



ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE)

TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANT

Project:	West Africa Regional Energy Program (WAREP)
Job Title:	Program Coordinator
Contract Type:	Individual Contract
Duty Station:	Praia, Cabo Verde
Duration of Assignment:	One year, renewable up to 3 years

Project Background

The West Africa Regional Energy Program (WAREP) seeks to catalyze growth in access to electricity by addressing primarily financial barriers to private sector-led distributed power generation and mini-grid development from renewable energy in the Member States of the Economic Community of West African States (ECOWAS). It is a component of the African Development Bank's (AfDB) flagship renewable energy and economic development initiative known as the "Desert to Power" (DtP) program and will be implemented by the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE). A second component of the DtP is the "Regional Interconnection component and implemented by the West African Power Pool (WAPP). The DtP aims to accelerate socio-economic development through the deployment of solar technologies at scale in the 11 countries of the Sahel region -- Burkina Faso, Chad, Djibouti, Eritrea, Ethiopia, Mali, Mauritania, Niger, Nigeria, Senegal, and Sudan. The first phase of the DtP program will benefit Burkina Faso, Chad, Mali, Mauritania, Niger, Nigeria, and Senegal.

Even though West Africa has become the new hub for the private sector mini-grid development through the launch of multiple ECOWAS Member States programs there's a need for a solid harmonized framework that attracts strong and experienced Engineering, Procurement, and Construction. (EPC) technical players that can partner with local players. Within the regional context, opportunities for mini-grid development in the ECOWAS region are vast, with around 184 million people with no access to electricity and only 3% of the population served by decentralized energy services which translate to only 5 million inhabitants. In the institutional policy context, significant regulatory frameworks have focused on grid expansion and connecting the region through the WAPP. Despite the increased focus of ECOWAS Member States' national energy policies on renewable energy solutions and off-grid solutions as the least cost option, regional targets are yet to be translated into concrete actions in the form of specific national programs, financial incentives, standards, quality systems, concession agreements, and similar schemes.

ECREEE has developed a high-level analysis of the regional mini-grid market that requires actionable steps in achieving the overarching regional targets of electrifying up to 4 million people from 1,116 pre-identified villages through solar photovoltaic mini-grids having a generation capacity estimated to 232.95 MW. This takes into consideration the West Africa endowment of vast renewable energy resources with an average solar irradiance of 200W/m² with little seasonal variation.

Specifically, the WAREP will finance the preparatory phase that incorporates site identification, selection, and corresponding feasibility studies, resource assessment and technology selection, assessment of the demand centers, and business model based on the system design installation and commissioning. Country COVID-19 response strategies will be incorporated in the WAREP with a view to the electrification of rural health centers through the development of mini-grids that support the COVID-19 vaccination rollouts strategies that require electrified cold rooms for ambient storage.

AfDB is supporting support ECREEE with USD 1.97 Million to implement a component of the **West Africa Regional Energy Program (WAREP) -- Phase 1** to accelerate the development of decentralized energy solutions and support an ECOWAS regional certification training program and information dissemination. The components of the Program include: (i) decentralized energy solutions to develop an actionable regional mini-grid program; (ii) to support a regional capacity building and certification program targeting mass training of technicians and craftsmen and relevant stakeholders (iii) to support the Project Implementation Unit (PIU) in the quality control and supervision of the program, including the activities and operating costs for the PIU.

ECREEE intends to hire a Coordinator of the PIU.

Scope of Work

The coordinator will support the PIU in undertaking all activities related to project preparation and, implementation in all countries as listed below. S/he will report to the Director of Operations. The proposed scope of work will include the following activities:

- i. Overall and day-to-day supervision of project implementation;
- ii. Planning, and coordinating all the activities assuring timely and economically effective implementation;
- iii. Supervision of PIU staff and evaluation of their performance,
- iv. Planning, coordinating, and actively participating in the procurement and implementation of consultancy services for the clean mini-grid feasibility studies; development of modules and training of designers, developers, and promoters, and of clean mini-grids projects, etc.;
- v. Overseeing the assessment of needs for technical assistance and participating in the process of design, and delivery of such assistance as needed;
- vi. Ensuring regular monitoring of project activities;
- vii. Leading the preparation and updating of implementation plans, operational manuals, disbursement schedules, etc.,
- viii. Transmission of periodic withdrawal requests and expenditure reports as well as activity reports to AfDB in line with the Protocol of Agreement and other relevant documentation;
- ix. Liaising with and maintaining continuous communication with the AfDB;

- x. Participation in other related activities as may be assigned by the Director of Operations or the Executive Director of ECREEE.

Expected deliverables

Key deliverables that the consultant would be required to produce include the following:

The consultant will provide the following deliverables:

- Draft work plan and inception report for the entire duration of the assignment;
- Monthly report of tasks performed, and deliverables achieved, including Monthly budget and work plans for the forthcoming month, to be submitted on the 15th of each month;
- Quarterly interim reports;
- Annual report;
- Monitoring and project progress reports, where required;
- Technical reports on workshops and technical assistance activities, where required;
- Mission Back-to-office reports, where required; and
- Other relevant documents.

Competencies, qualifications, and experience

(a) The coordinator shall have at least a master's degree in Engineering, Economics, Finance, Business Administration, or similar areas with a strong focus on sustainable energy and:

- i. At least 10 years post-qualification experience in energy sector.
- ii. At least 5 specific experience Mini-Grid projects in Africa,
- iii. At least 5 years of experience managing energy projects will be an advantage.
- iv. At least 5 years of work experience in energy sector in Sub-Sahara Africa;
- v. Experience in participating in similar donor-funded projects and experience in working on Multilateral Donor's funded projects would be an advantage.

(b) Other required skills and competencies include:

- i. Strong planning, organization, and time management skills and ability to manage multiple tasks;
- ii. Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions;
- iii. Proficiency in preparing and presenting professional reports and analytical papers;
- iv. Able to communicate effectively in writing to a varied and broad audience simply and concisely;
- v. Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- vi. Excellent analytical and organizational skills;
- vii. Ability to work lead and work with a team;
- viii. Ability to communicate and write effectively in French or English, with a good working knowledge of the other language.
- ix. Very good interpersonal and communication skills, ability to manage relations with development partners, work under pressure, and handle politically and culturally sensitive issues.

Duration and Location of Services

The consultant will be initially engaged for 1 year. At the expiration of this, based on her/his performance, s/he may be engaged for up to two more years based on the availability of funding. Extension of the duration of services shall be subject to mutual agreement between the parties. The services will be provided at ECREEE Secretariat located in Praia, Cabo Verde.

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