hub for sustainable energy activities. It seeks to address energy security, improve access to modern energy services, and promote climate change mitigation. CCREEE works closely with the CARICOM Secretariat as well as a wider global network of sustainable energy Centres (GN-Sec) for Small Island Developing States (SIDS) in Africa, the Caribbean, the Indian Ocean and the Pacific. The Centre works to create an enabling environment for sustainable energy development through capacity building, knowledge sharing, energy sector planning, and policy advocacy. It also provides technical assistance and supports the development of projects that contribute to climate change mitigation and adaptation.

CCREEE engages with various stakeholders, including governments, private sector entities, and regional and international organizations, to drive the transition towards

sustainable energy in the Caribbean. By focusing on innovative solutions and regional cooperation, the Centre plays a crucial role in improving access to modern energy services, achieving energy sovereignty, reducing greenhouse gas emissions, and enhancing the overall resilience of Caribbean communities to the impacts of climate change.

The Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) is implementing activities under the World Bank **Caribbean Efficient and Green Energy Buildings Project**, including Subcomponent 2.4 – Regional Regulatory Framework Development.

The World Bank-financed Caribbean Efficient and Green Energy Buildings (CE-GEB) Project, Subcomponent 2.4 – Regional Regulatory Framework Development, implemented by the Caribbean Centre for Renewable Energy and Energy Efficiency (CCREEE) supports the CE-GEB Project objectives to improve energy efficiency, expand renewable energy use in public buildings, and strengthen the enabling regulatory frameworks across participating CARICOM Member States. Subcomponent 2.4 to be implemented by CCREEE covers the following four tasks: (i) the update of the CREEBC, (ii) the development of a regional waste management strategy for EE/RE waste streams, (iii) broader regulatory development, capacity building, and (iv) technical support to pooled procurement processes.

Project Background

The Caribbean Efficient and Green-Energy Buildings Project aims to reduce energy consumption, increase the use of renewable energy in public buildings and facilities, and strengthen the regulatory environment for energy efficiency and renewable energy investments in participating Caribbean countries.

The Project is being implemented in Guyana, Grenada and Saint Lucia and will support energy-efficiency retrofits and distributed renewable-energy systems in approximately 500 public buildings and facilities. Eligible facilities may include government administrative buildings, schools, universities, hospitals, health centres, airports, stadiums, water and wastewater facilities, and other public infrastructure.

Project investments will be procured, where appropriate, through a regional pooled procurement mechanism supported by the Organisation of Eastern Caribbean States Commission and the Caribbean Centre for Renewable Energy and Energy Efficiency. This approach is intended to achieve economies of scale, standardise technical requirements and improve procurement efficiency across participating countries.

Progress towards the Project Development Objective will be measured through the following indicators:

- Lifetime energy savings resulting from energy-efficiency improvements;
- Renewable-energy capacity enabled;
- Lifetime renewable-energy generation from solar photovoltaic systems installed under the Project;
- Lifetime greenhouse-gas emissions reduced or avoided;

- Percentage of the total contract value awarded through regional pooled procurement; and
- Number of harmonised regional and national regulations and standards developed and adopted to promote energy-efficiency and renewable-energy investment.

Project Components

Component 1: Investment in Energy-Efficiency Measures and Distributed Renewable-Energy Systems

This component will finance energy-efficiency retrofits, distributed renewable-energy systems and related technical assistance in public buildings and facilities in Guyana, Grenada and Saint Lucia. National Project Implementation Units are responsible for implementing this component.

Eligible energy-efficiency measures may include:

- Active and passive energy-efficiency improvements;
- Building-control and energy-management systems;
- Measures to reduce cooling demand and improve resilience to extreme heat;
- Safe removal and disposal of obsolete equipment and materials; and
- Limited ancillary works required to ensure that buildings are suitable for retrofit.

Renewable-energy investments may include rooftop, carport and ground-mounted solar photovoltaic systems, solar water-heating systems and, where appropriate, battery energy-storage systems for critical public facilities.

Technical assistance will support the identification, assessment, design, procurement, construction, commissioning and operation of investments. This may include energy audits, feasibility studies, technical and economic assessments, certification and verification, and implementation supervision.

The Project may also support grid-integration measures, including upgrades to distribution infrastructure, battery storage and modern energy-management systems required by electricity utilities to accommodate distributed solar generation.

Subprojects are expected to achieve estimated energy savings of at least 20 percent and comply with the agreed technical, economic, environmental and financial eligibility criteria, including maximum payback-period requirements.

Component 2: Regional Regulatory Framework Development

Under Subcomponent 2.4, CCREEE is responsible for implementing regional policy, regulatory and technical activities to strengthen the enabling environment for energy-efficiency and renewable-energy investments.

Activities include:

- Leading and contributing to the update of the CARICOM Regional Energy Efficiency Building Code;
- Supporting the development of a regional waste-management strategy and related regulations for waste generated from energy-efficiency and renewable-energy investments;
- Undertaking regional regulatory development, stakeholder engagement, dissemination and capacity-building activities;
- Supporting the harmonisation of relevant regional and national standards and regulatory tools; and
- Providing technical support to the regional pooled procurement process.

Component 3: Pooled Procurement, Project Implementation Support, Capacity-Building and Gender Programme

Under Subcomponent 3.4, the OECS Commission is responsible for regional implementation support, including the establishment and operation of a Regional Project Implementation Unit.

The subcomponent will support:

- The preparation and implementation of pooled procurement arrangements for participating countries;
- Technical assistance to national Project Implementation Units;
- Regional stakeholder communication and engagement activities;
- Capacity-building in procurement, energy efficiency and distributed renewable energy;
- Dissemination and implementation of regional regulations, standards and technical tools; and
- Facilitation of harmonised approaches to energy-efficiency and renewable-energy investments across participating countries.

CCREEE is responsible for the delivery of Subcomponent 2.4 and for providing technical support to regional pooled procurement and related capacity-building activities.

Purpose of the Assignment

The Project Manager will oversee the planning, coordination, implementation, monitoring and reporting of CCREEE's activities under the Project, including support related to all four CEGEB tasks at CCREEE: (i) the update of the CREEBC, (ii) the development of a regional waste management strategy for EE/RE waste streams, (iii) broader regulatory development, capacity building, and (iv) technical support to pooled procurement processes during the delivery period. The Project Manager will also serve as the primary coordination point between CCREEE, the World Bank, the CROSQ, the OECS Commission, participating countries, consultants and other relevant stakeholders.

The Project Manager will be responsible for:

- Managing and overseeing the consultancy for the revision, technical review and finalisation of the CARICOM Regional Energy Efficiency Building Code (CREEBC);
- Mobilising, planning and coordinating the in-person Regional Project Team technical review meeting and related stakeholder consultations;
- Coordinating the review, submission, quality assurance and acceptance of consultant deliverables;
- Overseeing the development of a regional solid-waste-management strategy and supporting regulatory measures for waste streams arising from energy-efficiency and renewable-energy investments;
- Supporting broader regional regulatory development, harmonisation, dissemination and capacity-building activities related to energy efficiency and renewable energy;
- Coordinating capacity-building and training activities for participating Member States, including collaboration with the Association of Energy Engineers;
- Providing and coordinating technical support to the regional pooled procurement process, including engagement with the OECS Commission, participating countries, consultants and relevant technical stakeholders;
- Following up on the implementation of pooled procurement activities and ensuring alignment with applicable regional regulations, standards and technical requirements;
- Maintaining complete and accurate project documentation, procurement records, consultant files and implementation records;
- Updating and maintaining the World Bank's Systematic Tracking of Exchanges in Procurement platform and ensuring that procurement actions and supporting documents are recorded in a timely manner;
- Preparing and submitting project implementation reports, procurement updates, progress reports and other submissions required by the World Bank and CCREEE;
- Monitoring activities, deliverables, timelines, risks and dependencies and escalating issues requiring management or stakeholder intervention; and
- Ensuring the orderly and timely transition and handover of project-management responsibilities, records, outstanding actions and stakeholder engagements at the conclusion of the interim assignment.

Scope of Work

Under the direct supervision of the Head of Partnerships and Programmes, the Project Manager will provide overall project-management, coordination, monitoring, reporting and implementation oversight for the assigned activities.

The Project Manager will work closely with the CCREEE technical, operations, procurement, finance and communications teams, as well as the World Bank, CROSQ, OECS Commission, national Project Implementation Units, Regional Project Team members, consultants, training providers and other relevant stakeholders.

The Project Manager will undertake the following functions.

Project Mobilisation and Implementation Planning

The Project Manager will:

- Review the project documents, financing arrangements, procurement plan, implementation schedule, consultant contracts, technical terms of reference, approved budgets, previous reports and outstanding actions.
- Prepare an inception and mobilisation plan for the four-month assignment.
- Develop and maintain a detailed implementation schedule covering all activities.
- Establish a project-delivery tracker identifying activities, deliverables, deadlines, responsible parties, dependencies, approvals, risks and required follow-up actions.
- Confirm the status of all outstanding project activities with CCREEE, the World Bank, CROSQ, OECS Commission and relevant consultants.
- Coordinate project-start-up and mobilisation meetings with the consulting firm and key project stakeholders.
- Ensure that project activities are aligned with the approved scope, budget, procurement plan and World Bank requirements.
- Establish clear working arrangements for technical review, decision-making, document circulation and approval.

Management and Oversight of the CREEBC Consultancy

The Project Manager will provide day-to-day management and administrative oversight of the consulting firm engaged to update, validate and finalise the CREEBC.

Responsibilities will include:

- Serving as CCREEE's primary day-to-day focal point for the consultant.
- Coordinating the consultant's mobilisation and inception activities.
- Confirming the consultant's work plan, methodology, staffing arrangements, deliverable schedule and stakeholder-engagement approach.
- Maintaining a deliverables and contract-performance tracker.
- Coordinating the circulation and review of consultant outputs by CCREEE, CROSQ, the RPT, World Bank and other relevant stakeholders.
- Consolidating comments received from reviewers and transmitting structured feedback to the consultant.
- Monitoring the consultant's responsiveness to comments, agreed actions and delivery deadlines.
- Ensuring that revised submissions address all substantive technical and administrative comments.
- Supporting the technical review and acceptance of deliverables.
- Maintaining a record of submissions, review comments, revisions, decisions and approvals.
- Monitoring contract milestones, invoicing requirements and payment dependencies in collaboration with CCREEE's Finance and Operations teams.
- Identifying delivery risks or performance issues and escalating them to the Head of Partnerships and Programmes.
- Ensuring that the consultant maintains appropriate quality-assurance, version-control and document-management procedures.

The consultant's assignment includes support for the in-person technical review meeting and tracking the consultant delivery of the post-workshop revision, validation, preparation of the final Code package and development of regional and national implementation roadmaps.

Planning and Implementation of the RPT Technical Review Meeting

The Project Manager will lead CCREEE's planning, coordination and implementation of the in-person Regional Project Team technical review meeting.

Responsibilities will include:

- Developing a detailed meeting implementation plan and timeline.
- Confirming the proposed meeting dates, location, format, objectives, agenda and expected outputs.
- Coordinating participation by RPT members, CROSQ, CCREEE, the World Bank, national standards bodies, technical institutions and other invited stakeholders.
- Preparing and issuing invitations, participant information and administrative correspondence.
- Coordinating travel, accommodation, venue, catering, interpretation, audio-visual and other logistical requirements in accordance with CCREEE and World Bank procedures.
- Coordinating with the consultant on the preparation of technical presentations, issue papers, revised drafts, comment matrices and meeting materials.
- Ensuring that all technical documents are circulated to participants sufficiently in advance.
- Preparing briefing notes, agendas, speaking points and decision documents for CCREEE management.
- Establishing systems for recording attendance, discussions, decisions, action points and responsible parties.
- Supporting the facilitation and orderly conduct of the meeting.
- Coordinating the preparation and circulation of the meeting report, decision matrix and action tracker.
- Following up with the consultant and RPT members on all agreed post-meeting actions.
- Maintaining complete administrative and technical records for project reporting and audit purposes.

The RPT meeting is expected to facilitate detailed review of the updated Code, including prescriptive and performance pathways, energy-performance metrics, climate-responsive design, HVAC systems, building envelopes, lighting and renewable-energy integration.

World Bank STEP and Procurement Coordination

The Project Manager will support the timely and accurate management of project procurement records and activities through the World Bank's STEP platform.

Responsibilities will include:

- Reviewing the approved Procurement Plan and the status of each project procurement activity.
- Coordinating with CCREEE's procurement and operations personnel to ensure that required procurement actions are initiated and completed.
- Preparing, compiling and uploading procurement documentation to STEP.

- Updating procurement activity stages, dates, values, milestones and contract information.
- Uploading terms of reference, procurement notices, evaluation records, direct-selection justifications, negotiation records, contracts and other required documents.
- Tracking World Bank reviews, comments, clearances and no-objections.
- Following up on outstanding World Bank actions and ensuring prompt responses to requests for clarification or additional documentation.
- Maintaining consistency between STEP records, the approved Procurement Plan, signed contracts, internal procurement records and project reports.
- Supporting contract administration, amendments, extensions, variations and completion records, as applicable.
- Maintaining an organised electronic procurement file for each activity.
- Alerting the Head of Partnerships and Programmes to procurement delays, compliance risks or actions requiring management intervention.

Final procurement decisions and formal approvals will remain subject to CCREEE's established delegation of authority and applicable World Bank procedures.

World Bank Reporting and Project Documentation

The Project Manager will coordinate the preparation and submission of all project reports and information required by the World Bank.

Responsibilities will include:

- Preparing monthly project-progress updates.
- Coordinating inputs for interim financial, procurement and implementation reports.
- Preparing narrative reports on progress against project objectives, outputs, deliverables and implementation schedules.
- Reporting on procurement status, consultant performance, financial delivery, stakeholder engagement and results.
- Maintaining an updated issues, risks and mitigation register.
- Preparing briefing notes, implementation updates and action reports for meetings with the World Bank.
- Recording and following up on agreed actions arising from World Bank implementation-support meetings.
- Coordinating responses to World Bank requests for information, clarification and supporting documentation.
- Ensuring that reported information is accurate, complete and consistent with supporting project records.
- Maintaining evidence of project activities, including meeting records, attendance lists, photographs, presentations, deliverables, correspondence and approvals.
- Supporting the preparation of any World Bank aide-mémoires, mission documentation, results reports or implementation-status updates required during the contract period.
- Preparing a final interim-management and handover report at the end of the assignment.

Professional energy management, auditing, and sustainable development education training for Member States

The Project Manager will follow up on the planned professional energy management, auditing, and sustainable development education training activities for participating Member States.

Responsibilities will include:

- Confirming the status, scope, training modality, schedule, budget and expected participants.
- Liaising with the training provider and participating Member States.
- Coordinating the nomination and confirmation of participants.
- Supporting the preparation and execution of any required agreements, contracts, purchase orders or administrative arrangements.
- Coordinating the circulation of training information, registration requirements, schedules and preparatory materials.
- Monitoring participation and completion.
- Maintaining records of attendance, certification and training outputs.
- Identifying implementation challenges and coordinating corrective action.
- Preparing a training-status report summarising participation, progress, outstanding actions and recommended next steps.
- Ensuring that training activities are aligned with the project's objectives for strengthening regional institutional and technical capacity.

Regional Waste-Management Strategy for EE and RE Waste Streams

The Project Manager will coordinate and oversee the development of a regional strategy and related regulatory measures for the environmentally sound management of waste generated from energy-efficiency and renewable-energy investments.

Responsibilities will include:

- Reviewing the scope, status, work plan, budget and outstanding actions for the assignment.
- Coordinating and overseeing consultants or technical service providers engaged to develop the strategy.
- Facilitating engagement with relevant regional and national authorities, standards bodies, utilities, private-sector operators and other stakeholders.
- Supporting the assessment of existing legislation, institutional arrangements, infrastructure and practices for managing EE and RE waste streams.
- Coordinating the development of practical approaches for the collection, storage, transportation, reuse, recycling, treatment and disposal of relevant equipment and materials.
- Supporting the development of regional policy principles, model regulations, technical guidelines and implementation tools.
- Ensuring that the strategy addresses institutional responsibilities, financing mechanisms, environmental safeguards, occupational safety and regional cooperation opportunities.
- Coordinating stakeholder consultations, technical reviews and validation of draft outputs.

- Consolidating reviewer comments and monitoring the revision, finalisation and acceptance of deliverables.
- Supporting the integration of waste-management and equipment take-back requirements into pooled procurement documents and technical specifications.
- Coordinating related dissemination and capacity-building activities for participating Member States.
- Monitoring progress, risks, timelines and expenditure and preparing required reports and project records.
- Preparing recommendations and a handover package identifying outstanding actions and next steps for regional and national implementation.

Pooled Procurement Initiative

The Project Manager will coordinate with the OECS Commission and other relevant institutions to advance implementation of the pooled procurement initiative.

Responsibilities will include:

- Reviewing the approved scope, work plan, procurement arrangements and outstanding actions for the pooled procurement activity.
- Establishing regular coordination arrangements with the OECS Commission.
- Maintaining an action tracker covering responsibilities, deadlines, decisions and dependencies.
- Ensuring that decisions and agreements reached with OECS, CCREEE and participating Member States are fully documented.
- Preparing recommendations on the actions required to advance the initiative.

Stakeholder Coordination and Communication

The Project Manager will:

- Serve as a central coordination point among CCREEE, the World Bank, CROSQ, OECS Commission, national Project Implementation Units, RPT members, consultants, Member State institutions and other stakeholders.
- Maintain an updated stakeholder and contact database.
- Establish regular coordination meetings and structured follow-up arrangements.
- Prepare agendas, briefing notes, presentations, minutes and action trackers.
- Communicate decisions, deadlines and required actions clearly and promptly.
- Support effective information flow between the consultant and relevant stakeholders.
- Identify issues requiring senior-level intervention and escalate them in a timely manner.
- Promote inclusive participation by Member States and relevant technical institutions.
- Ensure that all stakeholder correspondence and engagement records are appropriately filed.

Financial and Administrative Monitoring

Working with CCREEE's Finance and Operations teams, the Project Manager will:

- Monitor project expenditure against the approved budget and work plan.
- Maintain a forecast of planned commitments and expenditures.
- Track consultant invoices and payment milestones.
- Verify that invoices are supported by accepted deliverables and required documentation.
- Monitor travel, meeting, training and consultancy costs.
- Identify expenditure variances and potential budget constraints.
- Support the preparation of financial information required for World Bank reporting.
- Ensure that project activities are implemented within approved budget allocations.
- Maintain complete administrative records for audit, reporting and project-management purposes.

Risk Management, Quality Assurance and Handover

The Project Manager will:

- Establish and maintain a project risk and issues register.
- Monitor risks relating to procurement, consultant performance, stakeholder participation, meeting logistics, technical review, reporting and implementation timelines.
- Develop and monitor appropriate mitigation actions.
- Ensure that project outputs undergo the required technical, administrative and management reviews.
- Maintain quality-control procedures for reports, presentations, consultant deliverables and World Bank submissions.
- Ensure proper document naming, version control, approval records and secure filing.
- Prepare a comprehensive handover package at the end of the assignment.
- Brief the incoming or substantive Project Manager on project status, outstanding activities, risks, contractual matters, reporting obligations and required next steps.

Institutional Arrangements

The Project Manager will report directly to the **Head of Partnerships and Programmes**.

The Project Manager will work in close coordination with:

- the CCREEE Executive Director;
- the Head of Operations;
- CCREEE's procurement, finance, technical, communications and administrative teams;
- the World Bank project team;
- the CARICOM Regional Organisation for Standards and Quality;
- the Organisation of Eastern Caribbean States Commission;
- national Project Implementation Units;
- Regional Project Team members;

- national standards bodies and government ministries;
- the CREEBC consulting firm;
- AEE training providers; and
- other regional and national stakeholders.

The Project Manager will not independently approve procurements, contractual variations, payments or policy decisions unless such authority is formally delegated in writing.

Competencies

Core Competencies

Achieve Results
Plans and delivers high-quality outputs within agreed timelines; identifies obstacles and takes timely corrective action.

Think Innovatively
Identifies practical solutions to project-delivery, procurement, stakeholder and implementation challenges.

Learn Continuously
Applies lessons from implementation, stakeholder feedback and World Bank guidance to improve project delivery.

Adapt with Agility
Responds effectively to changing timelines, stakeholder requirements and implementation conditions.

Act with Determination
Manages multiple priorities, works under pressure and follows through on outstanding actions.

Engage and Partner
Builds and maintains productive relationships with regional institutions, governments, consultants and development partners.

Enable Diversity and Inclusion
Supports inclusive consultation and participation across CARICOM Member States and stakeholder groups.

Cross-Functional and Technical Competencies

Project Management

Ability to plan, organise, prioritise, coordinate and monitor resources, activities, deliverables, procedures and timelines to achieve defined project objectives.

Procurement and Contract Management

Ability to support procurement planning, consultant mobilisation, contract administration, deliverable tracking, documentation and compliance with applicable procurement procedures.

Results-Based Management

Ability to translate project objectives into measurable outputs, monitor implementation progress and prepare evidence-based reports.

Stakeholder and Partnership Management

Ability to engage and coordinate regional institutions, governments, technical experts, consultants and development partners.

Risk Management

Ability to identify, assess, monitor and mitigate technical, fiduciary, procurement, operational and stakeholder risks.

Business Communication

Ability to prepare high-quality reports, briefing notes, presentations, meeting documents and official correspondence.

Knowledge Management

Ability to organise project records, maintain version control, capture decisions and lessons, and support institutional continuity.

Strategic Thinking

Ability to understand how individual project activities contribute to broader regional energy-efficiency, regulatory and sustainable-development objectives.

Minimum Qualifications

Minimum Education Requirements

- A Bachelor's degree in Engineering, Renewable Energy, Energy Efficiency, Environmental or Natural Resource Management, Climate Change, Environmental Economics, Development, Project Management or a related field, together with two additional years of relevant professional experience, will be given due consideration in lieu of a Master's degree.

Minimum Relevant Work Experience

- A minimum of three years of relevant professional experience in project management, energy, engineering, energy efficiency, climate change, environmental management, development or a closely related field.

- A minimum of five years of relevant professional experience will be required where the candidate holds a bachelor's degree rather than a master's degree.

Required Experience and Skills

The candidate must demonstrate:

- Experience managing or coordinating complex technical-assistance or development projects.
- Experience preparing and monitoring project work plans, budgets, schedules, deliverables and risk registers.
- Experience coordinating consultants and reviewing technical or project-management deliverables.
- Experience organising regional or multi-country meetings, workshops, consultations or training activities.
- Experience preparing high-quality narrative, procurement, financial or implementation reports.
- Experience maintaining project documentation and evidence for audit and reporting purposes.
- Strong stakeholder-management and follow-up skills.
- Strong organisational skills and the ability to manage multiple concurrent workstreams.
- Strong analytical, problem-solving and decision-support capabilities.
- Excellent written and verbal communication skills.
- High proficiency in Microsoft Office, particularly Word, Excel and PowerPoint, with demonstrated ability to produce high-quality documents, undertake advanced data analysis and prepare compelling professional presentations.
- Ability to work independently, exercise sound judgement and deliver within compressed timelines.
- Ability to work effectively with multidisciplinary and multicultural teams.

Experience working with World Bank-financed projects, STEP or comparable donor procurement and reporting systems would be a significant advantage.

Desired Experience

The following experience is desirable:

- Previous experience working with the CARICOM Secretariat, CCREEE, CROSQ, OECS Commission or another regional institution.
- Previous experience working with the United Nations, World Bank or another international development organisation.
- Experience working in Caribbean Small Island Developing States.
- Experience coordinating activities involving multiple governments.
- Experience managing activities relating to energy efficiency, sustainable buildings, renewable energy, pooled procurement, regional standards or capacity building.
- Experience with procurement planning, contract management or donor-funded reporting.
- Knowledge of climate change, Nationally Determined Contributions, natural-resource management and environmental issues affecting Caribbean SIDS.

- Familiarity with regional energy policy, building energy codes, green-building initiatives or public-sector energy-efficiency programmes.
- Experience coordinating technical experts, standards bodies, government ministries and development partners.

Required Language

- Fluency in written and spoken English is required.

Application Requirements

Interested candidates should submit their applications to **recruitment@ccreee.org** by **11:59 PM (AST) on Monday, November 16, 2026**. Applications must include:

1. CV (detailed qualifications and work experience and three references)
2. Motivation letter (maximum one page – 250 words)
3. Scanned copy of passport biodata page
4. Scanned copies of educational certificates

Further information is available at www.ccreee.org. Written requests for clarification should be directed to **recruitment@ccreee.org**.

Note: Applicants should **not** contact the CCREEE office or partners by phone and only via e-mail at **recruitment@ccreee.org.**