



## **Attachment Senior Project Manager (Consultant) Terms of Reference**

**Background:** Rocky Mountain Institute (RMI) is an independent nonprofit founded in 1982—transforming global energy use to create a clean, prosperous, and secure low-carbon future. It engages businesses, communities, institutions, and entrepreneurs to accelerate the adoption of market-based solutions that cost-effectively shift from fossil fuels to efficiency and renewables.

In 2015, the RMI partnered with the Clinton Climate Initiative Diesel Replacement program to form the Islands Energy Program. With an independent, objective, and fact-based approach, the Islands Energy Program brings experience gained from engagements with island governments and utilities to solve the toughest energy challenges. The Program is currently working with select island partners to support a cost-effective energy transition to benefit all national stakeholders.

The Islands Energy Program's strategy focuses on three complementary and mutually reinforcing components, which implemented in an integrated and strategic manner facilitate successful energy transitions in participating (and non-participating) island countries: 1.) holistic energy planning; 2.) project preparation and implementation support; and 3.) energy leadership.

The Islands Energy Program includes the following country partners: Anguilla, Antigua & Barbuda, Bahamas, Belize, Bermuda, British Virgin Islands, Guyana, Montserrat, Saint Lucia, Saint Vincent and the Grenadines and Turks and Caicos.

**Scope of Work:** The consultant will be responsible for supporting project preparation work in Bermuda – with potential expansion of these responsibilities to include support to Bahamas, Guyana, Saint Lucia and Saint Vincent and the Grenadines at a later date.

**Responsibilities:** The consultant will report directly to Justin Locke, Senior Director, RMI. The consultant will be responsible for managing project implementation on the island(s) mentioned above.

**Project Management:** The consultant will be responsible for the following:

- Manage project implementation for the abovementioned island(s),
- Select and coordinate contractors required for project implementation,
- Identify and mitigate project risks that would impact the delivery of the projects,
- Work in close coordination with and provide direct support to key national stakeholders – including but not limited to the regulator, government, utility and other local partners, to ensure delivery of project milestones,
- Prepare and issue RFQs and RFPs, select and negotiate with EPC contractors, ensure that scope, budgets and schedules are adhered to and resolve any conflicts that may arise,
- Supervise site selection and site control processes, identify and meet any permitting requirements and liaise with on-island partners and customers as necessary,
- Coordinate with RMI and CCI planning teams to ensure projects meet the strategic, financial and technical objectives of our partners, and
- Contribute to the preparation of project documentation, funding proposals and other documents required for successful project development.

The consultant will be responsible for completing these specific tasks, as well as other requests made by the management within the needs of the Islands Energy Program.

**Travel:** The assignment will include travel to referenced countries and to RMI offices in the United States as required (up to 30 percent of time). Travel expenses will be paid in full by RMI, upon submission of invoices & RMI's Finance Department. Expenses should be commensurate with RMI's Travel Policy.



**Qualifications:** Master level degree or equivalent in sustainable management, environment, economics, geography or Project management related discipline, with at least 10 years of direct relevant experience.

- Extensive experience from working individually and in teams on development projects in the field, preferably developing countries;
- Experience working with senior national and international policymakers;
- Experience in renewable energy project development;
- Experience in power systems planning or utility economics;
- Experience in working with large and operationally oriented organizations;
- Effective presentations to audiences in a variety of cultural and institutional settings; and
- Fluency in English

**Interested applicants should send their resume to Justin Locke, Senior Director of the RMI Islands Energy Program at [jlocke@rmi.org](mailto:jlocke@rmi.org). Applications must be received by 27 January 2020.**