

## **TERMS OF REFERENCE**

### **Programme Officer**

#### **Sustainable Industry Practices and Efficiency**

## **1. BACKGROUND INFORMATION AND JUSTIFICATION**

### **1.1 Relevant Background**

The Caribbean region, characterized by its Small Island Developing States (SIDS) status, faces numerous challenges, including high dependence on imported fossil fuels, small market sizes, limited economies of scale, and vulnerability to external shocks. These constraints impact economic resilience, business competitiveness, and sustainability efforts, particularly in the context of energy consumption and efficiency. Recognizing these challenges, the Caribbean Export Development Agency (Caribbean Export), with support from the Inter-American Development Bank (IDB), in collaboration with Business Support Organizations (BSOs), will implement a project to advance energy efficiency (EE), Resource-Efficient Cleaner Production (RECP), and Voluntary Sustainability Standards (VSS) across the region.

The COVID-19 pandemic further exposed structural weaknesses within Caribbean economies, particularly the reliance on foreign tourism and commodities. Economic activity in the region declined by 9.9% from 2019 to 2020, surpassing the 6.8% contraction experienced by Latin America and the Caribbean (LAC) as a whole. For instance, in Barbados, the tourism sector's contribution to GDP plummeted from 17.5% in 2019 to just 2.8% in 2021. The hardest-hit sectors included tourism, retail, and services, disproportionately affecting women-led businesses and Micro, Small, and Medium Enterprises (MSMEs). These economic vulnerabilities have reinforced the urgency for Caribbean nations to adopt strategies that reduce dependence on imports, create resilient jobs, and add value through local manufacturing and services.

Access to affordable and clean energy, energy efficiency, and sustainable resource use are critical enablers of business competitiveness. The integration of resource-efficient practices and circular production methodologies can significantly lower costs, enhance productivity, and align Caribbean businesses with global environmental, social, and governance (ESG) standards. Notably, EE standards are being developed under the CARICOM Regional Organization for Standards and Quality (CROSQ), covering buildings, appliances, and lighting. However, the uptake of EE, RECP, and VSS strategies remains limited due to technological gaps, lack of access to finance,

and insufficient awareness, particularly among MSMEs. Many businesses perceive these measures as complex and financially burdensome, hindering widespread adoption.

To address these challenges, this initiative aims to develop and implement an online energy audit tool and training programs to support MSMEs in adopting EE, RECP, and VSS strategies and technologies. The project will focus on enhancing awareness, facilitating access to information, and providing technical support to businesses, helping them transition towards sustainable and cost-effective operations. By doing so, the initiative seeks to transform MSMEs' perception of sustainability measures from burdensome obligations into viable business opportunities.

The initiative will also include advocacy efforts to promote EE, RECP, and VSS adoption, fostering a more resilient and competitive Caribbean business ecosystem. The digital platform established under this project will serve as a scalable solution, offering iterative upgrades, sector-specific insights, and country-level business cases to ensure long-term impact beyond the project's implementation phase.

Given the region's heavy reliance on imported fossil fuels and its susceptibility to climate-related disasters, transitioning to renewable energy and energy-efficient practices is both an economic and environmental necessity. Natural hazards such as hurricanes, which are increasing in frequency and intensity due to climate change, pose a significant threat to energy infrastructure. Without resilient energy solutions, these events can result in severe disruptions and financial losses.

Through this initiative, Caribbean Export and its partners aim to bridge the gap in MSME support, fostering a more sustainable, resource-efficient, and competitive private sector in the Caribbean.

## **1.2 The Team's Mission**

The Inter-American Development Bank (IDB), in collaboration with the Caribbean Export Development Agency (Caribbean Export), is implementing initiatives to enhance economic resilience and competitiveness in the Caribbean. One key area of focus is supporting MSMEs in adopting energy efficiency, sustainability standards, and circular economy practices to improve business performance and align with global market demands.

Within this context, Caribbean Export is seeking an individual to serve in the capacity of Programme Officer to advise and inform the development of comprehensive policies and strategies for energy efficiency, sustainability standards, and circular economy adoption in MSMEs. These policies will be designed for implementation by

national governments, BSOs, and Small Business Development Centers (SBDCs) to enhance the competitiveness and resilience of Caribbean businesses while fostering sustainable economic growth.

### **1.3 Contracting Authority**

The contracting authority for this assignment is the Caribbean Export Development Agency (*hereinafter* Caribbean Export/the Agency).

### **1.4 Beneficiary Countries**

Belize, Bahamas, Barbados, Guyana, Jamaica, Suriname, and Trinidad and Tobago.

## **2. OBJECTIVE, PURPOSE AND EXPECTED RESULTS**

### **2.1 Overall Objectives**

The overall objective of this consultancy is to support the implementation of the Caribbean Green Energy Adoption and Energy Efficiency Toolkit for MSMEs. The Program Officer will provide technical expertise in energy efficiency (EE), renewable energy (RE), and circular economy practices, ensuring that MSMEs can effectively integrate these principles into their business models. The consultant will work closely with the Caribbean Export Development Agency and partner Business Support Organizations (BSOs) to promote green energy adoption and support MSMEs in their transition toward sustainability.

### **2.2 Specific Objectives**

The specific objectives of the Consultancy are:

- Advise and coordinate the development and implementation of the Online Energy Audit Tool for MSMEs to assess energy efficiency and adopt sustainable business practices.
- Provide technical advisory and support in the design and execution of training programs on EE, Voluntary Sustainability Standards (VSS), and Resource-Efficient Cleaner Production (RECP).
- Support the marketing and outreach strategy for MSMEs, ensuring awareness and engagement in green energy adoption.
- Facilitate policy alignment and capacity building among regional governments, BSOs, and Small Business Development Centers (SBDCs) to promote energy-efficient business environments.

- Support project reporting and the monitoring and evaluation of project activities, ensuring alignment with the program's expected outcomes.

### **2.3 Scope of Work**

The Program Officer will:

- Lead the development, customization and deployment of the Energy Audit Tool by ensuring it aligns with international energy efficiency standards and is user-friendly for MSMEs.
- Provide technical support and guidance to Caribbean Export, beneficiary BSOs and MSMEs regarding energy management strategies and sustainability practices.
- Oversee the development of training materials and facilitation of both virtual and in-person workshops focused on EE, RECP, and VSS adoption for MSMEs.
- Coordinate with project stakeholders to integrate clean energy solutions, including solar, wind, and storage technologies, into MSME operations.
- Engage with policymakers and private sector stakeholders to advance policy recommendations for a just energy transition.
- Support the project's data collection and analysis, providing reports on MSME energy adoption trends and sustainability performance.

### **2.4 Purpose of consultancy**

The purpose of this consultancy is to provide specialized technical support in Energy Efficiency (EE), Resource-Efficient Cleaner Production (RECP) and Voluntary Sustainability Standards (VSS) to ensure the successful implementation of the Caribbean Green Energy Adoption and Energy Efficiency Toolkit. The Programme Officer will assist Caribbean Export and partner BSOs in mainstreaming EE/RECP/VSS into MSMEs' business operations, enabling them to reduce costs, enhance competitiveness, and comply with global sustainability standards.

### **2.5 Expected Results**

- Increased adoption of energy efficiency and sustainability practices among MSMEs.
- Successful implementation and uptake of the Online Energy Audit Tool.
- Strengthened capacity of BSOs and policymakers to support MSMEs in green energy adoption.

- Enhanced awareness and engagement among MSMEs regarding EE, VSS, and RECP.
- Improved business competitiveness and resilience to external shocks through energy cost savings and efficiency improvements.

### **3. ASSUMPTIONS AND RISKS AND MITIGATION**

#### **3.1 Assumptions**

- MSMEs recognize the value of energy efficiency and sustainability in improving their operations.
- BSOs and policymakers actively support the integration of EE and sustainability policies into national and regional frameworks.
- The Online Energy Audit Tool is technically sound, user-friendly, and accessible to MSMEs across the region.

#### **3.2 Risks**

- Limited awareness and adoption of EE/RECP/VSS by MSMEs.
- Low engagement from policymakers and regulatory bodies.
- Challenges in integrating the Energy Audit Tool with MSME operations.
- Natural disasters and climate vulnerabilities.

#### **3.3 Mitigation**

- Implement targeted awareness campaigns and train BSOs to provide hands-on support to MSMEs.
- Conduct policy dialogues and advocate for regulatory frameworks that incentivize energy-efficient investments.
- Provide technical assistance and demonstrations to ensure seamless adoption.
- Promote resilient energy infrastructure and disaster recovery planning as part of EE strategies.

### **4. DELIVERABLES**

The Programme Officer will be responsible for delivering the following key outputs:

- Technical Review of the Online Energy Audit Tool - Conduct a technical assessment of the Online Energy Audit Tool to evaluate its accuracy, usability, and alignment with international energy audit standards.

Provide recommendations for improving its analytical functions and relevance to MSMEs in various sectors.

- Development of Training Materials and Toolkits - Support the creation of tailored training modules and toolkits on Energy Efficiency (EE), Resource-Efficient Cleaner Production (RECP), and Voluntary Sustainability Standards (VSS). Materials will include practical guides, case studies, and checklists for MSME use.
- Capacity-Building Workshops - Lead the planning and delivery of at least three virtual and two in-person training workshops for MSMEs and Business Support Organizations (BSOs), focused on implementing EE, RECP, and VSS practices. Develop and apply a framework to assess training effectiveness.
- Policy Recommendations Report - Prepare a policy report outlining strategies, incentives, and mechanisms to support the integration of EE and sustainability into MSME development programs. Include best practices and actionable recommendations for regional stakeholders.
- Mid-Term Evaluation Report - Conduct a mid-term evaluation to assess MSME uptake of EE practices, the effectiveness of tools and training, and identify barriers and recommendations for improvement.
- Final Project Report – Compile the final report summarizing program outcomes, including MSME adoption rates, cost savings, success stories, and stakeholder feedback. Present findings during a final validation workshop.

## **5. PROJECT MANAGEMENT AND REPORTING**

### **5.1 Management structure**

The Manager - Technical Programmes will retain overall responsibility for the overall project. Day-to-day supervision of this project is the responsibility of the Programme Officer who will communicate progress to the Manager.

### **5.2 Reporting**

A monthly written progress report outlining key activities undertaken, progress made, and results achieved, must be submitted to the Manager, Technical Programmes at [welliott@carib-export.com](mailto:welliott@carib-export.com).

## **6. Payment timeline:**

Payments will be made upon:

- The submission of an original invoice
- The submission and approval of a monthly progress report

## **7. REQUIREMENTS**

### **7.1 Qualifications and Work Experience**

An individual qualified expert, with the following qualifications and experience:

- A master's degree in engineering, Environmental Science, Sustainable Development, Business, or a related field.
- Minimum 5 years of demonstrated experience in energy efficiency, renewable energy, or sustainability initiatives.
- Demonstrated expertise in energy audits, clean energy adoption, and circular economy strategies.
- Experience in policy development related to energy efficiency and just energy transition.
- Strong project management skills – certification in project management will be an asset.
- Knowledge of the various relevant regional trade agreements.
- Experience working with enterprises and with national trade promotion organizations and/or other business support organizations.
- Experience and a track record in resource mobilization.
- Proven relationship management skills.
- Fluent in English.
- Proficiency in the use of Microsoft Office programmes especially Microsoft Word, Microsoft Excel, Microsoft Project and Microsoft PowerPoint.

### **7.2 Contract Duration**

12 months, with payment based on deliverables.

### **7.3 Location**

The Programme Officer will operate on a hybrid basis, combining remote work with in-person duties in **Barbados**, as required.

### **7.4 Required Documentation**

Interested candidates should submit the following:

- A detailed CV highlighting relevant experience.
- Contact information for at least two professional references.
- Signed Application Declaration in Clause 10.

All applications must be submitted by email to [greenenergy@carib-export.com](mailto:greenenergy@carib-export.com) , **no later than 4:00pm AST, September 4, 2025.**

## **8. MONITORING AND EVALUATION**

The Consultancy will be monitored and evaluated by Caribbean Export over the duration of the project. Performance on the project will be measured by satisfactory completion and timely submission of the deliverables outlined in Sections 4, and as outlined within the work plan submitted. Feedback, other than acceptance, on each submitted deliverable is not a requirement for the continuation of the project. However, in some instances the Consultant may need to integrate any feedback into the subsequent deliverables. The Contracting Authority will provide feedback to the consultant within ten (10) working days of receipt of the final report.

## **9. PUBLICATION OF INFORMATION**

To participate in any activity executed or supported by Caribbean Export, you hereby agree that any information and personal data that you share and is collected by the Agency will be processed for the purpose of reporting the outcomes and impact of your projects and/or participation. Please note that Caribbean Export reserves the right to publish the Contractor's/Participant's name and address, the purpose and nature of the activity, and financial arrangements, in accordance with Caribbean Export's Personal Data Protection Policy. [Personal Data Protection Policy](https://content.carib-export.com/download/personal-data-protection-policy/). (<https://content.carib-export.com/download/personal-data-protection-policy/>). Derogation from publication of this information may be granted if it could endanger the Contractor/Participant or harm his/her commercial interests.



## **10. DECLARATION**

To participate in any procurement undertaken by Caribbean Export, all applicants must complete and submit to the agency the Applicant Declaration Form. <https://content.carib-export.com/download/applicant-declaration-form/>