



MARSHALLS ENERGY COMPANY INC.

P.O. Box 1439 - Majuro - Marshall Islands - MH 96960

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VACANCY ANNOUNCEMENT

Opening Date: July 25, 2019

Closing Date:

Aug 25, 2019

Position: Project Implementation Officer,
Project Implementation Support Personnel

Salary

US\$ package dependent upon Qualifications; Experience and Present Remuneration

Location

Majuro Atoll, Republic of the Marshall Islands.

Company info

Marshalls Energy Company Inc. (MEC) - MEC is a unique utility company with an annual turnover of US \$50+ million, headquartered on Majuro Atoll. The corporation controls six power plants ranging in size from 75kW to 13MW located on 5 different islands.

Summary

The Marshalls Energy Company (MEC) is inviting interested Marshallese nationals' individuals for the position of Project Implementation Officer to assist to MEC implementation, delivery, monitoring and coordination support the SEDeP Project Manager in implementation of Sustainable Energy Development Project (SEDeP) and its subsequent phases funded by WB to achieve the goals of MEC. The detailed scope of services can be found in the Terms of Reference.

Applications

Send complete Applications including Cover Letter and CV by mail, fax, or email to:

Fax: (692) 625-5886 Tel. (692) 625-3827/8/9

Jack Chong-Gum, CEO
Marshalls Energy Company (MEC)
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Cc the following:

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SEDeP Project Manager
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**Republic of the Marshall Islands
Marshalls Energy Company (MEC)
Terms of Reference
Individual Consultant**

Title:	Sustainable Energy Development Project (SEDeP)- Individual Consultant- Project Implementation Officer
Location:	Marshalls Energy Company Office (MEC), Republic of the Marshall Islands
Duration:	12 months, subject to extension
Tentative Start Date:	Oct 1, 2019 (or as soon as possible)

Background

The Republic of the Marshall Islands (RMI) is one of the Small Island Developing States which faces several development challenges, including small land area, limited resources, remoteness, vulnerability to natural disasters and external shocks, etc. The country consists of 29 atolls and five isolated islands (24 of which are inhabited) and has total land mass of just 181 km², which is set in an ocean area of over 1.9 million km². RMI's population is estimated at about 53,000, of which over half are resident in the capital city of Majuro.

The key stakeholders in the energy sector include the Marshalls Energy Company (MEC), the Kwajalein Atoll Joint Utility Authority (KAJUR), the Combined Utility Board (CUB), the Division of International Development Assistance (DIDA) within the Ministry of Finance (MoF), and the National Energy Office (NEO). RMI's development partners in the energy sector include the World Bank (WB), Asian Development Bank (ADB), Japan International Cooperation Agency (JICA), the European Union (EU) and bilateral partners such as the United States, New Zealand, Australia, Taiwan and the United Arab Emirates.

The WB has approved funding of US\$ 34.00 million for the Sustainable Energy Development Project (SEDeP). The implementation of SEDeP has been started from April 2018, with total duration of about 4 years. The Project Development Objective is to increase the share of renewable energy generation and enhance the reliability of electricity supply and improve energy efficiency in the country.

SEDeP includes the following components:

Component 1: Renewable Energy Investments (IDA US\$28.63 million). This component includes the following two sub-components:

Sub-component 1.1: Renewable Energy Development in Majuro (US\$23.6 million). This sub-component will finance the design, supply, installation, and operational support for solar power generation, battery energy storage, and grid management equipment in Majuro. The activities to be supported include (i) conducting a detailed survey, preliminary design, cost analysis, preparation of bidding documents, and supervision of engineering, procurement, and construction (EPC) contractor; (ii) installation of an estimated three MW of solar power-generation, inverters, battery storage, grid-connection, and other ancillary equipment needed to support the contribution of renewable energy in RMI's generation system and reduce diesel generation; and (iii) provision of assistance on operations and maintenance and capacity building activities to enhance knowledge transfer and sustainability of the technology supplied and installed. An initial assessment on

potential sites (owned or leased by GRMI) available to host the arrays of PV panels include MWSC's water reservoir near the airport, some public schools and public buildings, and some basketball fields in the city. The water reservoir is the primary candidate for several reasons: it would serve both MWSC and MEC generation purposes in a situation of limited land availability; it would reduce evaporation currently experienced by MWSC; it concentrates half of the potential sites' total capacity; it avoids anticipated potential distribution constraints; and, due to its size and relative proximity with MEC's existing thermal generation facilities, a power distribution feeder can easily be erected to convey the generated RE from the reservoir site to the power plant. If the reservoir is used, this would involve installation of floating or fixed solar PV panels in the reservoir. This component will also address the lining of the reservoir as needed during implementation. Site selection will be confirmed during the preparation of the bidding documents.

Sub-component 1.2: Supply and Installation of Gensets for Majuro and Ebeye (US\$5.03 million). This sub-component will finance gensets (low/medium or high-speed depending on studies) for MEC's and KAJUR's power plants in Majuro and Ebeye to help accommodate the planned grid solar capacity, and to improve fuel efficiency and system reliability.

Component 2: Promotion of Energy Efficiency and Loss Reduction Program (US\$2.45 million).

This component will provide technical and operational assistance and will complement Component 1 by reducing energy demand through improving the efficiency for both use and supply of electricity from MEC and KAJUR. It includes the following three sub-components:

Sub-component 2.1: Loss Reduction Program in Ebeye (US\$1.4 million). This sub-component will support design and implementation of a loss reduction program for KAJUR to address issues related to supply-side management. Current losses are estimated at approximately 30 percent in Ebeye. This is mostly caused by technical mismatches in facility configurations and operations. A loss reduction study will be prepared by external consultants to provide recommendations to achieve loss reduction. Recommendations from the study that are designed to increase the energy efficiency of essential energy infrastructure will also be supported under this sub-component, and may include activities such as downsizing transformers, upgrading distribution lines, and the installation of meters for monitoring usage.

Sub-component 2.2: Demand Side Energy Efficiency (US\$1.05 million). This sub-component will support activities designed to enhance efficient use of energy. This could include such activities as enhanced insulation in buildings and replacement of inefficient lighting or appliances in said buildings. External consultants will provide recommendations to harness best available technologies. This sub-component will also support information awareness campaigns, workshops, training, and education on demand-side management and energy efficiency. It will also support development of policies and regulations for energy efficiency, as well as the development of standards and labeling for energy efficiency, including phasing out inefficient incandescent bulbs and more stringent standards for appliances. Activities aimed at raising consumer awareness on energy efficiency and related capacity-building activities and training will also be supported under this sub-component.

Component 3: Technical Assistance, Capacity Building and Project Management (IDA US\$2.92 million).

Sub-component 3.1: Technical Assistance and Capacity Building (US\$0.335 million). This sub-component will enhance the capacity of the Ministry of Finance, Banking and Postal Services (MFBPS), MEC, EPD, KAJUR, and MWSC to support efficient energy sector operation, including: (i) carrying out training and workshops on energy sector policies, regulatory framework, management, and planning; (ii) conducting studies and provision of technical assistance to enhance EPD's role in the sector; (iii) provision of technical assistance to establish an O&M fund to ensure sufficient funds for the operation and maintenance of the renewable energy investments supplied and installed under Component 1 of the project; and (iv) mainstreaming of gender dimensions into the project.

Sub-component 3.2: Preparation of Renewable Energy Projects in Ebeye and the Outer Islands

(US\$0.6 million). This sub-component will support the preparation of studies to identify further assistance and investments needed on renewable energy in Ebeye and the Outer Islands (Wotje, Jaluit, Rong rong, and Santo), including the design of the potential renewable energy projects and preparation of related documents include design documents and the preparation of technical specifications.

Sub-component 3.3: Project Management (US\$1.985 million). This sub-component will support MEC and MFBPS to manage and implement the project, including provision of support on project coordination, monitoring and evaluation, reporting, procurement, financial management, audit, safeguards management, and technical operation. The project's incremental operating costs will be financed as well as office equipment and project audits.

Project Implementation Arrangements

MEC is responsible for overall Project implementation. A Project Implementation Unit (PIU) has been established within MEC and include a Project Manager, Project Implementation Officer and other key staff. The project finance manager, safeguards specialist and the procurement specialist recruited by DIDA under Central Implementation Unit (CIU) will be providing the necessary support to the PIU. The Project Manager will be responsible for overall project coordination and technical guidance and will support the procurement of the different packages and studies. Technical staff will be recruited, as necessary, to support implementation of Component 2 at NEO. The Project Manager will report to the Chief Executive Officer (CEO) of MEC and to the Project Steering Committee (PSC). The Ministry of Finance (MoF) will be responsible for processing Project disbursement requests. The project implementation Officer would be Marshallese national and will report to and support the Project Manager for all activities of the project.

The institutional arrangements also include a Project Steering Committee (PSC) that comprise the Chief Secretary, the Ministry of Finance, the Ministry of Environment (represented by NEO), as well as representatives from MEC, KAJUR and from Kwajalein Atoll Development Authority (KADA) and others, as needed. The PSC governs the Project and provides the oversight and strategic guidance for the project implementation. The chair of the PSC is the Chief Secretary of GRMI.

A Project Implementation Manual (PIM) has set out: such as: (i) the criteria and procedures to be used for the selection of energy efficiency investment activities undertaken under Sub- component 2.2, (ii) institutional arrangements for day-to-day execution of the project; (iii) the procurement plan and implementation arrangements; (iv) guidance on implementation of safeguard instruments; (v) budgeting, disbursement, and financial management processes; and project monitoring, reporting, evaluation, and performance indicators including implementation of, and compliance with, Bank safeguard policies; and (vii) the boundaries of defined Project Areas and the criteria and procedure for selecting additional Project Areas.

Scope of Services

The Project Implementation Officer will perform all daily management tasks including implementation, delivery, monitoring, liaison and coordination support for the PIU of the Project under the guidance of the SEDeP Project Manager.

All activities will be undertaken in compliance with the applicable World Bank Procurement, and disbursement Guidelines/Regulations, the provisions of the Legal/Financing Agreements, and the National Government laws and regulations.

Specifically, under the overall coordination and supervision of the Project Manager, he/she is to provide implementation support for the following activities but not limited to:

a. Coordination and Implementation

- Daily management and coordination on project implementation, including monitoring

and documenting the implementation of project activities, effectively managing the project implementation schedule, and all other aspects of project implementation;

- Monitor progress of project implementation and propose corrective measures when needed;
- Managing inputs required from the MEC, KAJUR, and NEO for project activities and ensure pertinent information required for studies and activities to be performed by international/national counterparts;
- Ensure that all technical assistance and training activities are implemented in a timely manner;
- Coordinate and participate in workshops, training courses meetings and other activities;
- Organize and obtain approvals needed for all workshops, study tour, seminars and other similar activities called for under the project;
- Liaise between the MEC, EPD, KAJUR, DIDA, and other relevant Govt agencies, development partners, stakeholders, etc. on project related aspects;
- Assist with budget preparation as required
- Providing the CIU with the necessary information for withdrawal applications to the World Bank
- Other duties applicable to the proposed project as delegated by project manager and MEC specifically.

b. *Reporting, Monitoring and Evaluation*

- Ensure that all administrative reports and briefings required to be delivered under the project are submitted in a timely manner;
- Ensure that filing of documents under the Project during the period stipulated by the WBG rules and procedures is adequately performed;
- Work with the Financial Manager to maintain up-to-date financial forecasts reports, cost to complete, and contingency/unallocated provisions;
- Undertake monitoring and evaluation (M&E) of the project by monitoring performance indicators;
- Prepare monthly progress reports to the PM/CEO of MEC;
- Coordinate the preparation of semi-annual consolidated progress reports, project briefings and other relevant monitoring information to inform project counterparts and the World Bank in an organized manner and with adherence to the Bank's guidelines; and prepare them for wider dissemination/distribution;
- Support and liaise with appointed finance officer during Project implementation for the preparation of the draft annual budgets in a timely manner;
- Work closely with the DIDA Director and the finance officer at DIDA to ensure that Project disbursements are prepared in a timely manner; and
- Ensure that audits and other financial and technical reporting are conducted as required by the project's legal documents.

c. *Procurement and Contract Management*

- Assisting in monitoring the implementation of and updating of the project procurement plan;
- Advertising, issuing request for quotations/expressions of interest and receiving quotations/proposals, drafting no objection requests and assisting also with organizing evaluation committee meetings and publishing results of tender processes as relevant;
- Checking of invoices to ensure correct price, follow through to ensure that materials ordered have been received and comply with specifications, examine the conditions of material received, and approve invoices for payment;
- Ensuring correct and timely payment to contractors and consultants and proper administration of contracts according to contract provisions and procurement regulations.

- Maintenance of a list of vendors supplying general items for project implementation. Create and maintain contracts register

d. General Administration and Logistics

- Arrange project related travel;
- Undertake request for quotations for goods and services associated with incremental operating costs;
- Scheduling meetings/programs for trainings or missions;
- Arrange workshops, conferences, meetings
- Maintenance of a safe, complete, updated, organized and easily retrievable filing system for the SEDEP Project records and retaining those records for the duration as required by the donors and local regulations.
- Assist with the preparation of the project progress report and other reporting requirements
- Liaise with DIDA on financial management, procurement, and other project implementation activities

The Project Implementation Officer may also be requested to provide above support to other donor funded Projects, when deemed necessary.

Qualifications and Experience

Mandatory

- Associate degree in engineering or project management or business administration, or equivalent field;
- Minimum of 1-year experience relevant to project management and/or administration;
- Ability to communicate effectively, orally and in writing in English;
- Good knowledge and skills in standard office applications (spreadsheets, word processors etc.);
- Demonstrated ability to work in a job that requires attention to detail and methodical record-keeping;
- Ability to establish and maintain effective working relationships with employees, other departments, vendors and the public;

Desired

- Bachelor's degree;
- Relevant and recognized professional project management qualifications;
- Experience in a donor funded project or organization.

Duration of assignment

The Project Implementation Officer will be based at MEC office in Majuro, RMI and work full time with SEDEP Project Manager for 12 months with the possibility of extension subject to satisfactory performance, funding availability and the status of the project.