



COMMONWEALTH OF DOMINICA

MINISTRY OF TOURISM AND CULTURE

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3rd Floor, Government Headquarters
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Commonwealth of Dominica

Request for Proposals:

Consultancy to undertake an Analysis for the Development, Provision and Promotion of Renewable and Efficiency Energies at Government-Operated Tourism Facilities in Dominica

The Government of the Commonwealth of Dominica through the Ministry of Tourism and Culture, is seeking proposals from individuals or firms to undertake an **analysis** of the current forms and uses of energy at tourism facilities in Dominica, and to cost and make recommendations for the development or supply and installation of such renewable and efficiency energies taking into account the different locations and available natural and sustainable assets at each site.

The details of the services required are available in the accompanying Terms of Reference.

It is expected that work will commence in February 2019 and be completed no later than March 2019.

Proposals should adhere to the specifications indicated in the Terms of Reference.

Proposals will be evaluated on the following: qualifications, methodology, and experience with similar projects. Contract negotiations will be entered into with the individual/firm deemed the most suitable for the assignment. Proposals must be submitted to:

Ms. Careen Prevost
Permanent Secretary
Ministry of Tourism and Culture
Email: pstourism@dominica.gov.dm

Mr. Daniel Reid
Senior Projects Officer
Ministry of Tourism and Culture
Email: Reidd@dominica.gov.dm

Proposals are to reach the above no later than December 28, 2018.

The Government of the Commonwealth of Dominica will not be responsible for any cost incurred for the preparation of proposals and reserves the right to cancel the present notice in its entirety or even partially, without defraying any cost incurred by proposer.

GOVERNMENT OF THE COMMONWEALTH OF DOMINICA

MINISTRY OF TOURISM AND CULTURE

TERMS OF REFERENCE

CONSULTANCY TO UNDERTAKE AN ANALYSIS FOR THE DEVELOPMENT, PROVISION AND PROMOTION OF RENEWABLE AND EFFICIENCY ENERGIES AT GOVERNMENT-OPERATED TOURISM FACILITIES IN DOMINICA

Phase 1

1. INTRODUCTION

1.1 The purpose of this document is to set out the Terms of Reference for the supply of advisory services to the Ministry of Tourism and Culture of the Government of the Commonwealth of Dominica. The work to be undertaken by the Consultant(s) will involve analysing current uses of energy and requirements needed for facilitating the successful introduction of renewable energy and energy efficiency systems at tourism facilities on island.

2. BACKGROUND

The Ministry of Tourism and Culture has received approval for the implementation of the Climate Resilience Tourism Strategy Project which aims to ensure that the Tourism Sector remains a major and leading productive industry and a positive contributor to Dominica's Gross National Product by ensuring that 'resilience' is built into tourism policies, programs, projects, products and physical plants etc. To this end, the Project is driven by the following 5 core objectives:

1. To provide the tourism sector with the skills, training, knowledge and tools to understand and manage climate change risks and implement climate resilient actions within the sector
2. To foster coordination among governing bodies and relevant stakeholders within the tourism industry; to contribute information that will support the development of climate resilient strategies
3. To develop, implement and enforce law, policy and regulation to integrate climate resilience into tourism operations
4. To promote the use of renewable energy, energy efficiency, and water conservation initiatives within the Tourism Sector
5. To encourage the development of sustainable tourism that will “promote environmental awareness, conserve and protect the environment, respect wildlife, flora, biodiversity, ecosystems and cultural diversity, and improve the welfare and livelihoods of local communities”

The 4th Objective “promoting the use of renewable energy, energy efficiency, and water conservation initiatives” is the main idea behind this aspect of achieving resiliency in the Sector. The intention is that this service contract will lead to the intended results of having different forms of renewable energy to include.

3.0 OBJECTIVE OF THE ASSIGNMENT

- 3.1** To provide the Ministry of Tourism and Culture with the advisory services necessary to determine the best options for renewable energy and energy efficiencies.

4.0 SCOPE OF CONSULTING SERVICES AND EXPECTED OUTPUTS

The Consultant(s) will be required to provide the following services and outputs:

Inventory of existing energy systems at the following tourism sites/facilities: Cabrits National Park, Emerald Pool, Syndicate Nature Trail, Trafalgar Falls, Indian River, Mero Beach, Cana Heritage Park, Fresh Water Lake, Titou Gorge and the Kalinago Barana Aute’.

- a. Review of all systems (a. above) and gap assessment of optimum capacities for renewable energy and efficiency energies.
- b. Identification of suitable renewable energy and energy efficiency systems for each respective facility
- c. Using information obtained (at c. above) cost recommendations. The cost should include maintenance and life-cycle cost. Rank 3 options for each facility clearly indicating the least cost-effective option as number one (#1).
- d. Develop a series of recommendations to address energy efficiencies and other types of resource savings.
- e. Prepare a Final Report detailing findings, including recommendations.

5.0 DELIVERABLES AND TIMEFRAME

Draft and Final copies of all Reports are to be submitted to the Senior Projects Manager.

Specifically, the Consultant will prepare and submit the following:

1. An Inception Report within five (5) working days of the signing of the contract, detailing the scope of the work, the methodological approach, and timelines of the Consultancy.
2. Inventory of existing energy and energy used (i.e. kwh) at the following tourism sites/facilities: Cabrits, Emerald Pool, Syndicate, Trafalgar Falls, Soufriere Sulphur Springs, Indian River, Mero, Capuchin, Marigot, Layou, Wotton Waven, Fresh Water Lake, Titou Gorge and the Kalinago Barana Aute', within ten (15) working days after the submission of Inception Report.
3. Perform gap assessments of all existing systems.
4. Draft Report in English detailing findings and recommendations costing and ranking options for renewable energy, energy efficiency and water conservation. a. Cover Page b. Table of Contents c. List of Acronyms and Abbreviations d. Executive Summary e. Introduction f. Background g. Methodology h. Analysis i. Main Findings j. Lessons Learned k. Recommendations and Conclusions l. Relevant Appendices
5. Presentation of Draft Report with recommendations to stakeholders, at least two (4) weeks after the start of the consultancy.

6. Final presentation(s) to stakeholders prior to end of consultancy.

7. Final Report in English.

6.0 REPORTING

The consultant report to the Permanent Secretary, Ministry of Tourism and Culture.

The consultant will also work closely with the National Parks Division of the Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal, Dominica Electricity Services and Dominica Water and Sewerage Company.

All reports are to be submitted in line with due dates outlined in the Deliverables section. The Ministry of Tourism and Culture will have ten (10) working days to provide comments to the Draft reports and Final reports. The consultant will then have to submit the revised reports within ten (10) working days of receiving the comments from the Ministry of Tourism and Culture.

The Permanent Secretary will be responsible for issuance of final approval of all reports in consultation with key Ministry stakeholders.

7.0 REQUIRED QUALIFICATIONS AND EXPERIENCE

The Consultant(s) is/are expected to possess the following:

- The Consultant(s) should be a Certified Energy Auditor or be a holder of a degree or other equivalent qualification in Natural Resources Management, Sustainable Development, Electrical Engineering or related field;
- At least five (5) years' experience in similar work relating to renewable energy and proven track record of having completed energy audits.
- In depth knowledge and understanding of Dominica's tourism sector

8.0 PROPOSAL SUBMISSION

The Consultant may be an individual or company and should be able to assume duties by 1 February 2019. The consultancy is scheduled to last for an estimated two (2) months to the end of March 2019.

Interested individuals are invited to submit an application based on the Terms of Reference outlined by December 28, 2018.

Applications should include:

- a. Letter of Interest/Proposal, including - Suitability statement for the work; and - Detailed methodology, including proposed schedule.
- b. Full Curriculum Vitae for each member of the proposed team, highlighting relevant experience in similar projects and contact details of referees.
- c. Financial Proposal, including - Milestone deliverables for payments; - Daily rates for consultant(s); - Travel and expense budgets.

Further information may be obtained from:

Mr. Daniel Reid
Senior Projects Officer
Ministry of Tourism and Culture
3rd Floor Government Headquarters
ROSEAU
Commonwealth of Dominica
Email: reidd@dominica.gov.dm
Tel: 1-767-266-4611/3003

Please email proposals to pstourism@dominica.gov.dm with a copy sent to reidd@dominica.gov.dm

Subject: Renewable Energy Systems for Tourism Facilities – Dominica.

Attention:

Ms. Careen Prevost
Permanent Secretary
Ministry of Tourism and Culture
3rd Floor Government Headquarters
ROSEAU
Commonwealth of Dominica