

Terms of Reference for Senior Advisor to Jamaica's Ministry of Science, Energy and Technology

Jamaica

BACKGROUND

The Ministry of Science, Energy and Technology (MSET) requires the services of a Senior Advisor to guide the articulation and development of the national agenda on energy in the areas of science, energy, and technology.

This consultancy is projected to start in early to mid-December and will last until March 2022, with possibility of extension. The consultant will report to MSET's Permanent Secretary and will be based in Kingston, Jamaica¹.

Rationale

MSET has portfolio that is critical to shaping a new Jamaica with significant opportunities emerging based on shifting technologies. The country needs a strong policy, legislative, and regulatory energy ecosystem to advance the national agenda on energy, with links to the climate emission reduction targets. Specifically, the Ministry will lead/contribute to the development of national policies, including:

- i. A Revised/Updated National Energy Policy and sub-energy policies;
- ii. A fiscal regime to support emerging trends and industries in energy sector transformation; and
- iii. An e-mobility implementation strategy

Objective

This consultancy provides substantive policy and strategic technical guidance and support to key initiatives, and produces and manages independent research in the energy portfolio.

SCOPE AND SCHEDULE OF WORK

The following scope of work and deliverables cover not only the work foreseen for the immediate period until March 2022 but also how that work would continue if the contract was extended to cover a full year.

¹ Possibility to work remotely depending on COVID-19 related circumstances, although there is a strong preference for the candidate to be based in Kingston.

Scope of Work

Provide high-level products on energy sector transformation to facilitate a sustainable development model for the country:

- Produce and manage independent policy research and provide policy advice to the Ministry;
- Provide policy support and promote initiatives for advocacy and policy dialogues;
- Review, assess and analyze technical reports, submissions, documents on energy, and make recommendations to the Minister and Permanent Secretary;
- Contribute to the development of Green and White Papers and other policy related documents;
- Prepare briefs, position papers, statements and other technical documents for the Minister and Permanent Secretary;
- Provide advice on transformative action needed to enhance the current legislative and regulatory framework, especially regarding the electricity sector; and
- Identify the synergies between key sectors (e.g., the transport sector) and provide guidance on how these synergies can be improved to meet national goals and objectives.

Develop implementation strategies for key priorities in energy sector transformation, such as e-mobility and renewable energy:

- Identify key activities for the implementation of e-mobility in Jamaica;
- Support the technical discussions with key stakeholders and sectors involved in the implementation of e-mobility; and
- Identify opportunities and solutions for the proliferation of renewable energy technologies to meet national policy and international targets.

Outputs/Deliverables

- High-level stakeholder dialogues planned;
- Technical documents reviewed;
- High level policy coordination provided;
- Research undertaken;
- Policy briefs, reports and presentations prepared;
- Inputs and advice to Green and White Papers, and other policy documents provided; and
- Meetings/fora attended.

Deliverable	Description of Deliverable	Estimated Number of Days of Work Required	Anticipated Invoice Date
Workplan	In close consultation with the Permanent Secretary and based on approved Terms of Reference, the consultant will prepare a Work Plan detailing technical advisory	5 days	December 2021

	scope, components, tasks, and key results/milestones.		
Policy Brief I	Situational analysis on the energy landscape in Jamaica with strategic areas to tackle in the medium and long term in alignment with Jamaica's Nationally Determined Contributions (NDC) and Long-term Strategy (Pathway 2050). The consultant will analyze not only the national energy landscape but also the international one, with a view to determining gaps for strategic prioritization.	15 days	December 2021– January 2022
Policy Gap Assessment Report	The consultant will undertake a policy gap assessment of the Electricity Act capturing the regulatory, policy and planning elements to inform MSET positions.	60 days	December 2021– January 2022
Policy Recommendations Draft Report	The consultant will prepare a report: <ul style="list-style-type: none"> • Capturing recommendations for Amendments to the Electricity Act, with a special focus on examining the licensing agreement with the utility; • Formulating key recommendations to enable accelerated uptake of Renewable Energy; and • Examining fuel pricing mechanisms and its impact on transformative behavior. 	30 days	February 15, 2022
Policy Brief II	Identify energy policies and priority legislation for update, review and or formulation (i.e., National Energy Policy) as identified in previous situational analysis (Policy Brief I).	15 days	March 15, 2022
Policy Brief III	Analysis of Jamaica's Integrated Resource Plan (IRP) including the identification of opportunities and solutions for the proliferation of renewable energy technologies to meet national policy and international targets.	15 days	April 15, 2022
High level stakeholder dialogues planned	Assist in the formulation and identification of priorities to be presented/discussed at the Jamaica Energy Council and other relevant high-level policy dialogue, as needed.	10 days	May 31, 2022
Quarterly Reports	The consultant will generate quarterly advisory reports detailing the research undertaken including inputs to policy documents, technical reports reviewed,	Up to 40 days (On-going)	March, June, September, and

	coordination to facilitate inter-agency dialogue, inputs to presentations, briefings, etc.		December, 2022
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Qualification and Experience

- Post-graduate degree in engineering, energy, economics, or related field;
- At least 10 years' experience working at a senior level in government, or at an international development organization or policy research entity;
- Experience in tariff review, energy regulation, and financial modelling;
- Experience in the energy sector at the regional and/or international level;
- Extensive knowledge of policy development and policy formulation, and hands-on policy-making experience;
- Experience in facilitating multi-stakeholder and consultative processes, and demonstrated experience in building strategic partnerships; and
- Excellent writing, communication, advocacy skills—able to synthesize and analyze data for the preparation of high-quality policy analysis.

Special Conditions Associated with the Job

- Preference for candidate with a personal vehicle;
- Ability to work under pressure; and
- Willingness to travel.

Compensation

Compensation will be based on the candidate's experience and skills and competitive with similar consultancies. The contract value is capped at USD 66,600 for four months.

Application

To apply, please submit CV and cover letter to Cayetano Casado (Cayetano.Casado@ndcpartnership.org) and Clarissa Lehne (clarissa.lehne@ndcpartnership.org) at the NDC Partnership Support Unit by **3 December 2021**, with the subject line "Jamaica NDC Partnership Senior Energy Advisor."