



## **ENERGY EFFICIENCY PROGRAMME**

### **TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANT**

<b>Programme:</b>	Energy Efficiency Program
<b>Title:</b>	Program Coordinator
<b>Contract Type:</b>	Individual Contract
<b>Duty Station:</b>	Praia, Cabo Verde
<b>Duration of Assignment:</b>	01 years renewable for a total of up to 3 years

#### **1. Project Background**

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) was established in response to the recommendation of the ECOWAS/UEMOA White Paper on access to energy services in rural and peri-urban areas issued in 2006. This recommendation was given a further boost by the Ouagadougou Declaration, where the ECOWAS Conference on Peace and Security on the 12th of November 2007, articulated the need to establish the centre. At the same conference, the Austrian Minister for European and International Affairs and UNIDO pledged support for the creation and take-off of the centre.

In November 2008, the 61st Session of ECOWAS Council of Ministers adopted Regulation C/REG.23/11/08 and gave the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) a legal basis. In 2010, the secretariat of the Centre was established during a six-month preparatory phase in Praia, Cabo Verde, with the support of the ECOWAS Commission and the Austrian and Spanish Governments, as well as technical assistance from UNIDO.

ECREEE is a specialised ECOWAS agency which acts as an independent body but operates within the legal, administrative and financial framework of ECOWAS rules and regulations.

ECREEE intends to hire a Coordinator to undertake all program activities including preparation and implementation of activities in all the ECOWAS member states. She/He will report to the Executive Director.

#### **2. Scope of Work**

The proposed scope of work will include the following activities:

## 2.1 General Scope of the work

The general scope of work is divided into the following work packages:

- i. Regional energy efficiency standards and labelling, with implementation at the national level
- ii. Industrial Energy Efficiency,
- iii. Energy Efficiency in buildings,
- iv. Energy Efficiency in lighting,
- v. High Performance Distribution of Electricity and,
- vi. Energy Efficiency in transportation

## 2.2 Detailed Scope of the Assignment

Under the supervision of the Executive Director of ECREEE, the Consultant will implement the following activities.

- i. **Energy Efficiency in Industry:** the introduction of Energy Management System (EnMS) in industry based on ISO 50001 will lead energy savings in the industrial sector, and motivate the private sector, and more particularly manufacturing industries with high energy consumption.
- ii. **Energy Efficiency in Buildings:** there is need to implement the guidelines/directives for energy efficiency in buildings and evaluate the use of the computation tool developed by ECREEE. In addition, the introduction of energy management system in public buildings will held significantly to achieve ECOWAS goal to free 2000 MW in next couple of years.
- iii. **Implementation of Energy Efficiency in Lighting:** this aims to support the implementation of approved lighting MEPS in the ECOWAS member states
- iv. **High Performance Electricity Distribution:** The “Reduction of distribution losses” is a contribution to “Promoting a climate-friendly interconnected power system in West Africa”. By undertaking this activity, it is anticipated that 2,000 MW of power generation capacity will be freed; GHG emissions by about 3 MT eq CO<sub>2</sub> will be reduced; losses in electricity distribution will be reduced from the current range of 15% to under 10% by 2020

- v. **Capacity development and awareness creation:** instruments to promote EE measures appear to be poorly understood by the people and more specifically by policy and decision makers. A good knowledge of EE measures will go a long way to change the behaviour of stakeholders. For stakeholders to fully appreciate the importance of energy efficiency, it will be important to communicate and diffuse the benefits of EE standards and labels (technical, economic, financial, and social) to all stakeholders and consumers through cost effective and relevant communication channels.
- vi. Procure and manage consultancy contracts for the above-mentioned tasks
- vii. Organize events in the context of the above-mentioned tasks;
- viii. Implement communication activities in the context of the above-mentioned tasks
- ix. Assist ECREEE in maintaining a database of key contacts and documents on standards and labels, all participating institutions, legal and regulatory frameworks in the member states, etc.
- x. Participate in coordination meetings, conference calls and workshops with ECREEE staff and other institutions involved in the development and promotion of EE.
- xi. Liaise with national institutions (e.g. Ministries in charge of energy and quality, standardization bodies) as well as existing and potential partners that are active in the countries.
- xii. Participate in other related activities as may be assigned by the ECREEE Executive Director

### **3. Expected deliverables**

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

- 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;
- Other relevant documents;

### **Competencies, qualifications, and experience**

- (a) The Program Coordinator shall have at least a master's degree in engineering, science, economics, or similar areas with a strong focus on sustainable energy technologies (Renewable energy and Energy Efficiency)
- i. At least 10 years post-qualification.
  - ii. At least 10 specific experiences in Clean Energy technologies
  - iii. At least 5 years' experience as an energy efficiency program coordinator.
  - iv. At least 5 years' experience working with ECOWAS institutions; and
  - v. At least 3 years' experience in formulating, and implementing regional EE programmes activities, and budget, organizing regional workshops and meetings, more specifically for the ECOWAS region
  - vi. Proven experience in participating in similar donor-funded projects
- (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. Works well in a team.
  - viii. Fluent in one of the ECOWAS members states languages (English, French, or Portuguese), and excellent communication and presentation skills, particularly in the preparation of written documents.
  - ix. Very good interpersonal and communication skills, ability to manage relations with development partners, to 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.

### **The electronic application contains the following documents:**

- Detailed CV and Cover Letter
- Track record of assignments of similar scope and focus (list of int. projects and descriptions)



- Scanned copy of highest university certificate and other technical certifications, licenses and quality standards related to the assignment.

ECREEE now invites eligible individual consultants to indicate their interest in providing these services. Interested consultants must provide an updated Curriculum Vitae (CV) and relevant documents indicating that they are qualified to perform the services.

Expressions of interest should be sent via e-mail to **only: [ee\\_program@ecreee.org](mailto:ee_program@ecreee.org)** clearly indicating in the subject: “Energy Efficiency Program Coordinator”.

**Deadline for Submission: 4<sup>th</sup> March 2022, 23h59 Cape Verde local time**