

TERMS OF REFERENCE

Monitoring, Verification and Enforcement Training

BACKGROUND

The CARICOM Regional Organisation for Standards and Quality (CROSQ) is an intergovernmental organisation which was established in February 2002 under the revised Treaty of Chaguaramus. CROSQ is mandated to develop and/or harmonise a regional quality infrastructure (standards and technical regulations, conformity assessment, metrology and accreditation). The Organisation's objectives are to:

- facilitate trade;
- enhance efficiency in the production and delivery of goods and services;
- improve quality of goods and services traded within the Community and with third States; and,
- protect consumers and the environment.

The CROSQ is currently in the process of establishing a Harmonised Regional Pilot Energy Efficiency Labelling Scheme for household electrical appliances, designed to promote the use of energy-efficient appliances and illuminants to include lighting equipment, refrigerators and air conditioners which will contribute to lower energy consumption to meet part of the 2013 mandate of COTED. The scheme is currently being implemented through a piloting phase in four member states – Belize, Jamaica, Saint Lucia and Trinidad & Tobago.; and more recently Barbados. As part of this scheme, energy efficiency labelling standards with minimum performance standards for domestic appliances will inform the specifications of a regional label which will be affixed to these appliances at the point of retail.

The primary target group of the scheme comprises consumers of energy in private households, in public institutions and in the private sector who benefit from a sustainable use of energy; as well as a secondary target group of retailers, importers and distributors of electrical appliances. Direct beneficiaries of the project are the National Standards Bureaus (NSBs) in participating countries.

The main components of operationalizing the labeling scheme will be through the development of procedures manuals and guides at the regional and national levels; building capacity in conducting energy efficiency testing through training and procurement of equipment as well as development of a database to serve as a repository for results of tested equipment and appliances; facilitating regional laboratories to get accreditation ready and sharing of information among regional quality infrastructure institutions and sensitization of stakeholders.

From this perspective a Regional Model Guide and National Procedures Manuals for the four (4) original piloting countries have been developed for CARICOM to guide the procedures at the national and regional levels. These documents were designed to:

1. Ensure standard procedures relevant to the energy efficiency labeling scheme are customized at the national level in participating countries to guide the national compliance programmes. Each national programme has been documented and organized into a National Procedures Manual.
2. Ensure harmonization at the regional level by providing a general format for the Regional Model Guide. It is expected that national procedures will feed into the regional processes.

In November 2019, CROSQ received support from the Technical Assistance Programme for Sustainable Energy in the Caribbean (TAPSEC), which is implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH to support the energy initiative mentioned above.

The CROSQ as part of its efforts to fully operationalize the scheme, which is intended to be implemented throughout the region is now extending the Harmonized Regional Energy Efficiency Labelling Scheme to Barbados with support from the TAPSEC.

CROSQ is therefore seeking to contract a consultant to prepare a training manual and to conduct training in five (5) member countries.

OBJECTIVES

The overall objective of this consultancy is to build capacity in piloting Member States, that are implementing the Harmonised Regional Energy Efficiency Labelling Scheme, to effectively execute the conformance and or compliance component of the labelling scheme.

The purpose of this consultancy is to conduct a two-day training directed at the Bureau of Standards personnel from Jamaica, Trinidad, Saint Lucia, Belize and Barbados in market surveillance activities related to the Scheme as well as to develop a training manual so that similar activities can be conducted in the future.

SCOPE OF WORK

To achieve the objectives above, the consultant is expected to conduct the following activities:

- Attend a kick off meeting with CROSQ to understand the Organisation, it's objectives, stakeholders and the Regional Harmonised Energy Efficiency Labelling Scheme
- Identify the relevant agencies, in addition to the Bureaus, that are necessary for successful operation of market surveillance aspect of the scheme. It may be necessary for the Consultant to conduct interviews with stakeholders to understand their contribution to the scheme and relevance as trainees
- Make recommendations on other stakeholder agencies which should be trained in MVE if necessary
- Review documents, tools and other similar training (such as the newly developed Regional Testing Database, National Procedures Manuals and Regional Model Guide) which may be relevant to the exercise and which can contribute to customising of the training.
- Review other labelling schemes with the view to utilising approaches which can be adopted and or adapted to the Regional Harmonised Energy Efficiency Labelling Scheme
- Develop a training manual to serve as a guide to new piloting countries or as a refresher to existing piloting member states in market surveillance and MVE of the Scheme
- Conduct a two-day online MVE training that is customised to the five member states who are piloting the Energy Efficiency Labelling Scheme.

DELIVERABLES AND REPORTING REQUIREMENTS

- Preliminary report detailing methodology inclusive of timelines, stakeholders interviewed, list of training attendees, and customised training agenda, and learnings and recommendations from other labelling schemes
- Training manual which will serve as a guide to new piloting countries or as a refresher to existing piloting member states in market surveillance and MVE of the Scheme
- Two-day online MVE training delivered to five piloting member states
- Final report detailing work undertaken during the consultancy

DURATION

The consultancy is expected to last for a maximum of 16 days over a period of two (2) months, as a remote consultancy

QUALIFICATIONS AND EXPERIENCE

This consultancy requires the services of a key expert. The appointed consultant must meet the following minimum requirements:

- A postgraduate degree in the field of energy (special focus on energy efficiency), degree in engineering or equivalent qualifications.
- At least five (5) years experience in conformity assessment and market surveillance
- Experience in training/education of professionals
- Experience working in the Caribbean region will be an asset.
- Knowledge and experience working in the area of Energy Efficiency
- Specific knowledge and experience working with energy efficiency Labelling Programmes would be an asset.
- Excellent command of written and spoken English.
- Excellent technical and report-writing skills.

Please send proposals/CVs to Ms Janice Hilaire at janice.hilaire@crossq.org and copied to Ms Jael Browne at jael.browne@crossq.org , complying with the following deadlines:

- Deadline for submission of CV's and of a technical and a financial proposal: **December 1, 2021**