



## **TERMS OF REFERENCE**

**Project Title:** Information and Communication Technology

**Statement of Work:** Consultancy Services to develop HSE Policy

**Starting Date:** 20<sup>th</sup> Dec, 2021

### **1. Background**

The ECOWAS Centre for Renewable energy and energy Efficiency (ECREEE) was established in 2010, in response to the energy crisis faced by member states in the ECOWAS region. It is a specialized agency of ECOWAS mandated to promote the adoption of renewable energy and energy efficiency technologies in the region.

Over the last decade, the Centre has played a critical role in the adoption of a community vision of ensuring universal access to energy by 2030. ECREEE played an active role in the successful development and adoption of region-wide policies including (a) the Renewable Energy Policy (REP), the Energy Efficiency Policy (EEP), Bioenergy and gender policy; (b) the establishment of the ECOWAS Observatory for Renewable Energy and Energy Efficiency (ECOWREX); (c) the establishment of the innovative ECOWAS Renewable Energy Facility (EREF) to provide funding for sustainable energy projects; and (d) the establishment of partnership agreements with international and regional development partners such as the United Nations Industrial Development Organization (UNIDO), International Renewable Energy Agency (IRENA), European Commission (EU), Spanish International Development Cooperation (AECID), the German International Development Cooperation (GIZ), Austrian Development Agency (ADA), African Development Bank (AfDB), and others

In pursuit of its mandate and considering its advocacy for clean and sustainable energy technologies, coupled with the increase in workforce and operating environment, it is more than ever committed to providing and maintaining a safe and healthy workplace and eliminating any impact its operation might have on the environment.

### **2. Objective of the Assignment**

The objective of the assignment is to develop a Health, Safety and Environmental (HSE) Policy, with the aim of providing a conducive and incident free environment for its staff, contractors and the general public.

### **3. Scope of Work**

This policy is expected to cover the following:

1. Controlling the health and safety risks at workplace.
2. Involvement of staff on health, safety & environmental issues that affect them.
3. Storing, using and disposal of equipment in a safe and environmentally friendly manner.
4. Making sure employees have relevant information and training on health, safety & environment policy.
5. Procedure for regularly checking to ensure that working conditions are safe and healthy.
6. How to regularly review this policy.

### **4. Deliverables**

1. Kick off meeting
2. The HSE Policy
3. Final report.

### **5. Qualification and Experience**

#### *Consultant's profile*

- Bachelor's degree in business administration, engineering, public administration, occupational safety and health, or related field
- At least 4 years proven experience in policy development, strategic planning or other related fields
- Demonstrated experience working with government, regional or international organizations
- Prior experience in workplace safety and compliance programs.
- Excellent proven written and spoken English language proficiency. An advantage is a working knowledge of French and/or Portuguese;
- Excellent communication and writing skills;
- Working experience in the ECOWAS region and knowledge of the energy sector is an advantage.

### **6. Application and Evaluation**

Applicants should submit the following in English,

- A technical proposal that captures the methodology through which the consultant intends to carry out the assignment and detailed implementation schedule.
- Financial proposal in US\$ including all costs and taxes (i.e., a detailed work-time-expert-diagram indicating daily rates for individual team members).
- The consultant's CV and copies of academic certificates or other relevant documents

Evaluation will be based on the Consultant's qualification and experiences, quality & substantial responsiveness of the proposal, and cost.

#### **7. Further information**

Applicants are requested to submit their proposals using the following email address **ONLY**: [mgmtpolicies@ecreee.org](mailto:mgmtpolicies@ecreee.org) no later than **23:59 hrs (GMT) of 15 December 2021**, clearly indicating in the subject: "HEALTH, SAFETY ENVIRONMENTAL POLICY"

For any clarification or information, kindly contact [jabdulrahman@ecreee.org](mailto:jabdulrahman@ecreee.org)