

AMENDMENT

to the

ADMINISTRATION AGREEMENT

between

THE INTER-AMERICAN DEVELOPMENT BANK

and

**HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA,
AS REPRESENTED BY THE MINISTER OF INTERNATIONAL AND
INTERGOVERNMENTAL RELATIONS**

regarding

**Project Specific Grant to the Inter-American Development Bank for
Externally-Funded Complementary Workforce (EF-CWE) No. RG-X1193
for Collaboration in the Alberta Abroad Externship Program**

THIS AMENDMENT is entered into between the Inter-American Development Bank (the “Bank”) and Her Majesty the Queen in Right of Alberta, as represented by the Minister of International and Intergovernmental Relations (the “Donor”) (together referred to as the “Parties”).

WHEREAS, on September 27, 2013 the Bank and the Donor entered into a Project Specific Grant (PSG) Administration Agreement (the “Administration Agreement”) in connection with the Bank’s Externally-Funded Complementary Workforce (the “EF-CWE”) document No. RG-X1193 (the “Original EF-CWE Document”) attached to the Administration Agreement, along with the corresponding original Terms of Reference for each of the two EF-CWEs (the “Original ToR”) mentioned in the Original EF-CWE Document; and

WHEREAS, the Donor wishes to modify the amount of the grant contribution from U.S.\$90,000.00 (ninety thousand dollars of the United States of America) to U.S.\$68,000 (sixty-eight thousand dollars of the United States of America) in order to finance one EF-CWE (the “Policy Consultancy”), in lieu of the two EF-CWEs that were originally contemplated in the Administration Agreement, for a period of eighteen (18) months with the possibility of extending the contract for an additional six (6) months following the completion of the 14th month of the contract.

NOW, THEREFORE, pursuant to Section 14 of the Administration Agreement, the Parties hereby agree to amend the Administration Agreement as follows (throughout this Amendment, capitalized terms used but not defined herein shall have the meanings ascribed to them under the Administration Agreement):

1. To modify and replace the Original EF-CWE Document and the corresponding Original ToR with the amended EF-CWE Document (the “Amended EF-CWE Document”) and the amended ToR for the Policy Consultancy (the “Amended ToR”), each of which are attached to this Amendment. For the avoidance of doubt, all references in the Administration Agreement to ‘EF-CWE Document’ are hereby replaced by ‘Amended EF-CWE Document’, along with all plural forms of ‘EF-CWEs’, which shall now read in the singular form, ‘EF-CWE’.
2. Section 1 of the Administration Agreement is hereby superseded, which shall now read as follows:
 - “1. The Donor will make available to the Bank a grant contribution in the amount of U.S.\$68,000.00 (sixty-eight thousand dollars of the United States of America) (the “Contribution”) to be administered by the Bank to finance the EF-CWE. The Bank will not commit resources in excess of the amount of the Contribution effectively received from the Donor, and as set out in the Amended EF-CWE Document.
3. All other terms and provisions of the Administration Agreement not expressly modified herein shall remain in full force and effect. Further, this Amendment shall enter into

force on the date of its last signature by the Parties, and shall constitute an amendment to, and form an integral part of, the Administration Agreement.

IN WITNESS WHEREOF, the Inter-American Development Bank and Her Majesty the Queen in Right of Alberta, as represented by the Minister of International and Intergovernmental Relations, each acting through its duly authorized representative, have signed this Amendment in two (2) original counterparts in the English language as of the dates indicated below.

**INTER-AMERICAN
DEVELOPMENT BANK**



Bernardo Guillamon
Manager

Office of Outreach and Partnerships

Date: FEBRUARY 6/2014

**HER MAJESTY THE QUEEN IN
RIGHT OF ALBERTA, AS
REPRESENTED BY THE MINISTER
OF INTERNATIONAL AND
INTERGOVERNMENTAL
RELATIONS**



Gitane De Silva
Deputy Minister

Date: 2014.02.18

Inter-American Development Bank
Amended Externally-Funded Complementary Workforce (EF-CWE) Document

EF-CWE N°: RG – X1193

I. GENERAL INFORMATION:

Name of EF-CWE: Alberta Abroad Externship Program
Contract modality (*PEC/TTC/DTC*): TTC
Financing mechanism: (*TF, PSG, APO*): PSG
Trust Fund/Donor financing one EF-CWE: Her Majesty the Queen in Right of Alberta as represented by the Minister of International and Intergovernmental Relations (Government of Alberta)
Hiring IDB unit/division: Energy Division
Unit of Disbursement Responsibility (UDR): INE/ENE
Responsible for supervision: Alejandro Melandri
Total Amount to be financed: USD\$68,000.00
Contract periods and disbursement deadline: 18 months.

II. JUSTIFICATION AND OBJECTIVES:

The Latin American and Caribbean region (LAC) is facing a series of challenges in the energy sector. The energy consumption in LAC countries goes hand-in-hand with its economic growth, pressing countries to increase their generation, transmission and distribution capacity as a mechanism to ensure the availability of energy, i.e. their energy security. Countries are facing challenges to increase the sustainability of their energy matrix.

To address these issues it will require not only regulatory changes but the introduction of a holistic approach to the production, transportation, transformation, distribution and consumption of energy. The IDB's Energy Division is positioned to address these issues from a variety of angles, including deepening and broadening the knowledge of the region's energy flows and energy institutional frameworks, advancing capacity building opportunities, as well as exploring lessons learned in other jurisdictions such as Alberta, Canada, Japan, Germany, and Korea.

An Externally-Funded Complementary Workforce Employee (EF-CWE) will support the work of the Energy Division, thus enabling the Division to position itself, and hence, the IDB at the leading edge of global energy developments. This work will ensure that the Division fulfills the renewable energy and increase sustainability requirements of the GCI-9.

III. DESCRIPTION:

The EF-CWE will join the Energy Division's Energy Innovation Center (EIC) for 18 months (renewable for an additional six months to complete 24 months), and participate, as team

member, in all of the EIC and the Division's projects, as appropriate. In particular, the individual will support INE/ENE in the research/knowledge agenda, the EIC's knowledge agenda including the expansion of the energy flows database; the organization of knowledge networks; and other logistical matters, as required.

For a detailed description see the attached Terms of Reference (ToRs).

IV. BUDGET:

Resources to be received from the Government of Alberta for the hiring of this EF-CWE will be provided to the Bank through a Project Specific Grant (PSG). A PSG is administered by the Bank according to the "Report on COFABS, Ad-Hocs and CLFGS and a Proposal to Unify them as Project Specific Grants (PSGs)" (Document SC-114). As contemplated in these procedures, the commitment from the Government of Alberta will be established through an administration agreement between the Government of Alberta and the Bank. Under such agreement, the resources for this EF-CWE will be administered by the Bank and the Bank will charge an administrative fee of five percent (5%) of the contribution, which is duly identified in the budget of this EF-CWE. The 5% administrative fee will be charged upon the Bank's receipt of the contribution.

4.1 The total budget for the contract of this individual is:

	Total Amount in US\$¹ DONOR	Total Amount in US\$¹ RG-X1171	Total Amount in US\$
Honorarium US\$68,000.00	64,600.00	3,400.00	68,000.00
Medical Insurance Allowance ² US\$3,000.00		4,500.00	4,500.00
Airfare Round Trip ³			
Administrative fee of 5%	3,400.00		3,400.00
Contingency ⁴		4,500.00	4,500.00
TOTAL	68,000.00	12,400.00	80,400.00

1 Donor will pay in U.S. dollars.

2 Individuals \$250/month and married with dependents \$750/month.

3 The Donor will cover the costs of a return airfare outside this arrangement. The provision of a return airfare complies with the IDB's contractual policy.

4 Provisions in case the consultant has dependents and is entitled to \$750/month for medical insurance subsidy.

If at the end of EF-CWE execution the contract for the EF-CWE is to close with an outstanding uncommitted and unspent balance, the EF-CWE supervisor will be responsible for requesting from ORP/GCM the transfer of the unspent balance to the Government of Alberta pursuant to the terms of the PSG administration agreement.

V. RESPONSIBILITY IN THE BANK:

- 5.1 **Technical Responsibility:** Alejandro Melandri, Interim Acting Division Chief, (202) 623-1938, ALEJANDROME@iadb.org
- 5.2 The EF-CWE supervisor will be responsible for the contract preparation and reporting in accordance to what has been established in the administration agreement.

VI. APPROVAL BY THE BANK:

- 6.1 *Name, date, and approval authority as per Bank policy (GN-2655, ¶5.10).*

INFRASTRUCTURE & ENVIRONMENT SECTOR (INE) / ENERGY DIVISION (ENE)

ENERGY INNOVATION CENTER

AMENDED TERMS OF REFERENCE

Policy Consultancy – Alberta Abroad Externship Program

I. BACKGROUND

- 1.1 The Inter-American Development Bank (IDB) is the main source of multilateral financing for economic, social and institutional development in Latin America and the Caribbean (LAC). It provides loans, grants, guarantees, policy advice and technical assistance to the public and private sectors of its borrowing member countries.
- 1.2 The Infrastructure and Environment Sector (INE) conceptualizes, prepares, supports the execution and supervises the IDB's operations related to energy, transport, water and sanitation and rural development and natural disasters. Its functions include preparing the Bank sector policies, strategies, operational guidelines and programs in infrastructure and environment; conducting relevant research and analytical work, best practices and case studies on this area; and providing specialized technical support in borrowing member countries.
- 1.3 LAC countries are rich in energy resources including hydrocarbons, hydroelectricity and biofuels. But this wealth is unevenly distributed. Approximately 40 million people lack access to modern electricity services, and fuel imports consume a growing percentage of smaller countries' budgets.
- 1.4 The IDB, through its Energy Division (INE/ENE) helps member countries expand the coverage and quality of energy services such as electricity and natural gas. INE/ENE also finances programs to improve energy efficiency, foster cross-border energy integration, and diversify the energy matrix by sustainably exploiting renewable and non-renewable energy sources. The Bank, through INE/ENE, continues to be the knowledge partner for the LAC region in the energy sector.
- 1.5 The Energy Innovation Center (EIC) is an energy-sector knowledge hub that connects LAC to the rest of the world. Its focus areas are: applied energy research; capacity building; and identification and formulation of traditional and innovative energy projects in the region. The EIC is an integral part of INE/ENE that will boost ENE's research capacity and, through extensive use of web-based dissemination and regional policy dialogues, become a catalyst for knowledge and best practices exchanges.
- 1.6 The IDB is committed to help the LAC region improve the sustainability of its energy matrix while ensuring the individual countries' development objectives and energy needs are met. To fulfill this commitment, the Energy Division provides loans and grants over

US\$1 billion a year to a variety of projects. Access to comprehensive and trustworthy data is paramount to ensuring that these investments do deliver the promised improvement in energy sustainability. Towards this objective, the EIC is building a comprehensive database that explains a country's energy matrix from endowments to end-use. An analytical/qualitative database of regulatory and fiscal frameworks is being built as well. Together, these two sets will form the Regional Energy Flows Dataset System.

II. CONSULTANCY OBJECTIVES

- 2.1 The objective of the consultancy is to support the EIC on its research/knowledge agenda, including the following areas: energy flows (endowments and geographic location and details of electricity providers); help coordinating the three networks to be established with Alberta; and all logistical matters regarding the EIC.
- 2.2 The consultant will provide support to IDB's EIC team in deepening the energy balances and institutional database, as well as contribute to the research agenda of the EIC.

III. ACTIVITIES

- 3.1 The consultant will support the EIC in a variety of tasks to support the execution of the PSG RG-X1171: "Energy Innovation Center II" deliverables including:
 - (a) Assist the development of terms of reference for additional consultancies to deliver on the objectives of the aforementioned PSG. Coordinate all administrative tasks as assigned by the EIC coordinator.
 - (b) Support the organization of the Virtual Platform for the Center, specifically following up on all logistical activities.
 - (c) Contribute to EIC's publication efforts, including the preparation of reports, and other material.
 - (d) EIC internal/external webpage: coordination with the graphic artist to upload all activities mentioned above in the intranet and extranet.
 - (e) Aid in the coordination of workshops, BBLs, and other EIC activities.

IV. SCHEDULE OF PAYMENT

- 4.1 Payment will be made on a bi-monthly basis.

V. COORDINATION

- 5.1 Annette Hester, Consultant and EIC Project Coordinator (INE/ENE) will provide guidance, support and supervision during the period of the assignment. Overall responsibility rests with Alejandro Melandri, Interim Acting Energy Division Chief.

VI. CHARACTERISTICS OF THE CONSULTANCY

- 6.1 **Type of Contract:** Externally-Funded Complementary Workforce (TTC).
- 6.2 **Duration:** 18 months (renewable for an additional 6 (six) months).
- 6.3 **Place of work:** Inter-American Development Bank Headquarters, 1300 New York Avenue, NW, Washington, D.C. 20577, United States of America.

VII. QUALIFICATIONS

- 7.1 Academic Degree:
- The consultant must have at least a Bachelor's degree in International Development, Economics, Energy, Environment, or a related discipline.
- 7.2 Experience:
- Experience with project management and/or development.
 - Knowledge of LAC access to energy issues.
 - Highly proficient in conducting internet research and utilizing current web technology, etc.
 - Advanced knowledge of Microsoft Office applications (Excel, Word, PowerPoint, Outlook, etc).
 - Database management, and data reporting experience is a plus.
- 7.3 Languages:
- Proficient in both Spanish and English, written and spoken.
- 7.4 Skills:
- Consultant should be able to multi-task and be highly organized.
 - Ability to act independently, creatively, and under own initiative.
 - Should have a clear understanding of development issues in LAC.