TERMS OF REFERENCE

TOWARDS THE INTENSIFICATION OF ENERGY EFFICIENCY EFFORTS IN GOVERNMENT, BUSINESS AND HOUSEHOLDS IN BELIZE

SUPPORTED BY THE SUSTAINABLE ENERGY CAPACITY BUILDING INTITIATIVE (SECBI) OF THE DEPARTMENT FOR SUSTAINABLE DEVELOPMENT OF THE ORGANIZATION OF AMERICAN STATES

1. JUSTIFICATION & BACKGROUND

1.1 Energy is critical to nearly every aspect of economic development. This is true for all countries, but is particularly in the Caribbean region, where most energy resources are imported and the high cost of modern energy services impacts all aspects of development.

1.2 As such, the Department for Sustainable Development of the Organization of American States (OAS/DSD) is launching a call for quotations for consultant support under the framework of the *Sustainable Energy Capacity Building Initiative* (SECBI), which is implemented under the auspices of the Energy and Climate Partnership of the Americas (ECPA). The *Sustainable Energy Capacity Building Initiative* (SECBI) addresses critical commercialization challenges related to expanding the development and use of sustainable energy alternatives as a means of injecting lower cost and less environmentally harmful energy technologies into the energy portfolio in the Caribbean region.

1.3 The Terms of Reference for this consultancy have been prepared in response to a Request of Interest submitted by the Government of Belize. The services to be provided are relevant to the Caribbean region and respond to a need identified at the OAS-led Regional Workshop titled "Sustainable Energy Project Development: Experience, Strategies and Implementation" that was held on August 19, 2014 in Saint Lucia.

1.4 Belize is seeking support with implementing its National Sustainable Energy Strategy (NSES). In 2011 Belize developed its first National Energy Policy (NEP) Framework.[1] The NEP highlighted key issues for the energy sector in Belize including the need for greater energy efficiency, and renewable energy with a view to improving energy security and energy access. In 2013-2014, a National Sustainable Energy Strategy (NSES) was developed for Belize, identifying key barriers and recommendations for development of renewable energy and energy efficiency in Belize, in line with the NEP.[2] Both the NSES and the NEP align closely with Belize's overarching development strategy, Horizon 2030.[3] While implementation of some interventions is underway, several outstanding activities for implementation remain. The project work support by OAS/DSD will enable

[1] The National Energy Policy Framework can be found on the Ministry's website: http://estpu.gov.bz/index.php/energy/energymenupublications
[2] The complete NSES can be found on the Ministry's website: http://estpu.gov.bz/index.php/energy/energymenupublications
[3] http://www.cdn.gov.bz/belize.gov.bz/images/documents/NATIONAL%20DEVELOPMENT%20FRAMEWORK%202010-2030%20USER%20FRIENDLY%20VERSION.pdf

continuation of the momentum to carry out the NSES and implementing additional interventions as outlined in the NSES.

1.5 The Ministry of Energy, Science & Technology, and Public Utilities (MESTPU) is resource constrained in its ability to implement the NSES with only two permanent technical staff currently assigned to the Energy Unit. Recruitment and development of Ministry personnel has been hampered by a lack of skilled energy professionals in Belize. Technical support from the OAS/DSD through this project will assist both in overcoming the human resource constraints confronted by the Ministry and in providing professional development for new and existing personnel.

1.6 Belize is also implementing a sub-regional project named Energy for Sustainable Development in Caribbean Buildings (ESD-Caraibes) along with Antigua, Barbuda, Grenada, St. Lucia and St. Vincent & the Grenadines. The Caribbean Community Climate Change Centre (5C's) is the executing agency for this Global Environment Fund co-financed project. The project is focused on establishing an assessment and monitoring system for energy efficiency and renewable energy in buildings, strengthening of national capacity for energy efficiency and renewable energy, developing appropriate financial and market based mechanisms that support sustainable energy use in buildings, carrying out demonstration projects, developing a regulatory framework to promote energy efficient buildings, appliances and equipment, and raising regional public awareness and improving knowledge management. The activities conducted through this consultancy should complement the on-going funding and support through the ESD-Caraibes project.

1.7 The Ministry of Energy, Science & Technology and Public Utility of the Government of Belize is currently leading a project titled *Towards the Intensification of Energy Efficiency Efforts in Government, Businesses and Households in Belize.* The activities to be completed under this consultancy are intended to support the work completed by the Ministry and its partners.

2. Objectives and Outcomes

This project will contribute to Belize's sustainable development goals by accelerating an enabling environment for investments in, and utilization of, energy efficient and renewable energy measures. In particular, the project will focus its attention on developing energy efficiency policies and regulations that will improve the adoption and integration of energy efficient technologies into Belize's energy sector.

3. ACTIVITIES

Supported by the OAS/SECBI Project Manager, the consultant shall, among other duties:

3.1. **Task A: Prepare a project Inception Report**
3.2. that includes a detailed work plan of the consultancy, including a description of the activities to be carried out and outputs, a timetable of activities and delivery dates.

3.3. **Task B: Complete a cost of service study**. The findings of the cost of service study will inform the amendment of the tariff structure, which will be carried out under the ESD project. The goal of the tariff amendment is to improve the business environment for energy efficiency and

distributed generation, and to improve the functioning of the national electricity utility, Belize Electricity Limited's (BEL) decoupled tariff structure. The findings will also influence the development of energy efficiency incentives. The individual or firm will lead this task, receiving support from the Clean Energy Solutions Center and the ESD-Caraibes program. The Clean Energy Solutions Center will provide an Expert to serve as an external reviewer of the work completed by the individual or consultant (40 hours of time allocated for support).

3.4. Task C: Adapt minimum energy performance standards (MEPS) for lighting, cooling, refrigeration and motors and develop a plan for implementing these standards. This task will be led by the Clean Energy Solutions Center / US National Renewable Energy Laboratory. The individual or firm will support the lead by serving as the expert who bring regional knowledge of experience to date with preparing and implementing labeling standards in the Caribbean region. The ESD-Caraibes program will also provide support to this task.

3.5. Task D: Develop a certification system for energy service providers to assist end users in selecting qualified energy service providers. The individual or firm will lead this task, receiving support from one Energy Climate Partnership of the Americas Fellow and the ESD-Caraibes program.

3.6. Task E: Stakeholder workshop on proposed certification system and MEPS. Prepare and deliver a workshop bringing together key stakeholders and decision makers, including MESTPU personnel, to discuss recommendations developed through Tasks B, C and D. The individual or firm will lead this task, receiving support from one Energy and Climate Partnership of the Americas (ECPA) Fellow and the ESD-Caraibes program.

3.7. **Task F: Educate stakeholders on the certification system and proposed minimum energy performance standards.** Prepare and deliver one training for the general public that focuses on assisting end users in making more informed decisions when purchasing equipment.

4. OUTPUTS, DELIVERY REQUIREMENTS AND SCHEDULE OF PAYMENTS

4.1 The consultant will generate the following outputs:

i. An Inception Report that includes a detailed work plan (Task A).
ii. A cost of service study, including an executive summary (Task B).
iii. A short report summarizing the minimum energy performance standards for lighting, cooling, refrigeration and motors along with an outreach and implementation plan (Task C).
iv. A technical report describing the certification system for energy service providers including the process for obtaining certification (Task D).
v. Preparation and delivery of one stakeholder workshop (Task E) to consult key renewable energy and energy efficiency stakeholders and decision makers on the recommendations developed in Tasks B, C and D. This includes sessions on:
    a. Proposed labelling standards for energy efficient equipment
    b. Proposed certification system for energy service providers
    c. Minimum energy performance standards for lighting, cooling, refrigeration and motors
vi. Preparation and delivery of one training for the general public (Task F).

4.2 The consultant shall have the following payment schedule and shall provide the following deliverables:

i. **20% upon delivery and approval of:** The Inception Report, as specified in Task A, to be completed within the first 30 days after contract signing.
ii. **30% upon delivery and approval of:** A draft report summarizing findings from Task B.
iii. **10% upon delivery and approval of:** A draft report and as specified in Task C.
iv. **10% upon delivery and approval of:** A draft report summarizing findings from Task D.
v. **30% upon delivery and approval of:** Finals reports for all tasks and the successful delivery of two associated trainings.

5. CONSULTANT PROFILE

5.1 The consultant or firm shall have:

- At least 5 years of experience with renewable energy and energy efficiency policy design in the Caribbean region.
- Advanced degree in energy policy, energy economics, public policy or related issue area.
- Previous experience conducting cost of service studies for utilities, preferably in the Caribbean region.
- Experience in developing and implementing energy efficiency policy and regulations including energy efficiency labeling standards for equipment, certification schemes for energy service providers and developing energy performance standards.
- Knowledgeable on international best practices on energy efficiency policies and regulations.
- Experience with delivering trainings to policymakers and regulators on energy efficiency topics.
- Excellent command of written and spoken English.

6. PROPOSAL REQUIREMENTS AND SELECTION

6.1 The consultant shall deliver the services by October 31, 2015. Two country missions are envisioned for this consultancy.

6.2 The consultant or firm should submit the following:

6.2.1 Technical Proposal not to exceed 15 pages that includes a methodology, relevant project experience, and consultant(s) CVs.
6.2.2 Financial Proposal that includes the cost for delivery the consulting services, specified by task.

6.3 The deadline for submission for quotations is scheduled for May 8, 2015 of which will be coordinated with the OAS Procurement Department.