

TERMS OF REFERENCE

Consultancy Services

For

**Improving Nigeria's Industrial Energy Performance and Resource Efficient Cleaner
Production through Programmatic Approaches and the Promotion of Innovation in
Clean Technology Solutions_ [C3000089025](#)**

Projet GEF (ID 5331)

November 2022

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1. BACKGROUND INFORMATION

1.1. Beneficiary country

Federal Republic of Nigeria

1.2. Contracting Implementing Authority:

Ecowas Center for Renewable Energy and Energy Efficiency (ECREEE)

2. INTRODUCTION

Under its energy and environment thematic priority, UNIDO works with industries to help them adopt cleaner, resource- and energy-efficient patterns of production. UNIDO has been working closely with the Global Environment Facility (GEF) since 2006 to address global challenges associated with energy, climate change, phasing out of ozone depleting substances and the production and use of persistent organic pollutants in over 80 countries worldwide.

The *ECOWAS Centre for Renewable & Energy Efficiency (ECREEE)* has been added as a project execution partner. ECREEE's objectives are to assist the ECOWAS countries to improve energy access, energy security and climate change mitigation by promoting an enabling environment for RE&EE investment and industry. ECREEE will function within the scope of a project knowledge management partner and as a vector for regional dissemination of the different project methodologies as well as a mechanism for international expertise retention.

The project: *"Improving Nigeria's Industrial Energy Performance & Resource Efficient Cleaner Production through Programmatic Approaches & the Promotion of Innovation in Clean Technology Solutions (NGN IEE-RECP Project)"* aims to accelerate the adoption of industrial energy efficiency (IEE) .. and to improve enterprise environmental performance under the wider umbrella of Resource Efficiency and Cleaner Production (RECP) best practices and innovative approaches within selected small, medium and large-scale industrial enterprises in Nigeria. This will not only inculcate industrial energy efficiency and optimization, materials, water and chemicals efficiency and cleaner production but also contribute to environmental sustainability, increased energy access and industrial financial improvement.

The Project will primarily [but not exclusively] target the following sub-sectors within the industrialized zones of the country (Warri, Asaba/Onitsha, Aba, Port Harcourt, Calabar, Kano, and Kaduna): (i) building materials (brick, cement, wood and other input materials); (ii) iron and steel; (iii) non-ferrous metals; (iv) food processing; (v) agriculture; (vi) glass; (vii) breweries and distilleries; and (viii) manufacturing sub-sectors including automotive vehicle production. Initial manufacturing industries in which the EnMS/ESO/RECP methodologies will be introduced, piloted and demonstrated have been selected in the steel, petrochemical, textiles and food and beverage sub-sectors.

About the thematic area of RECP, the Project will deploy and nationally institutionalize UNIDO's standard RECP TA package which entail the continuous application of preventive environmental strategies to processes, products and services in order to increase efficiency and reduce risks to humans and the environment. RECP addresses three sustainability dimensions individually and synergistically: (i) Production efficiency, which emphasizes the optimization of productive use of natural resources - materials, chemicals, energy and water; (ii) Environmental management, which deals with the minimization of impacts on environments and nature through the reduction of waste and emissions; and (iii) Social enhancement, which targets the minimization of industrial/chemical risks to the well-being of workers and communities.

The Nigerian (NGN) IEE/RECP Project contains five primary activity components and a sixth Monitoring & Evaluation Component:

- i. **Component One:** Strengthening of National Industrial and Environmental Policies and Regulatory Frameworks for IEE and Environmental Management Standards.
 - **Objective of the Component:** To assist the Nigerian Government in the development of policy and regulations that will better foster increased investment in: (i) Industrial energy efficiency (under the EnMS and ESO methodologies), and (ii) Resource efficiency and cleaner production - while at the same assisting in the strengthening of national standards bodies/institutions in regard to accreditation and certification capacity for the ISO 50001 and ISO 14000 series.
- ii. **Component Two:** Modular IEE EnMS/ESO and RECP Industrial Enterprise and Engineering Consultancy Base Training and Capacity Building Programme
 - **Objective of the Component:** To assist Nigeria's industries in developing (i) IEE and (ii) RECP technical capacity through the implementation of UNIDO's expert training programmes on the different methodologies. The training will target industrial enterprise engineering personnel and management, as well as the independent engineering consultancy fraternity.

- **Component Three:** EnMS, ESO, and RECP Piloting and Demonstration Programme. *Objective of the Component:* To assist Nigerian industry to become aware of the commercial and environmental benefits that can be realized through adopting the EnMS/ESO/RECP methodologies through targeted piloting and demonstration. **Component Four:** Enhanced Investment in industrial Energy Efficiency Improvement and Cleaner Production within Relevant Sub-Sectors of the Nigerian Industry. *Objective of the Component:* To firstly assist Nigerian industry to become aware and better capacitated to take advantage of possible funding mechanisms and options available to undertake EnMS/ESO/RECP investments; and secondly, to provide targeted technical EnMS/ESO/RECP support to suitable Financial Institutions/International Financial Institutions and Government financing mechanisms in order to enhance their understanding and acceptance of the methodologies so as to increase access to such funding, incentives and financial packages/credit streams for industrial enterprises wishing to implement the methodologies
- iii. **Component Five:** Industrial and Commercial EnMS, ESO and RECP Awareness, Promotion, Service Demand Generation and Sharing of Lessons Learned. *Objective of the Component:* To build awareness in regard to the potential that EnMS/ESO/RECP can deliver in terms of financial, energy, GHG emission savings within the Nigerian industrial sector and the relevant parts of the commercial sector, thereby building demand for the Project's training/capacity building and pilot services.
- vi. **Component Six:** Project Monitoring and Evaluation (M&E) *Objective of the Component:* The objective of this project component is to put in place an adequate and robust Monitoring and Evaluation (M&E) mechanism. This will allow for not only the monitoring of the Project's progress but also the construction of an overall project impact assessment on a rolling periodic basis, built-up from the Project's different components.

3. DETAILED WORK AND IMPLEMENTATION SCHEDULE

The consultancy firm is expected to fulfill all the requirements in the ToR and to take up the assignment in **January 2023**, and complete the services by **October 31, 2023**

3.1. Location

- Services will be delivered at:
- Consultants' home office base.
- Partner institutions in relevant areas in Nigeria

3.2. Duration of the assignment

The total duration for the whole assignment is estimated to be **154. expert working days** spread over the entire period of implementation among the various experts. The requirements for the consultancy time frame are as follows:

- i. Commencement of the work: **January, 2023**
- ii. End of the work: **October 31, 2023**
- iii. The assignment commences after signing of the contract by the consultant and terminates on **October 31, 2023**.

The practical scheduling of the different activities of the work packages will finally be decided by ECREEE in collaboration with the key stakeholders.

3.3. Work packages and deliverables schedule

Bidders are requested to submit a work plan, time schedule and budget as part of their offer in line with the work packages implementation. In particular, bidders are requested to take note of the proposed delivery period of each training course on proposing their work plans. The service provider is expected to continuously improve the training material once the training is delivered taking into consideration feedback from various groups and the trainees' feedback.

- The consultant will work under the supervision of the ECREEE in close cooperation with the other project partners, including Energy Commission of Nigeria (ECN), the Federal Ministry of Environment (FMEnv), Manufacturers' Association of Nigeria (MAN)
- The Consultant is expected to provide a detailed work plan related to the key deliverables, including the methodology, duration and time schedule for each activity as indicated in the schedule of implementation.

The schedule of the activities is given in the table 2

Scope of activities	Concrete/ measurable Outputs to be achieved	Date of expected deliverables	Location	Expert Working days
1. Kick off meeting	Virtual meetings with stakeholders	January, 2023	virtual	2
2. Review training materials set developed by ECREEE, for different stakeholder awareness training	Training material reviewed Suggested training approached suggested	January, 2023	Home based	02
3.				
<p>Component 1. Strengthening of national industrial and environmental policies and regulatory frameworks for IEE and environmental management standards</p> <p>Outcome 1.1. Improved Government knowledge base for strengthened national policy & regulatory environments in regard to Industrial Energy Efficiency (IEE) and Resource Efficient and Cleaner Production</p> <p>Output 1.1.2 Mapping of industrial energy usage and waste hotspot(s) carried out (with a database of industrial highly energy intensive, resource consuming and waste</p>				
1. Bring support to the development of methodology for mapping and data capture of high energy and resource consuming industries, including water, chemicals and waste hotspots in order to produce a database. Activities will be carried out in close cooperation with ECN and FMEnv.	Methodology developed Data base template	On going process to February 2023	Home based	04
2. Support ECN and FMEnv in the mapping and data capture of energy intensive industries, chemicals and waste hotspots.	Draft data base completed	Until September 2023	Home based	04
<p>Output 1.1.3. Government capacity building programme initiated with a focus on promoting and strengthening capacity in policy/regulation formulation, performance monitoring as well as enforcement mechanisms for environmental and industrial regulations</p>				
3. Develop training material and provide a capacity building training workshops of Energy and Environmental Regulators on policy/regulation formulation, performance monitoring as well as enforcement mechanisms for environmental and industrial regulations.	Training material developed Training workshops conducted. Assistance list segregated by gender	Training material on March 31, 2023 Training on: April -July 2023	Lagos, Nigeria	04
<p>Outcome 1.2. International management standards' functionality improved through enhanced national ISO 50001 series & 14000 series accreditation and certification capacity</p> <p>Output 1.2.1. International management standards' functionality improved through enhanced national ISO 50001 series & ISO 14000 series accreditation and certification capacity (PMU in close corporation with SON)</p>				

4. Examine and evaluate the ISO 50000 and 14001 standards procedures in Nigeria to determine the extant status	Report of status of ISO standards in Nigeria with recommendations.	February, 2023	Home based	04
5. Support SON to set up framework for operationalization of ISO 50001 and 14000 series	Assessment report on the framework of operationalization of ISO 50001 and 14000 drafted.	April 2023	Lagos, Nigeria	04
6. Prepare training materials and other relevant documentations and provide capacity building training for SON and selected local participants on energy and environmental performance standards.	Training materials prepared. 1 training workshop conducted Participants list segregated by gender	Training material: May 31, 2023 Training workshop: June – July 2023	Home based Lagos, Nigeria	10
Component 2. Modular IEE EnMS/ESO and RECP Industrial Enterprise and Engineering Consultancy Base Training and Capacity Building Programme Outcome 2.1. Strengthen the Capacity of Nigerian industrial sector and the industrial consulting base in regard to the EnMS/ESO and RECP methodologies within a sustainable framework that supports long-term competency development and the delivery of technical assistance on EnMS/ESO and RECP to industrial enterprises Output 2.1.1. Modular IEE, ENMS and ESO Industrial Enterprise and Engineering Consultancy Base Training and Capacity Building Programme in accordance with UNIDO Standard				
7. Support the adaptation of the EnMS/ESO Technical Training Methodologies to existing national realities in Nigeria	EnMS/ESO Technical Training Methodologies adapted to Nigeria's National realities	April 2023	Home based	03
8. Develop support materials, packages and learning materials	Support materials developed	April 28, 2023	Home based	04
9. Provide training workshops for the shortlisted candidates in the four zones listed in the Project document (4 training workshops)	4 training workshops provided Assistance list segregated by gender	June to July 2023	Lagos, Abuja, Port Harcourt and Kano	15
10. Support the development of university curriculum for professional qualification in IEE, ENMS and ESO in collaboration with the shortlisted universities	University curriculum for professional qualification in IEE, ENMS and ESO developed	University curriculum draft July - August 2023	Home based	15
Outcome 2.2. Strengthened internal capacity of selected and expanded Nigerian EnMS/ESO/RECP training centre/project host is strengthened in order to provide and coordinate EnMS/ESO/RECP training and related implementation technical assistance to Nigerian enterprises on a long-term and ultimately commercially sustainable basis. Output 2.1.2. Modular RECP Industrial Enterprise and Engineering Consultancy Base Training and Capacity Building Programme				
11. Support in the adaptation of the RECP Technical Training Methodologies to existing National realities in Nigeria	RECP Technical Training Methodologies adapted to Nigeria's National realities	April 2023.	Home based	04

12. Develop support materials, packages and learning materials	Support materials developed	August. 2023	Home based	04
13. Provide training workshops on RECP Methodologies training for the shortlisted candidates in the four zones listed in the Project document (4 training workshops)	4 training workshops provided Assistance list segregated by gender	June to August 2023	Lagos, Abuja, Port Harcourt and Kano	15
14. Develop university curriculum for professional qualification in RECP in collaboration with the shortlisted universities	University curriculum for professional qualification in RECP developed	University curriculum draft: June 15, 2023	Home based	15
Output 2.2.1. Project Host internal Programme of EnMS, ESO & RECP Capacity Building				
15. Develop training materials for Project Host (MAN, ECN, FMEnv., FMITI) training	Training material developed	April, 2023	Home based	04
16. Provide training on IEE, EnMS, ESO and RECP Methodologies for the Project host (MAN, ECN, FMEnv., FMITI) and representatives of partner universities using train the trainer model to ensure project sustainability	4 training workshops provided Assistance list segregated by gender	June - August 2023	Lagos, Abuja, Port Harcourt, and Kano	10
<p>Component 3. EnMS, ESO, and RECP Piloting and Demonstration Programme.</p> <p>Outcome 3.1. Targeted piloting and demonstration/national awareness on: (i) EnMS & ESO; (ii) improved productive use of natural resources and manufacturing inputs (water, chemicals & materials); and (iii) waste/emission minimization, in the Nigerian industrial sector is strengthened within the scope of regulatory compliance and increased competitiveness.</p> <p>Output 3.1.1. EnMS, ESO and RECP Piloting and Demonstration Programme (Gender distribution to be duly considered)</p>				
17. Carry out, together with national experts, technical assessments to companies identified and support identified companies in the development of IEE/RECP business plan	70 companies assessed on IEE/RECP including the development of IEE/RECP business plan	June - August 2023	4 listed zones	10
<p>Component 4. Enhanced Investment in industrial Energy Efficiency Improvement and Cleaner Production within Relevant Sub-Sectors of the Nigerian Industry.</p> <p>Outcome 4.1. Manufacturers' increased access to finance mechanisms (commercial and Government) needed for the financing of energy efficiency projects and cleaner production, resource efficient projects to realize the cost saving benefits of EnMS/ESO and RECP.</p> <p>Output 4.1.1. Targeted capacity building programme for 70 key enterprises within Nigeria's industrial sub-sectors to strengthen their IEE, EnMS/ESO & RECP Business Proposal Development Capacity</p>				
18. Assess training needs and provide training workshops on IEE, EnMS/ESO & RECP Business Proposal Development for the shortlisted industrial enterprises	4 training workshops conducted Participants list segregated by gender	July 2023	Lagos, Nigeria	10

Output 4.1.2. Targeted Technical IEE, EnMS,/ESO RECP Support to suitable FIs/IFIs and Government Financing Mechanism to enhance understanding of the mechanism				
19. Develop training material on IEE, EnMS,/ESO RECP for FIs/IFIs and Government Institutions with Financing Mechanisms	Training material developed	March-April 2023	Home based	04
20. Provide IEE, EnMS/ESO, RECP training and hold the training for the shortlisted employees of financial institutions.	1 training workshop conducted Assistance list segregated by gender	April-May 2023	Lagos, Nigeria	04
Coordination activities				
21. Advise on the procurement of equipment needed for the execution of the project activities, including trainings.	List of equipment developed and procured	January – March, 2022	Home based	2
22. Prepare reports on each activity carried out prepare a global final report at the end of the work including recommendations, and suggestions for ECREEE, and UNIDO for the sustainability of the project in ECOWAs member states	Progress reports and final reports prepared and submitted to UNIDO	Throughout the project	Home based	4



4. SPECIFICATION OF EXPERTS' PROFILES AND INPUT

General information

The consultant shall select his key experts based on the needs of work packages and on the profiles outlined below:

i. Proposal Preparation

Neither ECREEE nor UNIDO will take care of any cost related to the proposal preparation, communication, mails, sending cost by post, etc.

ii. Key Experts

The Consulting firm or a team of Consultants shall comprise at least the following competencies:

- **The team of consultants**, or consulting firm/company or consortium of relevant experts, should have a wide range of international expertise in the area of energy efficiency, and an excellent understanding and knowledge IEE and RECP. A professional knowledge of English and a good administrative and technical support are necessary all along the implementation of the contract,
- **Sustainability of consultants**: the consultant firm should maintain the list of the experts submitted all along the contract. Any change in the personnel should be approved by the ECREEE team, who has the full right to accept or reject the changes

The key consultant requested are:

- 1) One expert on IEE
- 2) One expert on RECP
- 3) One Expert on RECP/IEE financing mechanisms and models
- 4) One expert on curriculum development
- 5) Team leader /coordinator

iii. Profiles and duties of Experts

Key Experts	Qualifications	Job description	Expected Expert working days
Team Leader The team leader will be responsible for the overall management of the consultancy work	<ul style="list-style-type: none"> - A minimum education of M.Sc. degree in energy engineering, energy economics, or any relevant similar areas - A minimum of 10 years of professional experiences in the planning, implementation, or follow up and evaluation of energy projects is desirable. - At least ten (10) years in the energy sector with a demonstrated practical experience in the design of capacity building programme in the energy sector. - Team management, communications and stakeholder's engagement skills - International or regional experience is desirable with a good knowledge of ECOWAS energy issues in the industrial sector 	<ul style="list-style-type: none"> - Coordinate the teamwork - Prepare monthly reports - Provide interim report after each training - Ensure coordination and synchronisation of activities planning the other experts (IEE, RECP, Finance, Curriculum development) 	14 working days

	<ul style="list-style-type: none"> - Excellent ability and working experience in Gender, Social and Environmental mainstreaming in projects, processes and organisations - Excellent interpersonal and communication skills and sensitivity to cultural, socio-economic, and political differences - At a minimum he/she should have 7 years of experience in the ECOWAS region - Skills in achieving results through persuading, influencing and working with others, especially high-level representatives from both private and public sectors - A proven track record in the formulation and implementation of EE project management and implementation coupled with relevant international experiences are necessary. - A proven record of leading and coordinating a team of experts for the implementation of similar projects and complex projects. - A knowledge of EnMS based of ISO 50001 - A knowledge of ISO 14000 series 		
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<p>Key Expert: Specialist in IEE</p>	<ul style="list-style-type: none"> - Minimum of master’s degree or equivalent in the energy capacity building related field with a track record experience of at least ten (10) years in designing trainings in the IEE sector - A minimum of 10 years International or regional experience with a good knowledge of African energy issues - A minimum of 10 years’ experience in working in sub-Saharan countries, more preferably in West African countries. - Experience in capacity building in IEE - A good knowledge of best practices for IEE, within the international framework - A minimum of 10 years Professional experience in the design, implementation and enforcement of EE projects - Professional experience in the formulation of implementation of strategies for the implementation of IEE projects - A very good command of English, used in a professional context is essential A good knowledge of energy sources and consumption west Africa and more specifically in Nigeria - A proven track record in the formulation and implementation of EE project management and implementation coupled with relevant international experiences are necessary. - A proven record of leading and coordinating a team of experts for the implementation of similar projects and complex projects. - A knowledge of EnMS based of ISO 50001 - A knowledge of ISO 14000 series - Excellent interpersonal and communication skills and sensitivity to cultural, socio-economic, and political differences 	<ul style="list-style-type: none"> - Develop trainings materials on Energy Efficiency, EnMs and ESO - Carry out several trainings for stakeholders across the Nigeria on IEE, EnMs and ESO - Contribute to the development of curriculum for the Universities, especially on IEE, EnMs and ESO - Support the development of mapping methodologies especially for IEE, EnMs and ESO - Contribute to the mapping and the final national mapping report for industrial energy hotspots across Nigeria as indicated in the project document - Advise, identify and contribute to the identification of equipment for IEE, EnMS and ESO trainings - Support ECN, MAN, BoI, SON, Universities in IEE, EnMS and ESO activities as identified in the project and ToR 	<p>50</p>
<p>Key Expert: Technical Expert Specialist: Resource Efficiency and Cleaner Production (RECP)</p>	<ul style="list-style-type: none"> - A minimum of M.Sc. degree in the areas of: energy engineering, environmental engineering, cleaner production - A minimum of 10 years’ professional experience in Resource Efficiency and Cleaner Production (RECP) projects implementation - A proven track record in the formulation and implementation of RECP projects, coupled with relevant international experiences. - A minimum of ten years’ Experience in the formulation of capacity development for RECP 	<ul style="list-style-type: none"> - Develop trainings materials on RECP - Carry out several trainings for stakeholders across the Nigeria on RECP - Contribute to the development of curriculum for the Universities, especially on IEE, EnMs and ESO 	<p>50</p>

	<ul style="list-style-type: none"> - Good knowledge of best practices for RECP within the international framework - Experience in working in West African countries, and more specifically in Nigeria - Knowledge of Key stakeholders, associations in Nigeria - Excellent ability and working experience in Gender, Social and Environmental mainstreaming in projects, processes and organisations - An excellent knowledge of ISO 14000 series - A very good command of English, used in a professional context is essential - Must have experiences, competencies in energy projects analysis with environmental, health, and security and risk Excellent interpersonal and communication skills and sensitivity to cultural, socio-economic, and political differences - International or regional experience is desirable with a good knowledge of ECOWAS energy issues in the industrial sector - Excellent ability and working experience in Gender, Social and Environmental mainstreaming in projects, processes and organisations 	<ul style="list-style-type: none"> - Support the development of mapping methodologies especially for RECP - Contribute to the mapping and the final national mapping report for industrial environmental hotspots across Nigeria as indicated in the project document - Advise, identify and contribute to the identification of equipment for IRECP trainings - Support FMEnv, MAN, Bol,, Universities in EMS activities as identified in the project and ToR 	
Key expert: EE financing mechanisms, models, and investment	<ul style="list-style-type: none"> - A minimum master's degree in economics, finance or any relevant area - A minimum of 10 years' experience in the implementation of EE financing mechanisms - An excellent knowledge of GEF climate change projects financing mechanism - An excellent knowledge of EE models - An excellent knowledge of Energy consumption in west Africa and more specifically in Nigeria - A very good command of English, used in a professional context is essential - A knowledge of green climate funding mechanisms and options - Knowledge of local language is imperative - Excellent interpersonal and communication skills and sensitivity to cultural, socio-economic, and political differences 	<ul style="list-style-type: none"> - Prepare training materials on IEE-RECP financing mechanisms and models - Conduct trainings on IEE-RECP financing - Develop IEE-RECP financing business plan - Build the capacity of Bank of Industry staff on RECP/IEE financing - Training the Project Investment Committee on viable sustainable RECP/IEE methodologies for Nigeria 	20
Key Expert: Curriculum development	<ul style="list-style-type: none"> - A minimum master's degree in engineering, or environment, - A Minimum of 10 years professional experiences in curriculum development - An excellent knowledge of Energy consumption in west Africa and more specifically in Nigeria 	<ul style="list-style-type: none"> - Work with the identified 4 universities and their management in development a strategy for IEE and RECP professional curriculum 	20

	<ul style="list-style-type: none"> - A minimum of 7 years' Experience in IEE and RECP - Experience in teaching and training - Excellent interpersonal and communication skills and sensitivity to cultural, socio-economic, and political differences 	<ul style="list-style-type: none"> development in the respective universities - Support ECREEE and MAN in discussions and engagement with the National University Commission in the development of the curriculum - Prepare curriculum for academic institutions - Conduct workshop in collaboration with academic institutions - Advise and Ensure adherence to curriculum development procedures 	
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N.B.

- Local Consultants: The team should identify Local national support experts in IEE and RECP to support the international experts for data collection, facilitate identification and communication with relevant stakeholders. These local experts will work closely with the PMU and MAN. The local experts should have a very good command of English, used in a professional context is essential and knowledge of local language is imperative.
- Presence in Nigeria: The international consultants should be to travel to Nigeria based on the recommendation of ECREEE in collaboration with MAN/PMU at any time. Failure to do so, will result in the can cancelling the contract and reimbursement of any relevant expenses.

5. ITEMS OF EQUIPMENT

The Consulting firm shall ensure that all key experts are adequately equipped

Public relations and training events

Events listing requiring involvement of at least one of the key experts:

- a) workshops with key stakeholders to present the findings of work packages
- b) Training workshops and awareness creation
- c) To ensure gender mainstreaming a target **of 35% of the trainees should be women**
- d) Scheduling of events will be done in collaboration with ECREEE and the local partners. Local costs for organising and implementing these events will be covered by the project and are not part of this contract.

6. TRAVEL LOGISTICS

ECREEE will pay for return trips as follows:

- i. Team Leader: One return ticket
- ii. Key expert: IEE expert: Two (2) return tickets,
- iii. Key Expert: RECP Expert Two (2) return Tickets
- iv. Key Expert: REC/-IEE Finance Expert One (1) return ticket
- v. Key Expert: RECP-IEE Curriculum development expert: One (1) return ticket

All travels need prior approval by the ECREEE. Some of the workshops are to be conducted virtually to minimise cost



7. REPORTS

Language and Reporting requirements

The consultant must have the capacity to work in English. All reports are in English. There must be a final report in English, a final invoice and the total expenses report at the end of the period of execution. The draft of a final report must be submitted two weeks after the end of the period of execution of the contract.

- At the end of the assignment the training materials will be the property of ECREEE and will be shared with national stakeholders.
- After delivery of each training programme, the service provider will compile a report detailing the process followed in the training, the list of the participant and their contact details,
- A review / evaluation of the training by the trainees.
- The report will also include the refined training materials for each module.
- Upon completion of the assignment, bidders are required to submit all training materials and training reports in electronic form (word, excel, PDF formats).

All deliverables should be submitted in electronic format to ECREEE. Should any delay occur, or unexpected circumstance arises, the service provider should notify ECREEE in writing in a timely manner.

Deficiency of services of parties

In order to assess progress, identify difficulties and rapidly take appropriate measures to overcome them, the consulting firm has to inform the ECREEE Project Management immediately in writing by email of any difficulties in providing the contracted services.

8. MODE – SCHEDULE OF APPLICATION PROCEDURE

Interested candidates should submit proposals as detailed below, in English language and electronically by **January 10, 2023, at 23:59 GMT-1 – Praia, Cape Verde Time**

Applicants shall submit their written proposal in English to : iee-recp@ecreee.org including:

- i. Short (10-15 pages) technical proposal with the proposed approach and methodology, work plan as well as well as proven track record of implemented assignments (detailed CVs of experts, copies of university degrees, certifications, licenses, etc. should be included in the Annex);
- ii. Financial proposal in US\$ (including all costs and taxes in a detailed work-time-expert-diagram indicating daily rates for individual team members). All costs are to be in US\$.

9. ESTIMATED SERVICE MONTHS OF EXPERTS

- Home based expert's days:
- Expert days in Nigeria:

The total number of working days is estimated to be: 150 expert working days

The offered working days/months for all experts may differ from the estimation mentioned above, according to the proposed strategy and the associated workload in achieving the required outputs as defined in the scope of work. However, the total may not exceed the above-mentioned expert days for each expert. Local resources will be considered as much as possible.

Please contact: cdiarra@ecreee.org , for any additional information.

Applicants shall submit their written proposal in English to: iee-recp@ecreee.org



10. PAYMENT SCHEDULE AND REPORTING MODALITIES

Submission Date	Reporting Modalities	Payment Schedule
December 20, 2023	Upon signature of contract and delivery of a detailed work plan	20%
April 2023	Upon submission and acceptance of training materials and PPT presentations for the scheduled trainings, and including all activities carried out, progress report on the implementation of deliverables carried out.	30 %
June 2023	Upon submission and acceptance of final training materials and academic curriculum developed in collaboration with the Universities, and all remaining training materials including PPT presentations and. Completion of first series of training as scheduled in the implementation framework., progress report on the deliverables, progress report, including all activities carried out.	20%
October 2023	Upon completion of all trainings, materials, final global report including conclusions and recommendations including all activities carried out.	30%

11. TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: {Name and address of Client}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and contract or procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal. We are hereby submitting our technical Proposal.

If negotiations are held during the period of validity of the Proposal, i.e., before {Date} we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations. We understand you are not bound to accept any Proposal you receive.



With best regards, we remain,

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address

12. REFERENCES FOR TECHNICAL PROPOSAL

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications.

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name	Country	Start date and end date	Narrative Description of Assignment	Description of actual services provided by your firm

COMMENTS AND SUGGESTIONS OF CONSULTANTS

- i. Suggestion on the Terms of References

- ii. Suggestions on the services to be provided by the Client

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN

13. TEAM COMPOSITION AND TASK ASSIGNMENTS



Staff name	Position	Task assigned

14. FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____ Years with Firm _____

Nationality: _____

15. KEY QUALIFICATIONS:

{Give an outline of staff member’s experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.}

• **Education:**

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.}

• **Languages:**

{For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.}

• **Employment Record:**

{Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.}



For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.}

• **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Date:

Signature of staff member

Full name

16. FINANCIAL PROPOSAL

- Summary of costs.
- Breakdown of price per activity
- Reimbursable per activity
- Miscellaneous expenses

17. FINANCIAL PROPOSAL SUBMISSION FORM

{Date}

To: {Name and address of Client}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and Procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of {Amount in words and figures}. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., {Date}.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents

Amount and Currency Purpose of Commission or Gratuity _____

We understand you are not bound to accept any Proposal you receive. Yours sincerely,

Authorised Signature:

Name and Title of Signatory:

Name of Firm: Address