



TECHNICAL ASSISTANCE APPLICATION REQUEST

Submitted To: CARICOM Energy Policy & Regulations Help Desk

INSTRUCTIONS TO APPLICANTS

1. All applications should be submitted in the PDF format using the fillable application form template and a completed cover page. The application should be submitted in Microsoft Word format.

2. The application template provided will include the following sections which must be completed in accordance with the instructions below. **Applications omitting the required information below or omitting sections will be considered incomplete and will not be evaluated by the Application Review Facility**

SECTION	INSTRUCTIONS FOR THE COMPLETION OF EACH SECTION
I. Applicant Information (Cover Page)	Applicants must complete the cover page. The required signature (at the bottom of the cover page) must also be included providing authorisation for submission of the application.
II. Background	The Background must provide the context within which the application will be considered. The Background Section must: <ul style="list-style-type: none">• Describe the interlinkages between the request/activity and the policy, regulatory or investment framework of the country and the energy sector.• Does it support the achievement of policy goals and objectives, outcomes and expectations?• Is it consistent with the implementation strategy/plan or the investment framework for the energy sector?• The Background can be supplemented, if necessary, with additional documentation
III. Rationale	<ul style="list-style-type: none">• Applicants must adequately explain the rationale behind the undertaking of the assignment for which support is being requested.• The Rationale must illustrate the interlinkages between the activity and the organisation's functions/role and mandate and must illustrate the need for the activity to be undertaken by the applying institution.
IV. Scope of Work	
a. Objectives	<ul style="list-style-type: none">• The objectives of the activity must be clearly stated in this section. This provides necessary information for consideration of the application and ensures the consulting pool (under any Lot) understands the objectives of the assignment.• If there are overarching objectives and specific objectives, they must be detailed in this section.
b. Expected Outcomes	The Expected Outcomes of the activity must be included in this section in sufficient detail for consideration. The expected outcomes for the activity are necessary to ensure the expectations of the applying institutions are clearly communicated.

c. Tasks of Consultants

- The tasks to be performed by the consultant must be described in detail in this section.
- The tasks described in this section, once executed by the end of the implementation of the activity, should lead to achieving the outputs outlined in 'Deliverables and Outputs' Section, fulfilling the expected outcomes and objectives of the activity.
- The number of expert days required to complete all tasks must also be stated in this section and tallied at the end of the section for clarity. The total number of expert days required for completion of the tasks is needed to determine the resources required from the pool of consultants to support the activity.

d. Deliverables and Outputs

- As illustrated in the accompanying table, specific milestones are to be reached at specific points during the execution of the activity.
- The deliverables and outputs to be produced at these specific points under the activity must be clearly stated in this section, commencing with the project kickoff and ending with the final deliverable/output – this must be completed in the table provided. Therefore, all reports such as Inception Reports, draft reports and other deliverables and outputs must be provided in this section.
 - General timeframe for the submission of each deliverable should also be included in the table provided under the 'Deadline' column.
 - The text in the table are for illustrative purposes and must be removed then replaced with relevant deliverables and outputs for the execution of the activity.

e. Timeframe for Implementation


The anticipated timeframe for the implementation of the activity must be stated in this section. The timeframe must account for the kickoff of the project and any closing activities necessary for the completion of the activity.

f. Required Expertise

The expertise of the consultants required to undertake the work must be stated in this section. If several areas of expertise are required and therefore, several consultants are necessary to execute the activity, this must also be stated in this section.

g. Reporting Requirements

- Expected reporting requirements must be detailed and communicated in this section.
- Reporting requirements such as bi-monthly reporting as well as the reporting mechanism must be included in this section.
 - Applicants must also identify the focal point with responsibility for day to day execution and management of the activity and to whom all reports will be sent. The name, position and contact information of the focal point must be included in this section.

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3. Applications must be submitted to energypolicy.help@caricom.org or via the weblink provided. An automatic response will be provided to confirm receipt of the application.
 4. Applicants should ensure all information required in the application template is provided. All supporting documentation required must be submitted for the application to be considered.
 5. Applicants are advised that the application period will remain open until all financial resources for the provision of technical assistance under the Help Desk for both Lots are exhausted. This is to ensure that sufficient time is available for implementation of activities/projects before the stipulated end date of July 2021. Therefore, applicants are reminded to submit their applications as early as possible.
 6. The Help Desk functions will terminate on July 31, 2020. Consequently, applications should be limited to activities that can be implemented within the timeframe between formal launch of the help desk and the closing of the Help Desk, allowing for all tasks under the application to be completed on or before July 31, 2021.

II. APPLICANT INFORMATION (COVER PAGE)

2.1 TITLE OF ACTIVITY/REQUEST

2.2 LOT NUMBER:

2.3 NAME & ADDRESS OF INSTITUTION/AGENCY:

2.4 COUNTRY

2.5 NAME & CONTACT DETAILS FOR RESPONSIBLE PERSON:

NAME:

DESIGNATION:

DEPARTMENT/UNIT (WHERE APPLICABLE):

EMAIL:

TELEPHONE CONTACT:

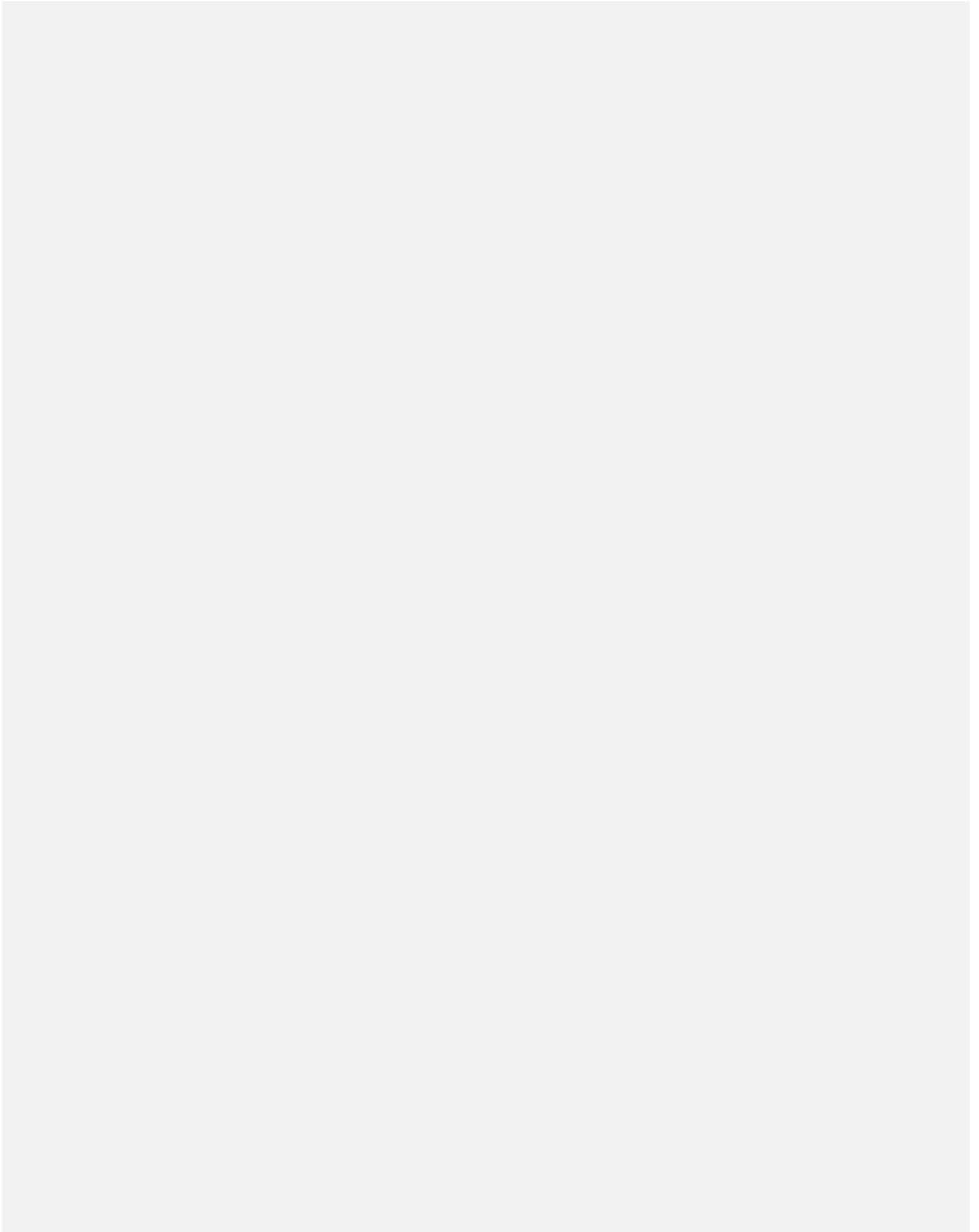
2.6 APPROVAL OF RESPONSIBLE PERSON/AUTHORITY:

NAME (BLOCK LETTERS):

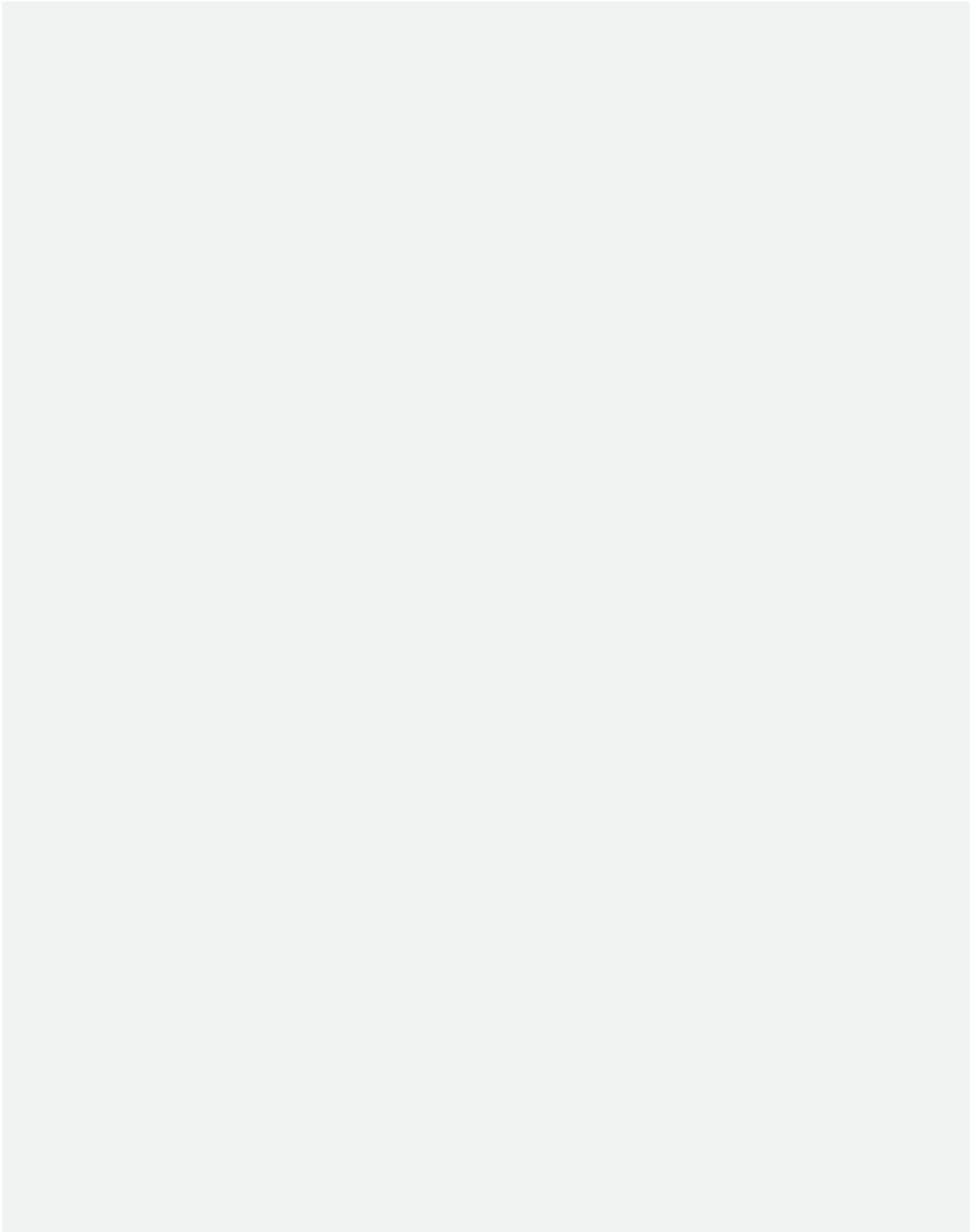
DESIGNATION:

SIGNATURE:

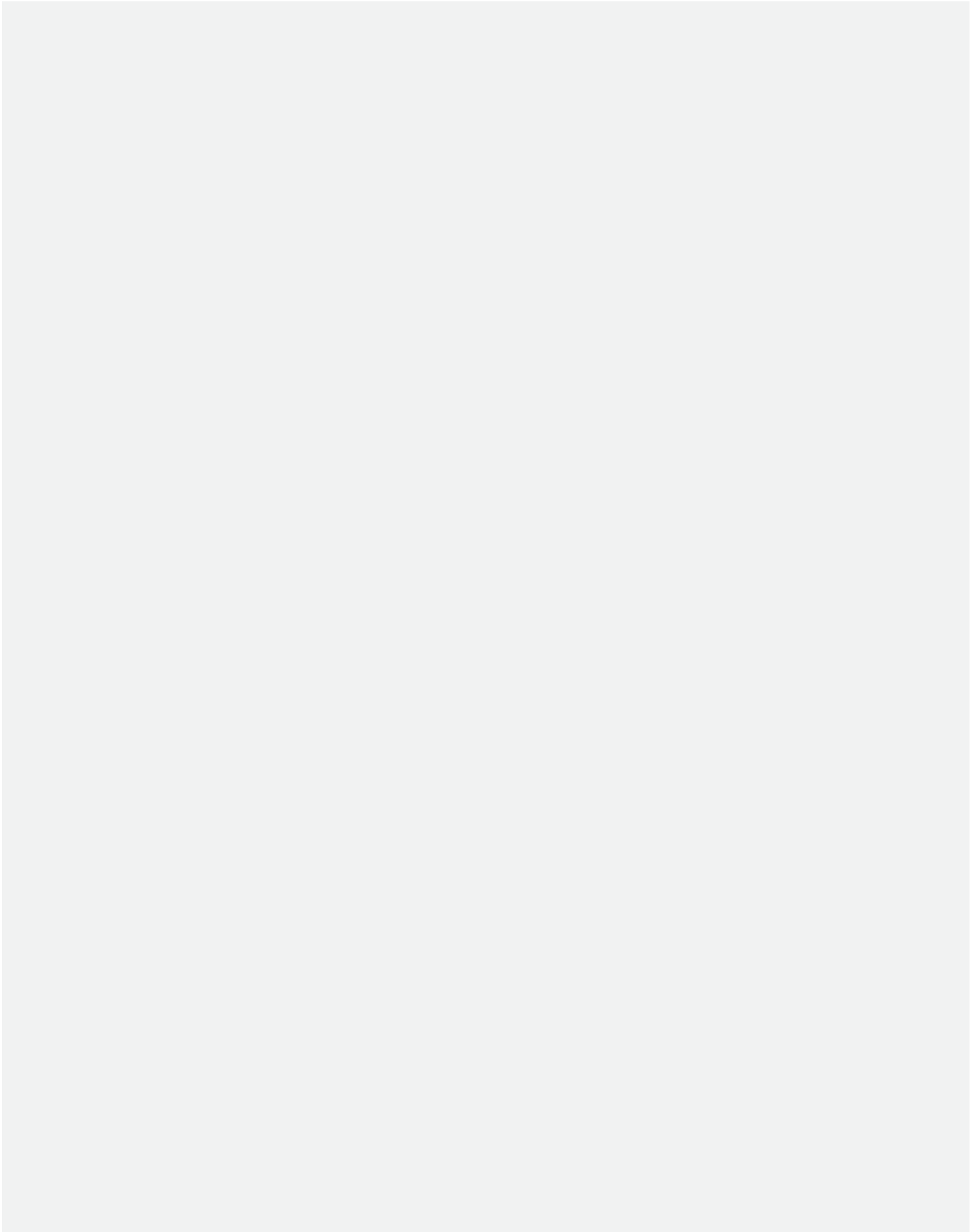
III. BACKGROUND



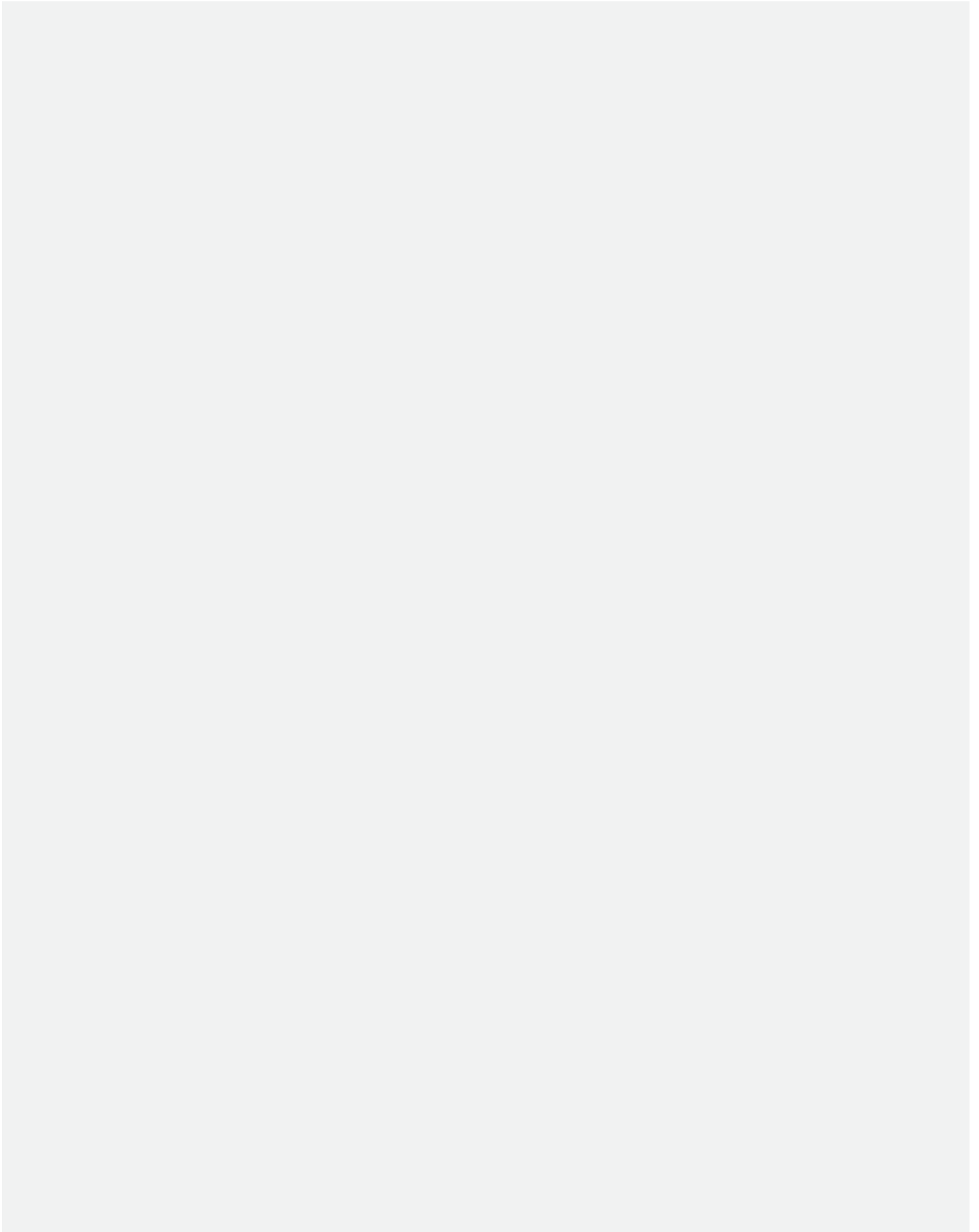
III. BACKGROUND



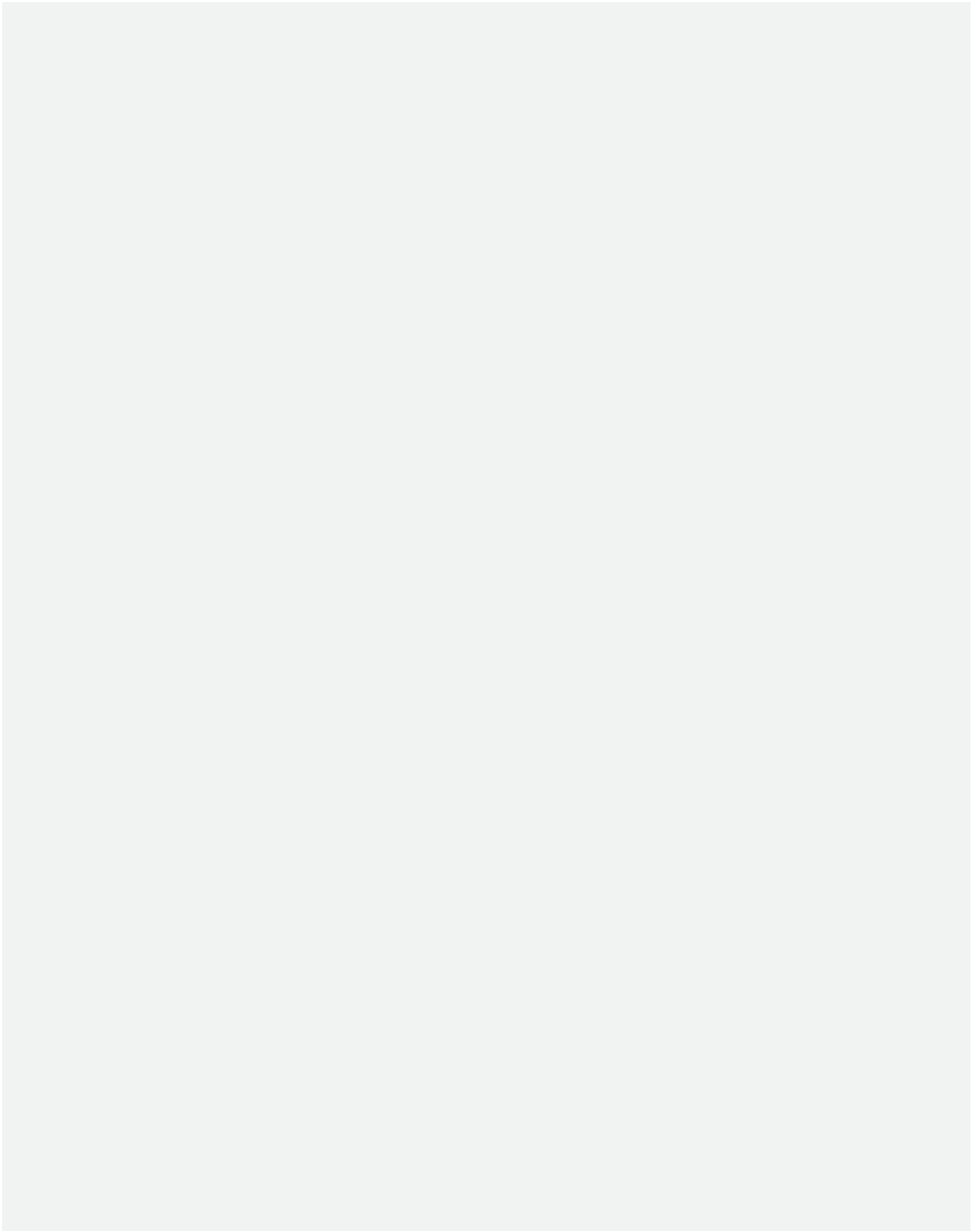
IV. RATIONALE



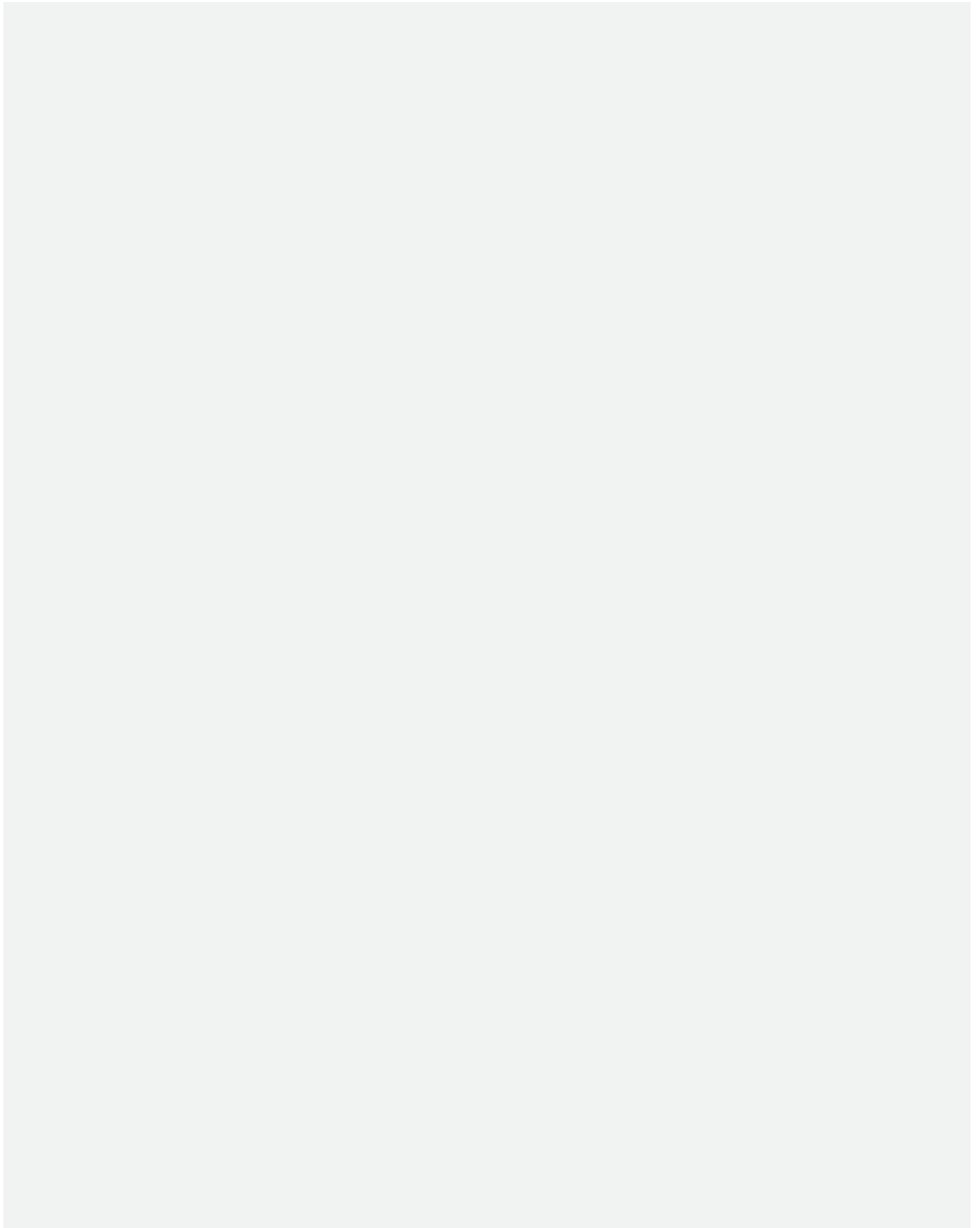
IV. RATIONALE



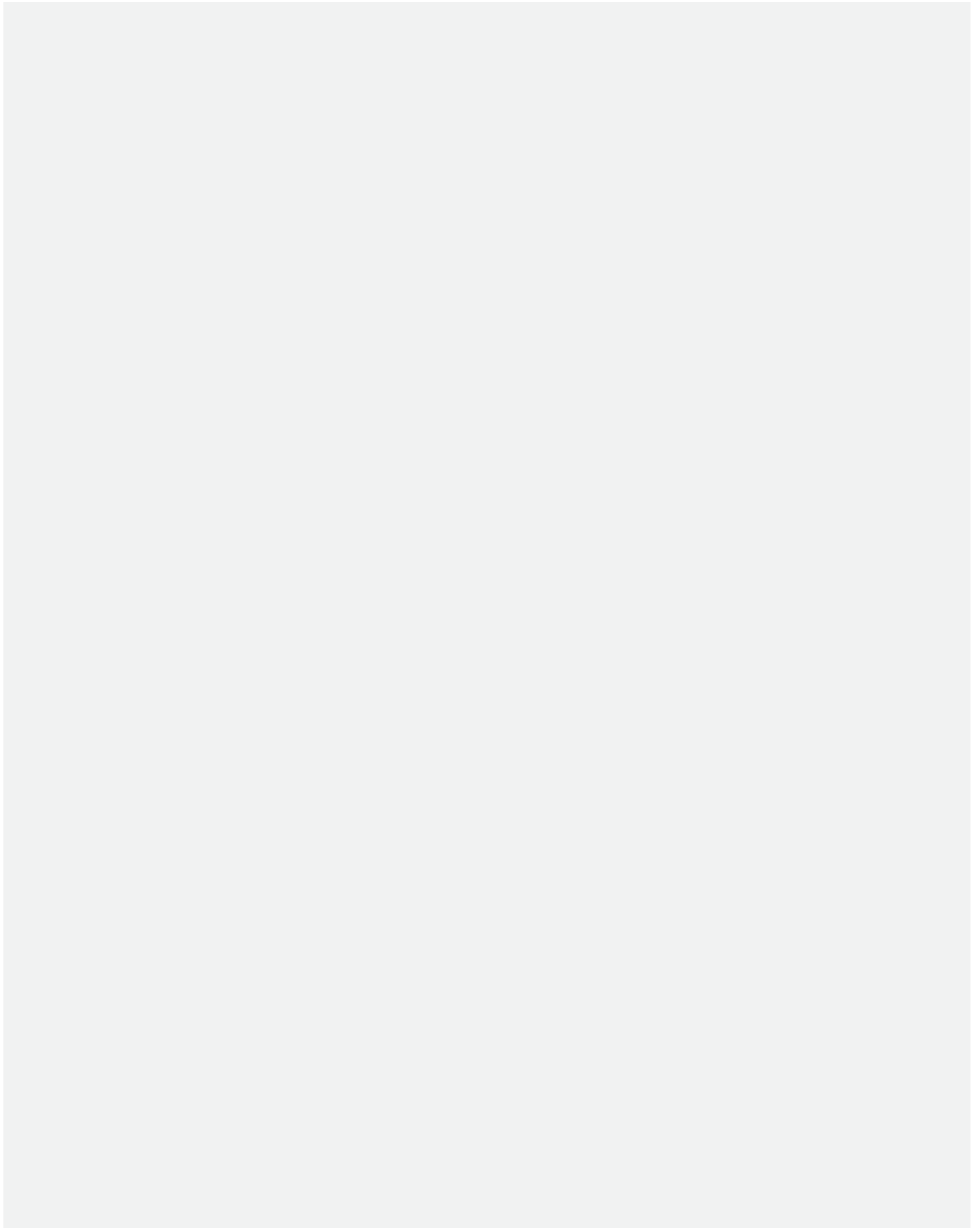
5.1 OBJECTIVE



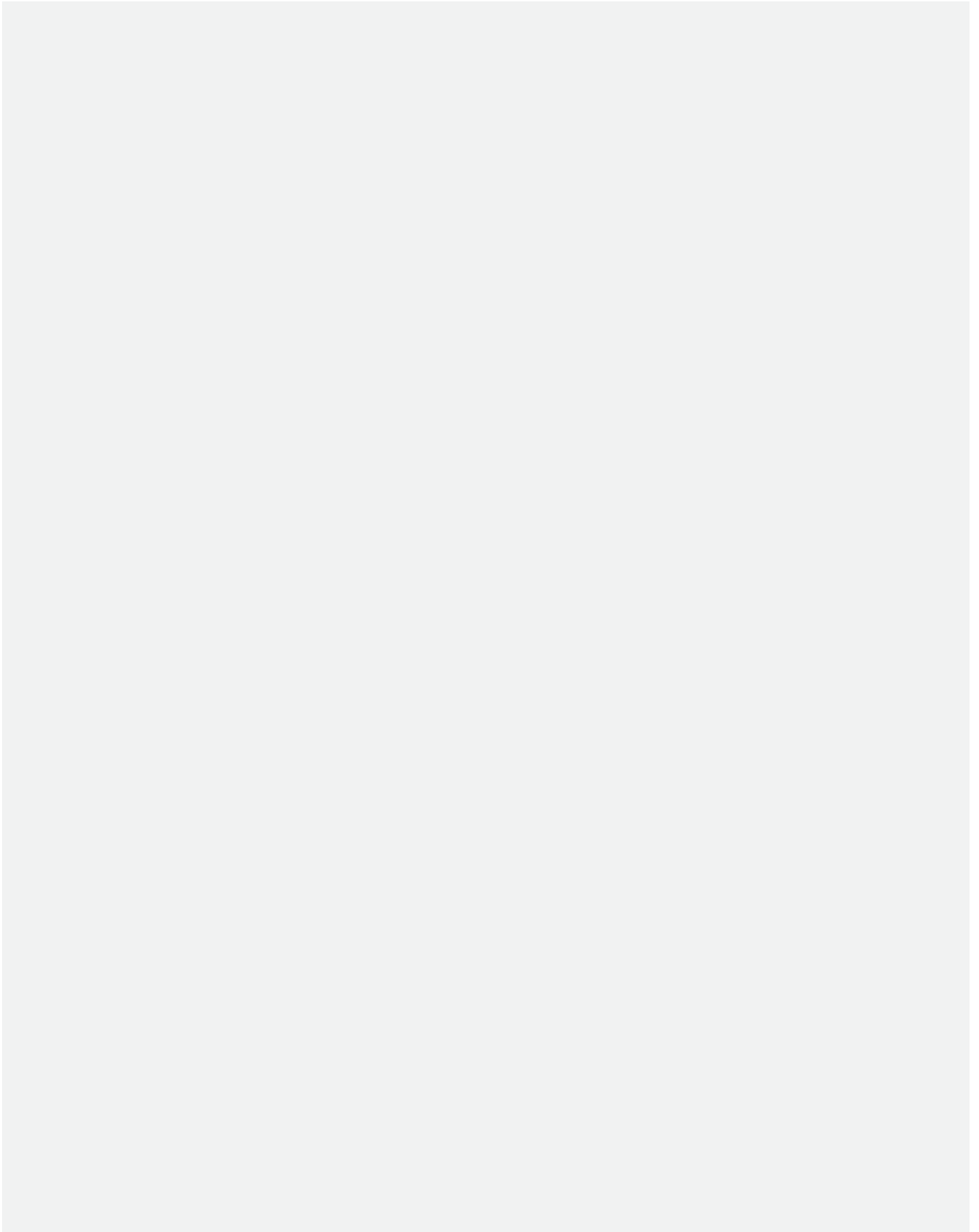
5.2 EXPECTED OUTCOMES



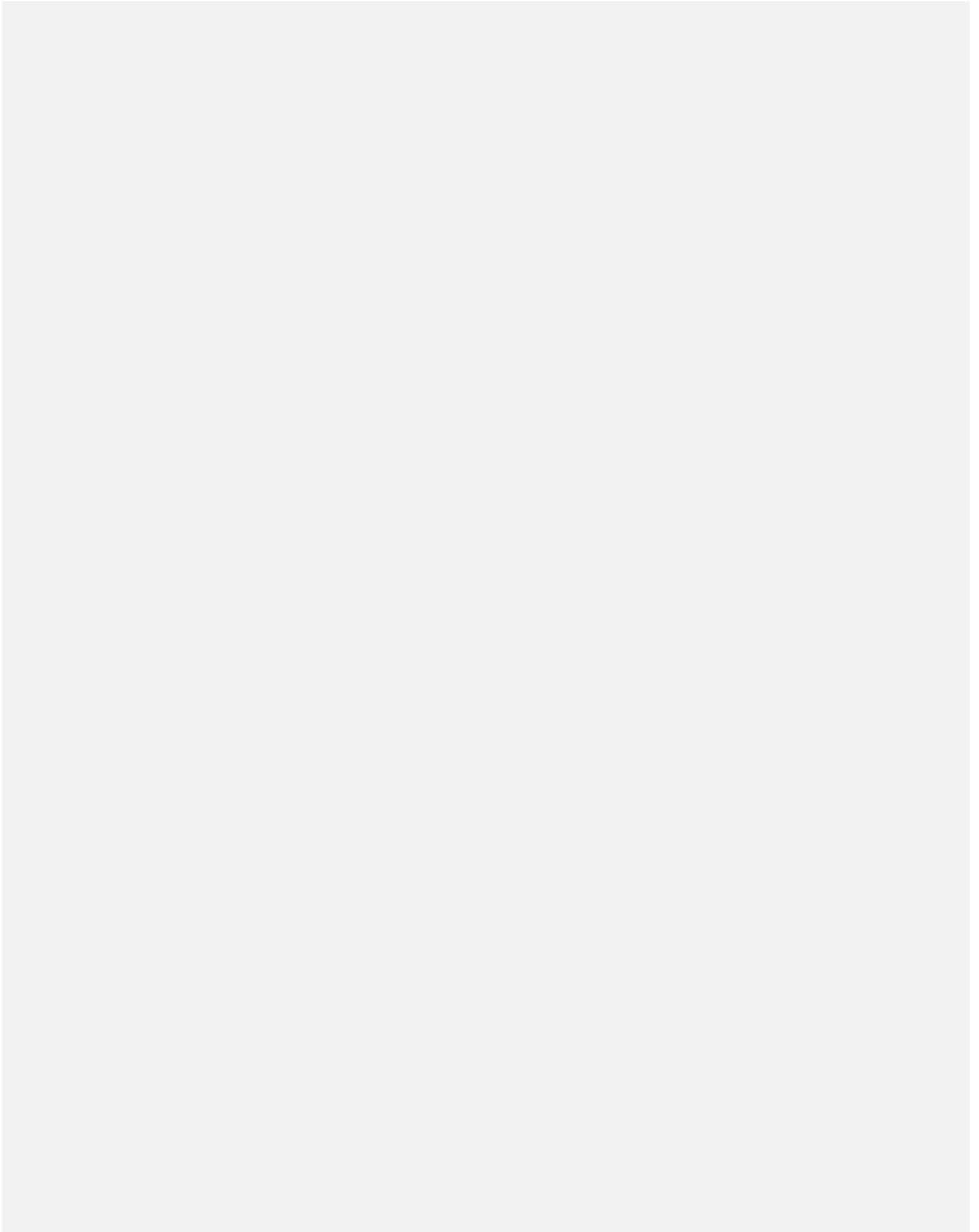
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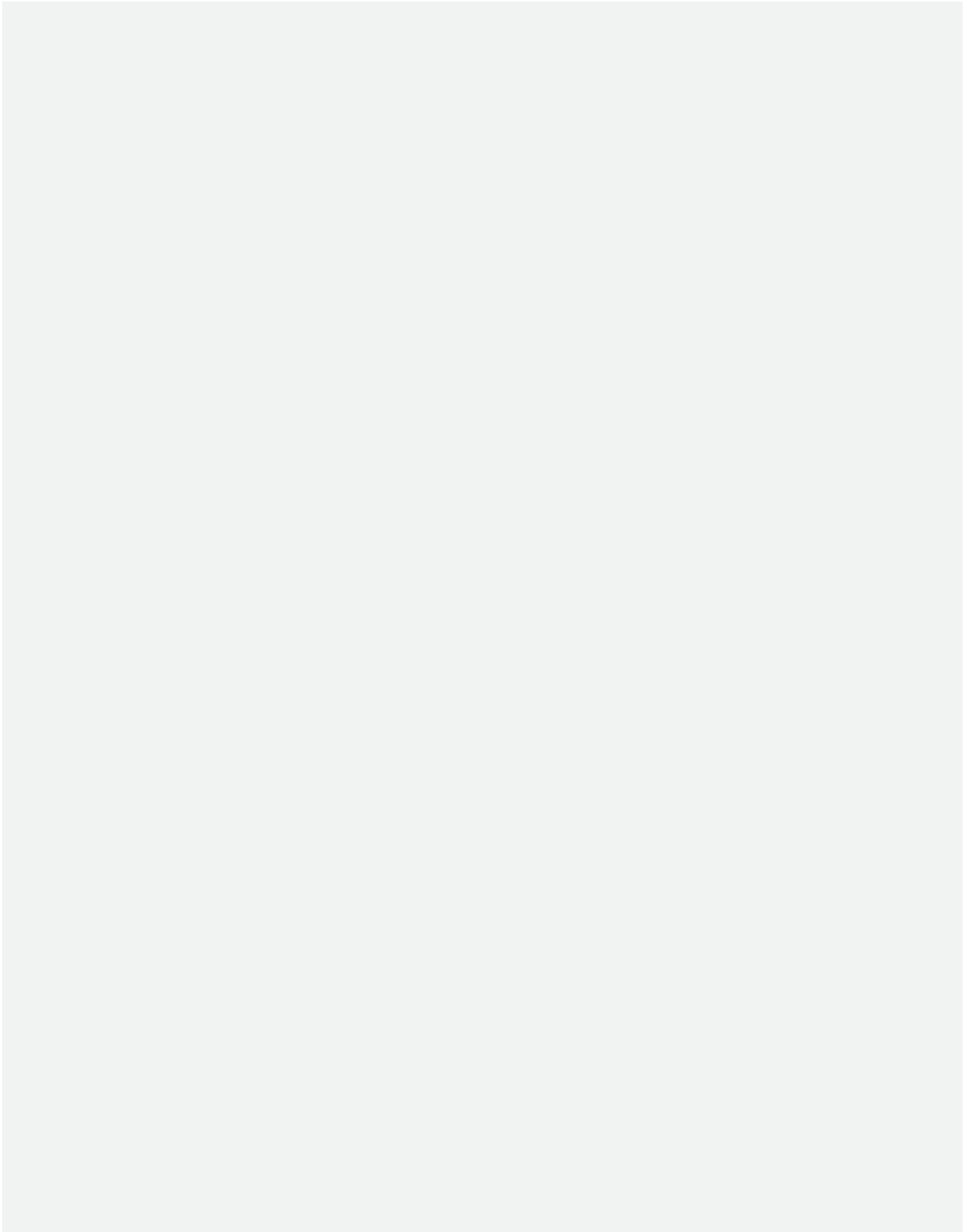
5.3 Tasks of Consultants



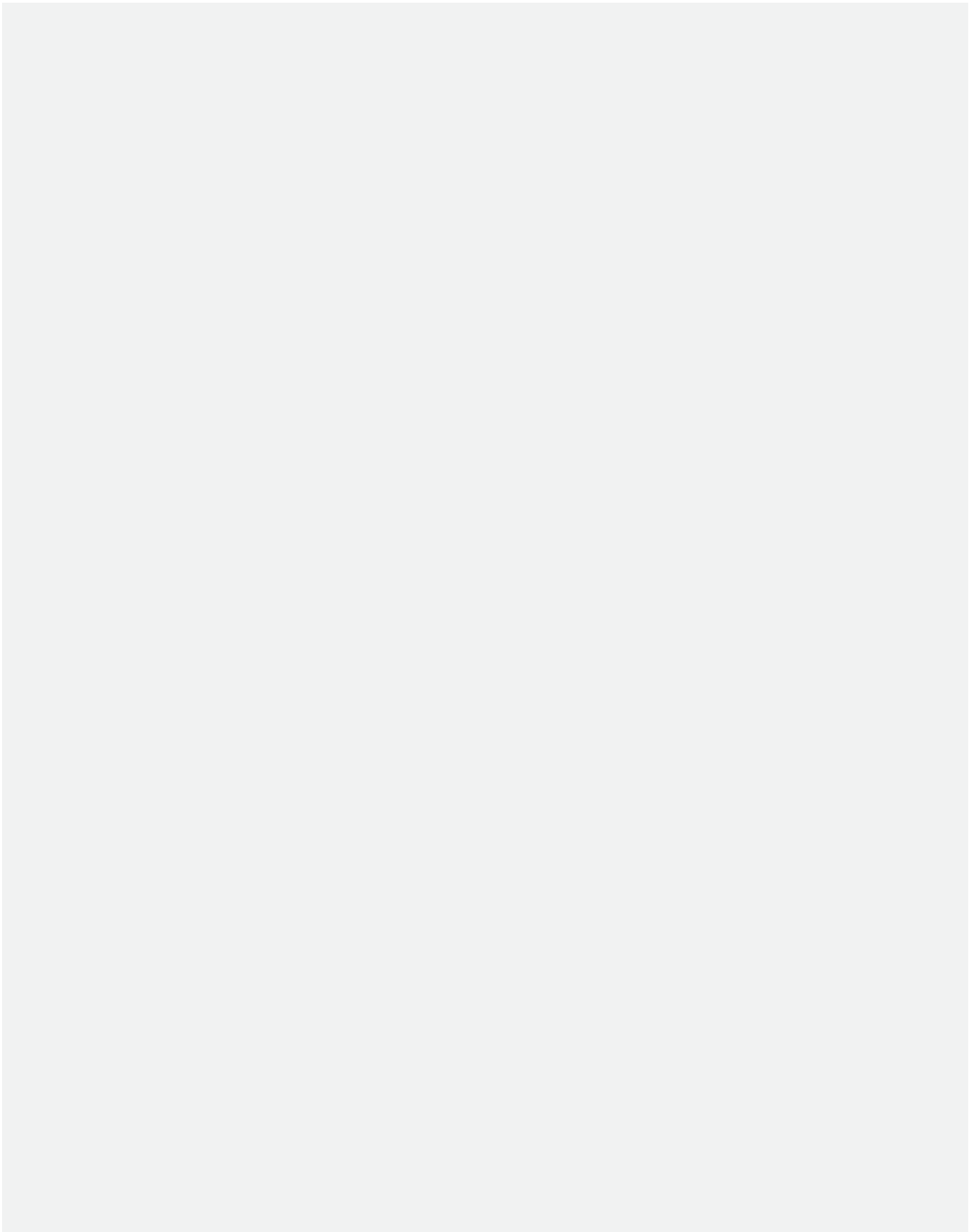
5.3 Tasks of Consultants



5.5 Timeframe for Implementation



5.6 Required Expertise of Consultants



5.7 Reporting Requirements

