

ENE/CSU

Consultancy to strengthen technical capacity of the executing agencies

(SU-T1167) Support for the execution, supervision and closing of energy projects in Suriname

- 1.1. The Energy Division (INE/ENE) is a functional division within the Infrastructure and Energy Sector (INE/INE) of the Inter-American Development Bank (IDB), under the Vice-Presidency of Sectors and Knowledge (VPS/VPS). INE/ENE is responsible for the development of technical analyses and the identification and preparation of programs, projects, technical cooperation, studies, and sectoral notes on the energy sector.
- 1.2. Suriname is advancing towards a more sustainable energy sector, aiming to provide affordable, secure, and clean electricity to its citizens. In Suriname, the Ministry of Natural Resources (MNH) has responsibility for energy policy and supervision of the energy sector. The Energie Bedrijven Suriname (EBS) is the state-owned utility with responsibility in the operation of the local electric power system. The recently created Energy Authority of Suriname (EAS) is in charge of establishing the regulations in the energy sector.
- 1.3. The 3 institutions manage IDB loans and grants. On one hand, MNH manages a grant operation SU-G1001 (Development of renewable energy, energy efficiency and electrification of Suriname), which has a general objective of promoting the use of renewable energy (RE) and energy efficiency (EE) technologies in the urban and rural areas and increase access to energy in the interior of Suriname with the intention of reducing the sector's emission of greenhouse gases.
- 1.4. EBS manages two loan operations: (i) SU-L1039 (Support for the Implementation of the EBS Investment Plan), with the objective to improve the quality of the electricity supply and the sustainability of the energy sector; and (ii) SU-L1055 (Consolidating a Sustainable Energy Sector), with the general objective is to improve rural economic development, by ensuring adequate and modern access to sustainable electricity to enhance the living conditions of the rural population while improving the rural business environment with better provision of electricity as a public service.
- **1.5.** The EAS is executing one component of the operation SU-L1055, with the objective to strengthen the EAS's capacity.
- 1.6. These entities are now experiencing IDB's technical, supervision, administrative, financial, procurement and environmental policies and procedures (among others) and will manage loans and grants in the upcoming years. In order to achieve the programs' outputs and outcomes and reach effectiveness at the closing stage, these entities require specialized technical support to develop all documentation, analysis, evaluation, execution and supervision of works, until the closing of these programs.



2.1. The general objective of this consultancy is to strengthen the technical capacity of the Project Execution Units (PEUs) from MNH, EAS and EBS, and in particular to support the engineering designs, procurement processes, and contract supervision for the operations SU-G1001, SU-L1039 and SU-L1055.

3. What you'll do

- **3.1.** The consultant will carry out the following activities, without prejudice to any other activities that may become necessary for the achievement of the consultancy objective defined above:
- Perform basic and detail engineering and electric designs for key projects;
- Review and approve the electrical detail designs and follow up on the required internal approvals;
- Prepare the technical specifications for tender documents and support the procurement specialist with the completion of the bid requests;
- Assist with the preparation of Non-Objection requests to be issued to the IDB;
- Where needed participate in pre-bid meetings to provide technical inputs;
- Follow up on questions from bidders relevant to technical aspects of the bids during the bid request process;
- Develop criteria to evaluate received bids, together with the procurement specialist;
- Together with the bid evaluation team review and evaluate received bids and provide technical input to finalize the bid evaluation report;
- Support with the development of the contracts for services, goods and or materials to be delivered according to IDB procedures;
- Develop and determine acceptance criteria for services, goods or materials to be delivered;
- Conduct site visits throughout project execution and inspect the work in progress to ensure compliance with the contract and technical specifications and requirements;
- Monitor delivery due dates, contract expiration dates and follow up on contract or bid validity extensions with the procurement specialist;
- Where needed participate in and/or witness test and commissioning activities;
- Perform monitoring and control activities to determine if project/contract execution and progress is in line with the contractual agreements;
- Advise if submitted invoices are in line with work completed and according to the contractual agreements;
- Keep an updated administration/archive of activity records and files;
- Provide on the job training to improve technical and engineering capacity in the PEUs;
- Prepare progress reports with respect to the progress/status of the project and works, challenges, lessons learned, etc...



4. Deliverables and Payment timeline

- **4.1.** The consultant will be required to submit the following reports:
- **Inception report** (to be submitted one week after the contract signature): the inception report will identify the main activities that the consultant will support for each operation, which will be agreed with the IDB and the executing agencies.
- **Progress reports:** including the work completed by the consultant, progress/status of the works, challenges and lessons learned (reports will be submitted every 2 months)
- **4.2.** All the draft reports will be sent in Word version for review and comments of IDB.
- **4.3.** All final reports should be sent to IDB, in English and in Pdf format.
- **4.4.** Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

Payment Schedule	
Deliverable	%
Inception report approved	10%
2. Progress #1 approved	15%
3. Progress #2 approved	15%
4. Progress #3 approved	15%
5. Progress #4 approved	15%
6. Progress #5 approved	15%
7. Progress #6 approved	15%
TOTAL	100%

5. What you'll need

- **5.1. Citizenship**: You are a citizen of one of our 48-member countries.
- **5.2. Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.
- 5.3. Education: Master's degree or equivalent in Electric Engineering or relevant discipline
- **5.4. Experience**: minimum of 10 years of relevant professional experience in the electric sector. Experience working in Suriname highly desirable
- **5.5. Languages**: Fluency in English with excellent verbal and written communication skills is required. Knowledge of Dutch is desirable.



6. Characteristics of the consultancy

- **6.1.** Type of contract and modality: Products and External Services Consultant (PEC)
- **6.2.** Length of contract: 12 months (estimated 120 days of dedication)
- **6.3.** Location: External consultancy and PEU office (40 days in Suriname)
- **6.4.** Responsible person: The IDB's Energy Division (INE/ENE) will be the technical unit responsible for the coordination and execution of this consultancy. The team leader will be: Sergio Ballon (sballon@iadb.org), Energy Sector Specialist, based at Suriname.
- **6.5.** Requirements: You must be a citizen of one of the <u>IDB's 48 member countries</u> and have no family members currently working at the IDB Group.

Our culture: Our people are committed and passionate about improving lives in Latin-America and the Caribbean, and they get to do what they love in a diverse, collaborative and stimulating work environment. We are the first Latin American and Caribbean development institution to be awarded the EDGE certification, recognizing our strong commitment to gender equality. As an employee you can be part of internal resource groups that connect our diverse community around common interests.

Because we are committed to providing equal opportunities in employment, we embrace all diversity and encourage women, LGBTQ+, persons with disabilities, afro-descendants, and indigenous people to apply.

About us: At the IDB, we're committed to improving lives. Since 1959, we've been a leading source of long-term financing for economic, social, and institutional development in Latin America and the Caribbean. We do more than lending though. We partner with our 48-member countries to provide Latin America and the Caribbean with cutting-edge research about relevant development issues, policy advice to inform their decisions, and technical assistance to improve on the planning and execution of projects. For this, we need people who not only have the right skills, but also are passionate about improving lives.



ENE/CSU

Consultancy to strengthen financial capacity of the executing agencies

(SU-T1167) Support for the execution, supervision and closing of energy projects in Suriname

- 7.1. The Energy Division (INE/ENE) is a functional division within the Infrastructure and Energy Sector (INE/INE) of the Inter-American Development Bank (IDB), under the Vice-Presidency of Sectors and Knowledge (VPS/VPS). INE/ENE is responsible for the development of technical analyses and the identification and preparation of programs, projects, technical cooperation, studies, and sectoral notes on the energy sector.
- 7.2. Suriname is advancing towards a more sustainable energy sector, aiming to provide affordable, secure, and clean electricity to its citizens. In Suriname, the Ministry of Natural Resources (MNH) has responsibility for energy policy and supervision of the energy sector. The Energie Bedrijven Suriname (EBS) is the state-owned utility with responsibility in the operation of the local electric power system. The recently created Energy Authority of Suriname (EAS) is in charge of establishing the regulations in the energy sector.
- 7.3. The 3 institutions manage IDB loans and grants. On one hand, MNH manages a grant operation SU-G1001 (Development of renewable energy, energy efficiency and electrification of Suriname), which has a general objective of promoting the use of renewable energy (RE) and energy efficiency (EE) technologies in the urban and rural areas and increase access to energy in the interior of Suriname with the intention of reducing the sector's emission of greenhouse gases.
- 7.4. EBS manages two loan operations: (i) SU-L1039 (Support for the Implementation of the EBS Investment Plan), with the objective to improve the quality of the electricity supply and the sustainability of the energy sector; and (ii) SU-L1055 (Consolidating a Sustainable Energy Sector), with the general objective is to improve rural economic development, by ensuring adequate and modern access to sustainable electricity to enhance the living conditions of the rural population while improving the rural business environment with better provision of electricity as a public service.
- **7.5.** The EAS is executing one component of the operation SU-L1055, with the objective to strengthen the EAS's capacity.
- 7.6. These entities are now experiencing IDB's technical, supervision, administrative, financial, procurement and environmental policies and procedures (among others) and will manage loans and grants in the upcoming years. In order to achieve the programs' outputs and outcomes and reach effectiveness at the closing stage, these entities require specialized technical support to develop all documentation, analysis, evaluation, execution and supervision of works, until the closing of these programs.



8.1. The general objective of this consultancy is to strengthen the financial capacity of the Project Execution Units (PEUs) from MNH, EAS and EBS, and in particular to support the preparation of financial projections and improve financial management for the operations SU-G1001, SU-L1039 and SU-L1055.

9. What you'll do

- **9.1.** The consultant will carry out the following activities, without prejudice to any other activities that may become necessary for the achievement of the consultancy objective defined above:
- Analyze and evaluate the current status of the programs and projects in execution, identifying the specific plan/execution risks, including the identification of technical, administrative and financial weaknesses in the execution, as well as technical-legal and administrative advice, in the execution of the contracts;
- Design and monitor with the PEU, the financial plan for two periods of 6 months, ensuring that all of the payments budgeted are executed;
- Support preparations and monitoring of disbursement projections;
- Monitor payments and financial progress of contracts;
- Design a plan for the best schedules for the use of advance of fund and or direct payment, without compromising the disbursement planned for the year, nor the project monitoring reports;
- Analyze the procedure and provide recommendations to reduce the time to process payments:
- Coordinate and manage intra- and inter-institutional administrative-financial meetings and workshops with the different executing units and the necessary actors in the projects in execution financed and to be financed by the IDB;
- Coordinate, plan and advise the relevant Public Institutions in the projects in execution financed and to be financed by the IDB;
- Provide on the job training to improve financial capacity in the PEUs;
- Prepare progress reports with respect to the financial progress/status of the project and main contracts, challenges, lessons learned, etc...

10. Deliverables and Payment timeline

- **10.1.** The consultant will be required to submit the following reports:
- **Inception report** (to be submitted one week after the contract signature): the inception report will identify the main activities that the consultant will support for each operation, which will be agreed with the IDB and the executing agencies.
- **Progress reports:** including the work completed by the consultant, progress/status of the works, challenges and lessons learned (reports will be submitted every 2 months)
- 10.2. All the draft reports will be sent in Word version for review and comments of IDB.
- **10.3.** All final reports should be sent to IDB, in English and in Pdf format.



10.4. Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

Payment Schedule		
Deliverable	%	
8. Inception report approved	10%	
9. Progress #1 approved	15%	
10. Progress #2 approved	15%	
11. Progress #3 approved	15%	
12. Progress #4 approved	15%	
13. Progress #5 approved	15%	
14. Progress #6 approved	15%	
TOTAL	100%	

11. What you'll need

- **11.1. Citizenship**: You are a citizen of one of our 48-member countries.
- **11.2. Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.
- **11.3. Education**: Master's degree in Economics, Business Administration, Commercial Engineering or related fields.
- **11.4. Experience:** At least 10 years of experience in management or evaluation of development projects in the public or private sector. Experience in the energy sector and in Suriname highly desirable.
- **11.5. Languages**: Fluency in English with excellent verbal and written communication skills is required. Knowledge of Dutch is desirable.

12. Characteristics of the consultancy

- **12.1.** Type of contract and modality: Products and External Services Consultant (PEC)
- **12.2.** Length of contract: 12 months (estimated 80 days of dedication)
- **12.3.** Location: External consultancy (with 10 days in Suriname)
- **12.4.** Responsible person: The IDB's Energy Division (INE/ENE) will be the technical unit responsible for the coordination and execution of this consultancy. The team leader will be: Sergio Ballon (sballon@iadb.org), Energy Sector Specialist, based at Suriname.
- **12.5.** Requirements: You must be a citizen of one of the <u>IDB's 48 member countries</u> and have no family members currently working at the IDB Group.



HRD Terms of Reference, New Template 2018 For PEC consultancies

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ENE/CSU

Consultancy to strengthen planning and management capacity of the executing agencies

(SU-T1167) Support for the execution, supervision and closing of energy projects in Suriname

- 13.1. The Energy Division (INE/ENE) is a functional division within the Infrastructure and Energy Sector (INE/INE) of the Inter-American Development Bank (IDB), under the Vice-Presidency of Sectors and Knowledge (VPS/VPS). INE/ENE is responsible for the development of technical analyses and the identification and preparation of programs, projects, technical cooperation, studies, and sectoral notes on the energy sector.
- 13.2. Suriname is advancing towards a more sustainable energy sector, aiming to provide affordable, secure, and clean electricity to its citizens. In Suriname, the Ministry of Natural Resources (MNH) has responsibility for energy policy and supervision of the energy sector. The Energie Bedrijven Suriname (EBS) is the state-owned utility with responsibility in the operation of the local electric power system. The recently created Energy Authority of Suriname (EAS) is in charge of establishing the regulations in the energy sector.
- 13.3. The 3 institutions manage IDB loans and grants. On one hand, MNH manages a grant operation SU-G1001 (Development of renewable energy, energy efficiency and electrification of Suriname), which has a general objective of promoting the use of renewable energy (RE) and energy efficiency (EE) technologies in the urban and rural areas and increase access to energy in the interior of Suriname with the intention of reducing the sector's emission of greenhouse gases.
- 13.4. EBS manages two loan operations: (i) SU-L1039 (Support for the Implementation of the EBS Investment Plan), with the objective to improve the quality of the electricity supply and the sustainability of the energy sector; and (ii) SU-L1055 (Consolidating a Sustainable Energy Sector), with the general objective is to improve rural economic development, by ensuring adequate and modern access to sustainable electricity to enhance the living conditions of the rural population while improving the rural business environment with better provision of electricity as a public service.
- **13.5.** The EAS is executing one component of the operation SU-L1055, with the objective to strengthen the EAS's capacity.
- 13.6. These entities are now experiencing IDB's technical, supervision, administrative, financial, procurement and environmental policies and procedures (among others) and will manage loans and grants in the upcoming years. In order to achieve the programs' outputs and outcomes and reach effectiveness at the closing stage, these entities require specialized technical support to develop all documentation, analysis, evaluation, execution and supervision of works, until the closing of these programs.



14.1. The general objective of this consultancy is to strengthen the planning and management capacity of the Project Execution Units (PEUs) from MNH, EAS and EBS, and in particular to support the preparation and update of planning documents, operation manual and other task to improve management for the operations SU-G1001, SU-L1039 and SU-L1055.

15. What you'll do

- **15.1.** The consultant will carry out the following activities, without prejudice to any other activities that may become necessary for the achievement of the consultancy objective defined above:
- Support the preparation and monitoring of the Annual Operation Plan;
- Prepare and supervise quarterly work plans and work performance targets, in tandem with the PEU:
- Update operating manuals and other project operational documents according to the PEU structure:
- Support to organize and define the roles and responsibilities of PEU members to optimally allocate resources;
- Support preparing team building activities to improve team cohesion;
- Develop Program monitoring & executing tools in collaboration with the PEU staff & Specialists;
- Provide supervision to the contracted consultants, firms and other entities;
- Support the overall monitoring and supervision of the operations, including updates in the result matrix and the Project Monitoring Report;
- Facilitate stakeholder coordination between vendors and other relevant entities during project execution;
- Support in the preparation of project progress reports (as semiannual reports) and presentations to inform main stakeholders about project status;
- Assist in the evaluation of the project activities and the overall evaluation of the project.
- Provide technical, procurement and financial support to the PEU as required;
- Provide recommendations to improve execution and outcomes/impacts of the operations;
- Identification of critical paths and prepare strategies to expedite project execution;
- Identification of critical activities to improve project performance during the PMR cycle;
- Provide on the job training to improve planning and managerial capacity in the PEUs;
- Prepare progress reports with respect to the progress/status of the project and works, challenges, lessons learned, etc...

16. <u>Deliverables and Payment timeline</u>

- **16.1.** The consultant will be required to submit the following reports:
- **Inception report** (to be submitted one week after the contract signature): the inception report will identify the main activities that the consultant will support for each operation, which will be agreed with the IDB and the executing agencies.



- **Progress reports:** including the work completed by the consultant, progress/status of the works, challenges and lessons learned (reports will be submitted every 2 months)
- 16.2. All the draft reports will be sent in Word version for review and comments of IDB.
- **16.3.** All final reports should be sent to IDB, in English and in Pdf format.
- **16.4.** Payment terms will be based on project milestones or deliverables. The Bank does not expect to make advance payments under consulting contracts unless a significant amount of travel is required. The Bank wishes to receive the most competitive cost proposal for the services described herein.

Payment Schedule		
Deliverable	%	
15. Inception report approved	10%	
16. Progress #1 approved	15%	
17. Progress #2 approved	15%	
18. Progress #3 approved	15%	
19. Progress #4 approved	15%	
20. Progress #5 approved	15%	
21. Progress #6 approved	15%	
TOTAL	100%	

17. What you'll need

- **17.1. Citizenship**: You are a citizen of one of our 48-member countries.
- **17.2. Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.
- 17.3. Education: Master's degree or equivalent in Energy Engineering or relevant discipline
- **17.4. Experience**: minimum of 10 years of relevant professional experience in the energy sector. Specific experience working in development projects and in project management. Experience working in Suriname highly desirable.
- **17.5. Languages**: Fluency in English with excellent verbal and written communication skills is required. Knowledge of Dutch is desirable.

18. Characteristics of the consultancy

- **18.1.** Type of contract and modality: Products and External Services Consultant (PEC)
- **18.2.** Length of contract: 12 months (estimated 80 days of dedication)
- **18.3.** Location: External consultancy (with 10 days in Suriname)
- **18.4.** Responsible person: The IDB's Energy Division (INE/ENE) will be the technical unit responsible for the coordination and execution of this consultancy. The team leader will be:



HRD Terms of Reference, New Template 2018 For PEC consultancies

Sergio Ballon (sballon@iadb.org), Energy Sector Specialist, based at Suriname.

18.5. Requirements: You must be a citizen of one of the <u>IDB's 48 member countries</u> and have no family members currently working at the IDB Group.

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ENE/CSU

Consultancy to strengthen procurement capacity of the executing agency

(SU-T1167) Support for the execution, supervision and closing of energy projects in Suriname

- **19.1.** The Energy Division (INE/ENE) is a functional division within the Infrastructure and Energy Sector (INE/INE) of the Inter-American Development Bank (IDB), under the Vice-Presidency of Sectors and Knowledge (VPS/VPS). INE/ENE is responsible for the development of technical analyses and the identification and preparation of programs, projects, technical cooperation, studies, and sectoral notes on the energy sector.
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- **19.5.** The EAS is executing one component of the operation SU-L1055, with the objective to strengthen the EAS's capacity.
- **19.6.** These entities are now experiencing IDB's technical, supervision, administrative, financial, procurement and environmental policies and procedures (among others) and will manage loans and grants in the upcoming years. In order to achieve the programs' outputs and outcomes and reach effectiveness at the closing stage, these entities require specialized technical support to develop all documentation, analysis, evaluation, execution and supervision of works, until the closing of these programs.



20.1. The general objective of this consultancy is to strengthen the procurement capacity of the Project Execution Units (PEUs) from MNH, EAS and EBS, and in particular to support and expedite the critical procurement processes and improve contract management from the operations SU-G1001, SU-L1039 and SU-L1055.

21. What you'll do

- **21.1.** The consultant will carry out the following activities, without prejudice to any other activities that may become necessary for the achievement of the consultancy objective defined above:
- Advise the PEU regarding the processes to be followed for the specific procurement activities;
- Ensure that female staff, especially technical, operational and managerial staff participates in the learning process
- Market research and communicate with possible suppliers to obtain information on services available;
- Prepare or review the required procurement documents for adherence to IDB's procurement policies and procedures;
- Support with the development of criteria for bid evaluation, including gender equality criteria;
- Assist with the preparation of the non-objection requests for the bid request docs, the bid evaluation report, the draft contract and other related activities;
- Assist with the organization of procurement related activities (pre-bid meetings, bid openings, etc..) and participate when needed;
- Follow up on questions from bidders during the preparation of proposals or quotations;
- Support or coordinate the bid evaluation team for review and evaluation of the bids;
- Prepare and finalize the bid evaluation report with support from the bid evaluation team;
- Follow-up with the project managers and suppliers with respect to the contractual delivery of goods and services;
- Provide information regarding the status of the delivery to the project- and program managers;
- Provide advice regarding claims or complaints that may occur in the course of the procurement process or during execution of the contracts and follow up where needed;
- Prepare and develop the (draft) contracts together with the PEU;
- Monitor and control contract expiration dates and activity/delivery due dates and follow up on contract or bid validity extensions and escalate urgent matters;
- Follow up on invoices submitted (completeness; due dates, payments, etc...);
- Follow up on confirmation from the vendors regarding the payment of invoices;
- Participate in relevant meetings with the IDB and PEUs;
- Update the procurement plans and sent the updates to the procurement specialist for approval:
- Support to keen an updated administration/archive of procurement activity records/files;
- Provide on the job training to improve procurement and contract administration capacity in the PEUs:
- Prepare progress reports with respect to the progress/status of the procurement activities, challenges, lessons learned, etc...



• Ensure that female staff is part of the teams (evaluation, contractual, procurement related activities,) for them to learn the processes.

22. Deliverables and Payment timeline

- **22.1.** The consultant will be required to submit the following reports:
- **Inception report** (to be submitted one week after the contract signature): the inception report will identify the main procurement activities that the consultant will support for each operation, which will be agreed with the IDB and the executing agencies.
- **Progress reports:** including the work completed by the consultant, progress/status of the works, challenges and lessons learned (reports will be submitted every 2 months)
- 22.2. All the draft reports will be sent in Word version for review and comments of IDB.
- **22.3.** All final reports should be sent to IDB, in English and in Pdf format.
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Payment Schedule	
Deliverable	%
22. Inception report approved	10%
23. Progress #1 approved	15%
24. Progress #2 approved	15%
25. Progress #3 approved	15%
26. Progress #4 approved	15%
27. Progress #5 approved	15%
28. Progress #6 approved	15%
TOTAL	100%

23. What you'll need

- **23.1.** Citizenship: You are a citizen of one of our 48-member countries.
- **23.2. Consanguinity:** You have no family members (up to fourth degree of consanguinity and second degree of affinity, including spouse) working at the IDB Group.
- **23.3. Education**: Master's degree or equivalent in Procurement, Engineering, Law, Business Management or relevant discipline
- **23.4. Experience**: minimum of 10 years of relevant professional experience in private or public procurement. Experience in the energy sector and in Suriname highly desirable.



23.5. Languages: Fluency in English with excellent verbal and written communication skills is required. Knowledge of Dutch is desirable.

24. Characteristics of the consultancy

- **24.1.** Type of contract and modality: Products and External Services Consultant (PEC)
- **24.2.** Length of contract: 12 months (estimated 120 days of dedication)
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