



Government of Saint Lucia

**MINISTRY OF INFRASTRUCTURE, PORTS, TRANSPORT, PHYSICAL
DEVELOPMENT AND URBAN RENEWAL**



RENEWABLE ENERGY SECTOR DEVELOPMENT PROJECT

**TERMS OF REFERENCE
FINANCE MANAGEMENT OFFICER**

Supervision by: **RESDP Project Manager, Accountant III**

Liaises with:

Internally: All members of staff (Project Teams, Permanent Secretary, Deputy Permanent Secretary, Financial Analyst, and Accounting Personnel of the Ministry of Infrastructure, Ports, Transport, Physical Development and Urban Renewal.

Externally: Funding Agencies representatives, Permanent Secretaries and Deputy Permanent Secretaries, Accountants and Technical Officers of PIU, EMC,, Contractors, Consultants, Suppliers, Officials from the Audit Department, Inland Revenue, National Insurance Corporation, Department of Economic Development, Department of Finance (Budget Division and Accountant General)

1. 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) has applied for funding towards a Renewable Energy Resources Development Project (RESDP). The proposed Project objective is to support the GoSL to assess the viability of harnessing indigenous renewable energy resources, in particular geothermal energy. The project will be coordinated by the Ministry of Infrastructure, Ports, Transport, Physical Development and Urban Renewal (MIPTPDUR).

2. Project Components:

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

2. **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.

3. **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.

4. **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.

5. **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.

6. **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 Department of Infrastructure, Ports and Energy (DIPE). 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.

7. **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, MIPTPDUR 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.

3. Objective

The objective of the assignment is to engage a Consultant to carry out activities and procedures towards the development, maintenance and management of the financial management system to enable the Government of Saint Lucia to meet its financial management obligations for the Renewable Energy Sector Development Project (RESDP) and ensure that the Implementing Agency meets the obligations under the Finance (Administration) Act Cap 15.01.

4. Scope of Services

The Finance Management Officer will be responsible for overseeing the Project's Financial Management System and ensuring that day-to-day financial management functions are carried out appropriately to facilitate effective Project Management. The Officer will ensure that a transparent and integrated accounting system is maintained for all financial management processes of the Project and adherence to the Project Financial Management Manual. The Officer is expected to handle and provide support for all the financial and accounting components of the Project.

including the timely processing of payments, submitting disbursement requests and documentation of expenditures, monitoring expenditures and re-imbursement from the Bank, and timely submission of financial reports and audits (external/internal) and audit follow-ups.

The specific scope of services includes but is not limited to:

- a. Ensure that the fiduciary responsibilities of the GOSL are met as detailed in the Financing Agreement and Disbursement Letter;

- b. Ensure that all transactions are properly classified and accounted for as per the Project's Chart of Accounts;
- c. Ensure that the agreed procedures are adhered to in the receipt, disbursement and management of project funds;
- d. Ensure that financial transactions are authorized, recorded, supported with documentation that can be easily extracted for the purpose of preparing financial statements and financial audits;
- e. Manage Project expenditures and ensure full compliance with project rules and procedures agreed between the Bank and Government of Saint Lucia as per the Project Appraisal Document, Project Operational Manual, Financing Agreement, Disbursement and Financial Information Letter, and the World Bank Project Guidelines;
- f. Establish and maintain suitable systems of internal control and update the Financial Management Manual;
- g. Prepare and obtain approval of financial management arrangements from the World Bank and GOSL
- h. Submit disbursement requests and document expenditures to the World Bank,
- i. Ensure that Project expenditures are incurred for the intended purpose, and build financial management capacities in the Implementing Agency.

5. Reporting Requirements:

Prepare and submit project Interim Financial Reports (IFRs) to the World Bank, as well as prepare and provide all financial documentation and project reports requested by external auditors, Ministry of Finance and the World Bank

6. Qualifications and Experience

- a. A Bachelor's Degree in Accounting, Financial Management and/or an equivalent or higher degree; OR Professional Accountancy Qualification CPA, ACCA from a recognized professional body;
- b. At least five (5) years relevant work experience in a finance and administrative function;
- c. Proficiency in QuickBooks or relevant Accounting software;
- d. Demonstrated experience in preparation of financial reports and budget variance analysis;
- e. Experience working on World Bank or other donor-funded projects would be an asset.

7. Terms and Conditions

The Finance Management Officer will report to the Project Manager. The salary assigned to this post will be commensurate with the level of responsibility as defined in these Terms of Reference.

- The MIPTPDUR will provide the Procurement Officer with access to office space, office equipment including computer, access to printing and photocopying and all necessary software required for discharge of duties;
- The Finance Management Officer will execute the duties and tasks outlined in Scope of Services with due diligence and efficiency and in accordance with the highest standards of professional competence, ethics and integrity;
- Any potential conflict of interest should be declared;

8. Duration of Assignment

The Finance Management Officer's contract will be for an initial period of one year in the first instance. The contract may be renewed for additional years as required. Further renewal will be subject to approval based on satisfactory appraisal of performance of services at the end of each term.