



**TERMS OF REFERENCE**  
**Parliament of Trinidad and Tobago**

**Joint Select Committee on Energy Affairs**

**Call for Specialist Advisers**  
**Upstream Energy Expert**

**1. BACKGROUND**

The Parliamentary Joint Select Committee on Energy Affairs has the duty of considering, from time to time, and reporting whenever necessary, on all matters related to the expenditure, administration and policy in relation to Energy Affairs.

The Committee is seeking, to engage specialist advisors to provide expert advice on the supply chain challenges and prospects for growth in the Energy Sector.

**2. OBJECTIVE**

The objective of this consultancy is to advise the Joint Select Committee on Energy Affairs on aspects related to upstream oil and gas operations.

**3. SCOPE OF WORKS**

The successful candidate will be required to assist with the Committee's work from time to time on a 'needs basis' through the following activities:

- provide expert advice and analysis pertaining to certain subjects on the request of the Committee and within a specified deadline;
- provide professional guidance to the Committee in question formulation and information extraction in relation to technical issues on the subject, and
- attend Committee meetings when required.

In the execution of the above mentioned tasks the consultant will be required to adhere to the rules of the Standing Orders of the Parliament in relation to confidentiality.

#### **4. DELIVERABLES**

The consultant will be required to submit the following:

- A Work Plan detailing the methodology for any assignment allocated by the Committee; and
- Expert advice either in verbal, written or both based on the subject matter assigned by the Committee.

All reports are to be submitted in MS Word and in English, and presented in a format approved by the Committee.

Any supporting data and calculations are to be submitted in MS Excel format.

The consultant shall give notice in writing to the Committee of any times when the Consultant will not be available to attend meetings or perform duties as agreed.

#### **5. CHARACTERISTICS OF THE CONSULTANCY**

**Type:** Individual Consultant

**Location:** Trinidad and Tobago and the consultant's home country

**Duration:** thirty (30) discontinuous working days over six (6) months, beginning February, 2016

**Qualifications and Experience:**

The consultant will have the following experience and capabilities:

- I. Post-graduate degree in Petroleum Engineering, Geoscience, Petroleum Geology or any other qualifications related to the field;
- II. A minimum of fifteen (15) years working experience in the area of upstream oil and gas operations with specific focus on development, exploration and production;
- III. Prior work experience in the energy sector;
- IV. Knowledge of the local energy sector in Trinidad and Tobago; and
- V. Excellent spoken, report writing and presentation skills in the English language, including demonstrable experience of working with senior decision makers.

## 6. PAYMENTS

- 100% after approval of each deliverable as identified by the Committee.

## 7. DOCUMENTS TO BE SUBMITTED

- Personal CV including past experience in similar projects and at least two references;
- Copies of academic qualifications; and
- Financial Proposal - expected daily rate.

Interested parties should submit their proposals via email to [jscenergyaffairs@ttparliament.org](mailto:jscenergyaffairs@ttparliament.org)

Or in hardcopy to:

The Secretary  
Joint Select Committee on Energy Affairs  
The Parliament of Trinidad and Tobago  
Levels G-7, Tower D  
International Waterfront Centre  
1A Wrightson Road  
Port of Spain  
Trinidad and Tobago

**The deadline for the receipt of applications is February 21, 2016.**