



**Call for Expressions of Interest  
Consultancy on Forest resource assessment for the ECOWAS Region**

**Post Title:**       **Comprehensive assessment of forest and associated resources in the  
ECOWAS region**

**Type of Contract:**   International Consultant

**Duration:**           120 working days

**Duty Station:**       Home based/ Occasional travels in the region

**Expected Start date:** As soon as available

**A. Background:**

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) is a specialized agency of the Economic Community of West African States (ECOWAS). The overall objective of ECREEE is to contribute to the sustainable economic, social and environmental development of West Africa by improving access to modern, reliable and affordable energy services, energy security and reducing energy related GHG emissions and climate change impacts. The specific objective of ECREEE is to create favourable framework conditions and enabling environment for renewable energy and energy efficiency markets by supporting activities directed at mitigating existing barriers.

In the ECOWAS region, around 80% of the population still uses traditional biomass for cooking, often in an unsustainable manner on inefficient stoves. Cooking fuel expenses keep on rising and the unsustainable wood fuel supply chains cause environmental degradation and deforestation, particularly in areas close to urban centres.

Against this background, there is a general agreement that these challenges related to cooking energy should not continue to prevail in the 21<sup>st</sup> century and successful initiatives in the region should be replicated and promoted. Achieving wide distribution of clean, safe, efficient and affordable cooking fuels and equipment requires that a myriad of technical, economic, social and institutional barriers overcome.

However, no single stakeholder in the woodfuel supply and demand sectors has the capability to transform the field on his own. A concerted and coordinated regional approach among all the key stakeholders in the ECOWAS region is necessary to create a robust and sustainable supply of fuelwoods.

In order to address the numerous challenges around the supply of biomass cooking energy, the REDD+ activities within the WACCA initiative will explore all possible ways to support universal access to sustainable and more efficient cooking energy in the ECOWAS region; working on stoves, sustainable biomass fuels (such as woodfuel extracted under comprehensive forest management plans, charcoal produced with improved techniques, (char)-briquettes/pellets of crop residues or other biomass, biogas and bioethanol) and other modern fuels. The aim is to guarantee sustainable woodfuel production and distribution in the ECOWAS region.

These regional interventions would help develop the forum and framework for sustainable woodfuel production, promotion of clean cookstoves and fuels in West Africa, and could catalyse the sector across the region in an effective and efficient manner. Areas where such regional interventions would be useful include:

- Access to finance (for both the supply and demand side);
- Regional standards, common testing procedures and quality control;
- Regional awareness raising and promotion;
- Regional information and knowledge sharing;
- Regional woodfuel market regularisation and management;
- Regional projects to fill major research gaps; and
- Regional M&E system.

## **B. Objectives of the assignment:**

The **overall objective** of the assignment is to contribute to providing access to sustainable, efficient and affordable biomass cooking energy in the entire ECOWAS region. In line with the objectives of ECOWAS Renewable Energy and Energy Efficiency Policies to ensure that the entire ECOWAS population shall have access to clean, safe, efficient and affordable and sustainable cooking energy by 2030.

The **specific objective** is to conduct a comprehensive assessment of the forests and associated resources in the ECOWAS region by providing up to date data/information on biomass energy resources for both the supply and demand sides.

### **C. Detail task of the assignment**

The consultancy shall assess forest resources and management in the ECOWAS region as part of its initiative on sustainable, safe, efficient and affordable woodfuel supply.

The consultant shall undertake:

#### **1. Comprehensive data collection in the following areas:**

- Assessment of forest resource and use with documentations on satellite imagery, exploitation levels and standing forest tree stocks;
- Estimate for fuelwood availability per country and regionally and the period it will last based on the business as usual scenario;
- Forest resource policies, institutional arrangements, legal and regulatory frameworks, tax regimes and incentives in each member state;
- Forest management programmes, including afforestation schemes (on-going and completed activities), community, private and other schemes deployed in the region;
- Overview of traditional management practices applied by local communities;
- Charcoal production and consumption policies, legal and regulatory frameworks, tax regimes and incentives/disincentives currently in place in each member state;
- Wood harvesting and marketing policies and regulations, including licensing regimes, fees and incentive/disincentives for timber, wood and charcoal;
- Understanding of benefit distribution systems relating to forest management as well as the role of the different stakeholders involved in fuelwood and timber commercialization;
- Gender issues related to the management of forests and the commercialization of forest products;
- Number of licences issued for timber, firewood and charcoal harvesting, transportation, marketing at national level; and
- Details (names and contact details) of licensees of various categories of harvesting for the past 3 years in each country.

On the demand side of the biomass energy supply value chain, the consultant shall undertake data collection on:

- Policies, strategies and institutional set-up in each country related to cooking;
- Annual national fuelwood (firewood and charcoal) consumption trends for the past 20 years;
- Annual consumption for all other domestic cooking fuels used in each country including; kerosene, LPG and briquettes for the past 20 years (1992 – 2012);

- Annual Per capita consumption of fuelwood based on the latest estimate available (cite the year);
- Types and quantities of cooking devices used for: (i) wood and charcoal e.g. improved cookstoves, traditional cookstoves; and (ii) LPG, Biogas and Bioethanol burners used in each country
- Manufacturers of stoves, briquettes including their names and detailed addresses in each member state.

**2. Analysis of forest resources in the region:** Analysis of the current situation of forests related to management and state of the resources by country and regionally, the policies, legal and regulatory regimes, institutional set-ups, licensing and tax regimes and their applicability/enforcements and constraints, incentives in place to encourage sustainable and efficient management of forests. A summary of fuelwood and other cooking fuels' consumption and by type of fuels and cookstoves used, amount of wood/charcoal and other forms of cooking fuels and types used and percentages of the national energy balances for each country.

- Undertaking both qualitative and quantitative analysis of the forest resource assessment;
- Graphical presentation of the analytical results; and
- Detailed written report on the assessment.

**3. Analysis and assessment of current policies, strategies, initiatives, projects at regional and national level in place in the ECOWAS region related to sustainable management of forests.** This activity comprises the analysis and assessment of national and regional forest management practices, policies, strategies, initiatives and projects in the ECOWAS region. It will also involve the identification of good-practices and of prevailing obstacles and lessons learned or derived from the implementation of these policies, strategies, initiatives and projects.

**4. A comprehensive report on the situation of forest management in the Region shall be compiled as an output of activities 1, 2 and 3. All data collected should be provided to ECREEE.**

**5. Development of a strategy for the implementation of sustainable management of forests through a REDD+ action plan and financing mechanism.** The consultant shall develop a strategy on how to implement the REDD+ action plan in the ECOWAS region and elaborate a financing mechanism for the implementation of the action plan.

**6. Development of a WACCA Regional Action Plan and financing mechanism.** The consultant shall develop a regional strategy/action plan on how to

implement the WACCA programme in the ECOWAS region based on the WACCA Regional Action Plan Framework validated at the WACCA Workshop in Ouagadougou, Burkina Faso on the 25<sup>th</sup> April 2013 and the information/data provided in this assignment. The Action plan should include an implementation plan and a financing mechanism for the implementation of the action plan based on the analyses of the current cooking energy situation related to policies, strategies, initiatives and projects, consumption and its characteristics in terms of quantities/percentages, types of fuels and cook stoves used at national and regional levels.

**7. Presentation of the Report.** The Consultant shall present his final draft report at a related meeting/workshop to be confirmed. The Consultant shall participate in the following planned meetings:

1. Inception meeting (2 days) between the consultant and ECREEE to concretise the activities of the assignment, timeframe etc.
2. ECREEE Internal Review meeting of the first draft at the end of Task 4;
3. Validation workshop with the technical partners of the WACCA and the relevant stakeholders for cooking and the forestry sector in the ECOWAS region organised by ECREEE in the first half of 2015. The workshop shall allow for discussion and feedback on the final draft report and consequently be finalised by the consultant.

The consultant shall work under supervision of ECREEE and work closely with its relevant technical partners of the initiative over the whole contracting period in order to provide information on the progress of the assignment and ensure a continuous exchange on the content of the work. The consultant will take responsibility for the above-mentioned tasks specified in the table below.

#### **D. Methodology**

The comprehensive assessment of forest and associated resources in the ECOWAS region will follow the methodology listed below:

##### **1. Document review**

A desk review of different sets of documents will be carried out as a first step of the assignment. Documents to be reviewed will include:

- Regional policies on forestry, agriculture, energy, natural resources and the environment: ECOWAS, UEMOA, CILSS, and FAO;
- Individual country information on forest resources assessment and management;
- Annual work plans and progress reports on biomass energy resources in individual countries;
- Generated technical project and workshop reports, technical documents from subcontractors and consultants and corresponding terms of reference;
- Relevant scientific publications regarding the use of forest resources and
- Energy policies and regulatory frameworks and other strategy documents for each country.

## **2. Interviews with officers in charge of forest resources**

- Semi-structured interviews with Ministries of energy, Lands and natural resources/forestry and the Environment and the technical directorates and agencies; and
- Detailed interview with resource personnel specifically responsible for forestry

## **E. Deliverables and reports**

The consultant is expected to provide a report with the following results:

- Data and information on the current state of forest resources with maps, reports, policies/strategies and incentives for sustainable management of forests as detailed in Task 1 above. Data and information should also include exploitation and characteristics in terms of types of woodfuel being extracted, forms and nature of utilisation (i.e. firewood or charcoal), cook stoves used, amount of fuel types and percentages of the national energy balances for each country, is analysed based on the information collected (Task 1 above).
- Current regional and national policies, strategies, initiatives, projects and activities (including data) related to sustainable management of forests and biomass energy requirements in the ECOWAS region are analysed and assessed, good-practice examples as well as prevailing obstacles identified and lessons learned from current practice derived.
- A comprehensive report on the situation of forest management in the Region comprising analysis and assessment of current policies, strategies, initiatives, projects at regional and national level in place related to sustainable management of forests as an output of Tasks 1 and 2. Short, medium and long-term actions are developed in line with the mentioned key elements. Budget, possible financing and implementation plan and responsible institutions, benefits and beneficiaries as well as suggestions for monitoring and evaluation identified for selected key actions.
- A strategy for the implementation of sustainable management of forests through a REDD+ project is developed, including a financing plan for the implementation of the actions. This strategy will take into account traditional management systems as well as the application of the social and environmental safeguards of the REDD+ initiative<sup>1</sup>.
- WACCA Regional Action Plan for the ECOWAS Region based on the Framework validated in Ouagadougou, Burkina Faso on the 25<sup>th</sup> April 2013 and the information/data from this assignment.

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<sup>1</sup> Decision 1/CP.16, The Cancun Agreements, Annex I

- Presentation of the final draft documents at a regional workshop organised with the key stakeholders from the member states in order to validate the final draft reports. The consultant will participate in the workshop.

## **F. Implementation schedule**

It is envisioned that this Study will commence in November 2014 and will be completed within 120 working days. The consultant will develop and present at the inception meeting, a work plan with all local partners in each member state. CV (signed) and references for all local/international consultants taking part in this assignment should be made available by the inception meeting.

## **G. Qualification requirements**

Individual experts of the team and the team leader shall have the following qualification and skills:

- Advanced University degree in a field related to natural resource management. Understanding of and experience in the energy sector in West Africa is a must;
- At least ten (10) years of relevant work experience in activities and projects related to forest ecosystems and forest resource use, proof of past studies, publications or reports undertaken by the consultant must be included in the application packet;
- An extensive working experience in the domestic/cooking situation in the ECOWAS region;
- Working experience in Sub-Saharan Africa and comprehensive knowledge about the situation of the forests in the ECOWAS Region is a requirement;
- Proven analytical and writing skills with key technical terms in the natural resources is required;
- Proficiency in English, French or both. Working knowledge in Portuguese would be an asset.

## **H. Language of work**

The contractor must have a capacity to work in English or French. However, the final draft documents should be submitted in English, French and Portuguese.

## **I. Evaluation criteria**

In order to be eligible for consideration, the international consultant, must team with national firms or individuals that are located in each ECOWAS member state. Such teaming agreements are intended to strengthen local capacity and ownership on the ECOWAS cooking initiative and other activities on the sustainable exploitation of woody biomass. Proposals that do not have ECOWAS local partners for all the member states (except his own country, if based in an ECOWAS country) will be rejected. Teams must be fluent in both English and French. Fluency in Portuguese is also desired. A full list of local partners (firms or individuals) with an expression of interest to participate in the study shall be made available to ECREEE by the inception meeting.

Proposals will be evaluated based upon the following criteria:

1. **Technical Approach:** The technical approach described in the proposals will be evaluated on:
  - Demonstrated understanding of the overall project context.
  - Detailed work plan and approach clearly defining the target objectives and the strategy to achieve the objectives as outlined in the scope of work.
2. **Management Structure and Staff Qualification:** The proposed management structure and staff/team will be evaluated on:
  - Professional qualifications and the extent to which the requisite expertise and experience of the key personnel will directly contribute to the completion of the tasks.
  - Extent of the collaboration proposed with qualified national counterparts in each ECOWAS member state.
3. **Past Performance and Corporate Experience:** The experience and capacities of the consultant will be evaluated based on:
  - Past performance, familiarity, and experience in understanding policies and programs related to forest resources and the cooking sector.
  - Extent of local expertise including experience, qualifications, and track record in implementation of similar projects in Africa.
4. **Total Cost:** While the overall technical evaluation is the key factor in reviewing the proposal, the financial proposal must be competitive and will be evaluated for feasibility, completeness, and practicality. A detailed estimate of travel, accommodation and local expenses, if required, should be included in the financial submission. An indicative amount of 120 working days is foreseen for this contract.



- Proposals will be evaluated with a weight of 80 percent towards project proposal quality and team and organization experience, and 20 percent towards proposed costs.

## **J. Terms of payment**

The consultant will be paid in accordance with the produced deliverables or as agreed in the contract:

- 15% payment after signing the contract and presentation of the work plan at the kick off meeting with complete list of national consultants and contracts signed;
- 25% payment after submission of data report related to the assignment from all the countries and the region and the request for payment;
- 25% payment after submission of draft report on the state of the forest resources and the request for payment;
- 25% payment after submission of the strategy for sustainable forest management and the WACCA Regional Action plan and the request for payment;
- a maximum of 10% payment after completion of all tasks and approval by ECREEE and submission of the final report and request for payment;

## **K. Application deadline**

Interested and qualified consultants should send their application at the latest by 22<sup>nd</sup> October 2014 to [wacca@ecreee.org](mailto:wacca@ecreee.org) (max. 10 MB). The electronic application includes the following documents:

- Presentation of the individual consultant or team of consultants/national consultants including a detailed CV with educational background, work experience and track record of experience in the forestry and domestic energy sectors and working in the region;
- Scanned copy of highest university certificate and other technical certifications, licenses and quality standards related to the assignment of the individual consultant or the team of consultants;
- Scanned copy of passport(s)
- Technical proposal
- Financial offer including daily rate and all other line item cost.