



Government of Saint Lucia

Department of Infrastructure, Ports and Transport

Renewable Energy Sector Development Project (RESDP)

Administrative Assistant

Background

Saint Lucia is an island in the Eastern Caribbean with a population of about 180,000 and a Gross Domestic Product (GDP) of US\$1.19 billion. The country's economic growth and development are primarily driven by the success of its tourism industry and associated activities. While electricity is supplied reliably in Saint Lucia, it remains almost completely dependent on diesel-based generation, resulting in high electricity tariffs and substantial price volatility due to the exposure to world market oil prices. The extremely high and volatile cost of electricity is a major impediment that erodes the country's competitiveness as it seeks to attract a larger share of regional tourism revenues. This not only undermines growth in business and services, but also creates hardship and burdens to private consumers, especially the poor. The lack of diversification in Saint Lucia's power generation is undermining the country's development.

Given these challenges, the Government of Saint Lucia (GOSL) is receiving funding towards the Renewable Energy Resources Development Project (RESDP). The development objective is to inform the Government of Saint Lucia on the viability of its geothermal resource for power generation and strengthen the enabling environment to scale-up clean energy investments with the private sector.

The project will be coordinated by the Ministry of Infrastructure, Ports, Transport, Physical Development and Urban Renewal (MIPTPDUR).

Project Components

The project has two components:

Component 1: Exploration Drilling Program (US\$ 16.6 million): This Component will finance the following activities:

Sub-component 1.1: Exploration Management (US\$ 3.4 million): this Sub-component will finance the services of an Exploration Management Consultant (EMC) and related ancillary management/planning services. The EMC will be engaged by the Project for a period of 24 to 30 months to help procure and oversee the drilling program on behalf of the GoSL. Day-to-day supervision of civil works and drilling will be done by the EMC, who will report to the Project Implementation Unit (PIU) Project Manager. The EMC will *inter alia*: (i) prepare the terms of reference (TORs) for the drilling contractor and provide support to the GoSL, as needed, in preparing the associated bidding documents, (ii) review the findings from the pre-feasibility study prepared by GeoThermex under the World Bank's Geothermal Resources Development Project (GRDP, P149959) and make a final recommendation for the drilling locations, (iii) convene stakeholders to guide the implementation of the drilling program, making any changes necessary to the program during implementation, (iv) support the PIU with procurement of the civil works under the Project, and (v) finalize the exploration drilling report, in close cooperation

with the drilling contractor. In addition, this Sub-component will finance ancillary management/planning services to support the EMC in design and engineering tasks, including topographic and cadastral survey services, geotechnical investigation services, final drilling site selection, clearance for archeological and biological resource protection (with updates to the Environmental and Social Management Plan, ESMP, if needed), and support to the PIU for environmental permit documentation and supporting information. A Land Acquisition and Resettlement Action Plan (LARAP) consultant will provide additional support to the GoSL and EMC in land acquisition, as required.

Sub-component 1.2: Exploration Drilling (US\$13.2 million): this Sub-component will finance the drilling rig and integrated drilling services, civil and infrastructure works, and shared infrastructure to facilitate the integration of renewable energy in Saint Lucia's power system.

Sub-component 1.2(a): Drilling program (US\$11.4 million): this Sub-component will procure the services of a drilling contractor to undertake a drilling program to conduct drilling activities of three to four slim-holes at a depth of approximately 2,000 meters and confirm the quality of geothermal resource. The proposed locations for the drill holes have been identified in the Pre-Feasibility Report and the final site selection will be completed by the EMC. A drilling report on the quality of the geothermal resource measured against technical indicators (defined in the Operations Manual, OM) will be produced at the end of the drilling program by the drilling contractor. The report will be validated by the EMC.

Sub-component 1.2(b): Drilling infrastructure works (US\$1.8 million): this Sub-component will finance drilling infrastructure works (access roads, well pads, water supply, etc.) required for the drilling program. The scope, location and costs of these investments have been pre-identified in the Pre-Feasibility Report and will be confirmed by the EMC in consultation with the drilling contractor. Access to land required to conduct the drilling program, including the cost of any land leasing and/or acquisition required for the drilling program, will be borne by the GoSL.

Component 2: Capacity Building, Technical Assistance, and Market Engagement

(US\$ 4.252 million). This Component will finance the following activities:

Sub-component 2.1: Project implementation support (US\$ 2.03 million): As detailed in the Implementation Arrangements section, the GoSL is in the process of establishing a dedicated PIU in the MIPTPDUR. The PIU will provide overall project management and technical inputs on behalf of the GoSL and will be responsible for safeguards,

procurement, financial management services, as well as monitoring and evaluation. This Sub-component will finance: (i) the recruitment costs for PIU staff, and (ii) operational costs related to the establishment and operations of the PIU.

Subcomponent 2.2: Technical assistance and market engagement (US\$ 2.222 million). The Project will support local capacity building for renewable energy scale-up, as well as activities to prepare the market conditions for private sector investment in geothermal and other forms of renewable energy. Activities planned include (i) support to NURC to finalize changes to regulatory framework for the energy sector, including renewable energy integration, model forms for PPAs and licensing agreements, (ii) support to drafting geothermal specific laws and regulations essential for the adequate governance of geothermal resources and power generation, (iii) stakeholder consultations, communications and public awareness support, (iv) legal and transaction advisory services related to the future commercial development of geothermal resources, (v) market sounding and engagement activities with potential private sector developers, and (vi) capacity building for key stakeholders, including PIU, DIPT, and NURC on topics associated with geothermal and renewable energy development. This sub-component will also finance the Project's gender integrating activities, which include (v) educational, training and employment opportunities for women in the energy sector, and (vi) market studies, analysis, and community education on the potential for direct use applications of geothermal resources.

Objectives

The objective of this assignment is to engage the services of an Administrative Assistant (*hereinafter referred to as "The Assistant"*) for the provision of support to the RESDP PIU.

Scope of Services

General Responsibilities

1. Assist the PIU with general administrative, procurement, fiduciary and clerical activities.
2. Effectively manage Fixed Assets Registers, Contracts Register and Leave Records and Inventory of Stationary and Supplies for the Project Implementation Unit.

The Administrative Assistant will be engaged on a full-time basis and will report to the Project Manager of the RESDP.

Specific Responsibilities

- 1. Assist the PIU with Procurement and Fiduciary activities.**
 - a. Prepare Purchase Orders and Requisition Orders for Suppliers and Equipment for the Project;
 - b. Maintain a database of Purchase Orders and Requisition Orders for the Project
 - c. Ensure that payments are verified and accurately recorded in the appropriate format
 - d. Receive and verify invoices and requisitions for goods and services
 - e. Assist with the advertisement of Procurement Notices
 - f. Assist with the preparation and formatting of reports
 - g. Assist in the preparation and submission of documents to the Central Public Procurement Board and the Departmental Tenders Board.
 - h. Participate in and contribute to Post Procurement and Financial reviews and audits.

- 2. Effective Management of Fixed Assets Register, Contracts Register, Leave Record and Inventory of Stationary and Supplies for the Project Implementation Unit.**
 - a. Enter and manage data in the Fixed Asset Register for all assets used and managed by the PIU including office furniture and equipment, stationary and other supplies;
 - b. Ensure that services schedules and records are maintained for all office equipment.
 - c. Maintain a Register of all contracts for services provided by PIU staff and ensure that records are kept up-to-date for leave applied for, approved and taken by all PIU personnel.

- 3. Provide administrative and secretarial services/support during project related meetings.**
 - a. Arrange calendar for Project Manager and other PIU staff as and when necessary, in reference to seminars, conferences and travel arrangements.
 - b. Maintain a schedule of activities to be undertaken and provide reminders as required.
 - c. Coordinate logistical/arrangements for meetings, workshops, or conferences.
 - d. Make all local meeting arrangements for World Bank Supervision missions.

- 4. Respond to emails and other correspondence when and where necessary on Project related matters.**
 - a. Prepare or cause to prepare correspondence as necessary.
 - b. Ensure effective recording and the rapid distribution of all incoming mail to the PIU, for immediate onward transmission to the relevant staff of the Unit for the action and/or information.
 - c. Obtain appropriate information in order to send and respond to emails and other correspondences.

- d. Establish and maintain an effective and efficient system whereby all outgoing mail is registered prior to its emission.
- e. Coordinate and arrange the dissemination of all outgoing mail from the Unit.
- f. Ensure that all deliveries outside of Saint Lucia are made by courier and are effectively and efficiently recorded.

5. Provide general secretarial, administrative duties such as typing, filing and basic data entry in order to improve the quality of internal operations within the PIU.

- a. Screen all calls, greet visitors and arrange appointments/meetings as appropriate
- b. Type reports, forms and correspondence utilizing an RESDP supplied computer
- c. Perform basic data entry and processing and preparation of spreadsheets, which should include the filing and retrieval of records pertaining to financial data, procurement and contracts, reports and other files from computerized and manual systems.
- d. Determine the requirements for copying of reports, letters, correspondences, and to arrange distribution of copies accordingly.
- e. Establish and maintain a filing system of both hard copies and computer files to facilitate speedy retrieval of information as and when required.
- f. Maintain a weekly electronic backup of all information stored in the RESDP electronic document system.

6. Keep coherent, effective and well-maintained archives of the World Bank Projects under the guidance of the relevant staff.

- a. Establish and maintain a record of all World Bank related documents/reports.
- b. Ensure effective and efficient storage of document/reports recorded in (a) above.

7. Monitoring of Project Indicators

Indicators for monitoring project progress are provided in the Project Appraisal Report and the Operations Manual. The AA will be required to:

- a. Become familiar with and maintain a record of the status of all project indicators updated monthly.
- b. Keep a record of the justification for any change to the status of project indicators.
- c. Identify any indicators that show a trend of no change and inform management.

NB. The officer may from time to time be called upon to perform related duties not identified in the Terms of Reference.

Duration and Estimated Time Input

The assignment is on a full-time basis and the term is for a period of twelve (12) months and is expected to commence by March 2025. This assignment will be funded by the Renewable Energy Sector Development Project.

Expected Outcomes

The Assistant will be monitored to ensure continuous commitment in meeting the objectives of the assignment as indicated in the Scope of Services.

Client's Responsibilities

The Department of Infrastructure Ports and Transport will provide the Administrative Assistant with office space, office equipment including computers, access to printing and photocopying and all necessary software required for discharge of duties, as well as communication tools.

Qualification Requirements

The successful candidate must have:

a. Academic Requirements

- An Associate Degree or, equivalent qualification in Business Administration or Secretarial Services plus 2 years' experience in a similar post.

OR

- Caribbean Vocational Qualification (CVQ) in Office Administration with at least 5 years' related working experience.

b. Experience, Knowledge, Skills, and Abilities Requirements

Additionally, the successful candidate must have the following experience, knowledge, skills and abilities:

- Demonstrated ability to input/upload, update and maintain procurement activity on STEP.
- Demonstrated experience and knowledge of World Bank procurement and financial management procedures.
- Demonstrated experience and knowledge of World Bank procurement and financial audit procedures.
- Demonstrated experience and knowledge of Local public procurement procedures.
- Demonstrated experience with local government audit procedures and requirements.
- Ability to work as part of a team and function with minimal supervision.
- Have good command of written and spoken English.

- Can use computer word processing and spreadsheet applications and office equipment such as binders, scanner, photocopier, etc.
- Can communicate effectively and handle stakeholders tactfully, courteously and diplomatically.
- Have good organizational skills and ability to prioritize work assignments to meet deadlines.
- Be fluency in spoken St. Lucian French Kwéyòl. Ability to read and write in Kwéyòl will be considered an asset.