



REQUEST FOR PROPOSALS

TECHNICAL ASSISTANCE FOR THE PREPARATION OF A NATIONAL ACTION PLAN TO IMPLEMENT THE ECOWAS POLICY ON GENDER MAINSTREAMING IN ENERGY ACCESS IN SIERRA LEONE

Praia, 19th of February 2019



1 BACKGROUND

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) was established through the ECOWAS regulation of C/REG.23/11/08 of the 61st Session of ECOWAS Council of Ministers in 2008, with the mandate 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 reduction of energy related externalities (GHG, local pollution). With the support of the ECOWAS Commission, the Austrian and Spanish Governments and technical assistance of UNIDO, as well as other partners, ECREEE has implemented several key actions towards this, including the development of a Regional Policy on Renewable Energy and Energy Efficiency; which was adopted by the ECOWAS Heads of State in 2013.

ECOWAS Programme on Gender Mainstreaming in Energy Access

ECREEE launched a flagship programme entitled ECOWAS Programme on Gender Mainstreaming in Energy Access (ECOW-GEN) in 2013. The programme was established against the background that women's potential, in the ECOWAS region, as producers and suppliers of energy services is under-utilized and that empowering women and men to make significant contributions in the implementation of the adopted policies is necessary for the achievement of the Sustainable Energy for All (SEforALL) goals in West Africa. The establishment of ECOW-GEN is based on the principles laid out in the ECOWAS Gender Policy, and strives to contribute towards the SE4All goals in West Africa and the ECOWAS Regional Policy on Renewable Energy and Energy Efficiency, by placing women at the centre stage of energy development.

Two of the key achievements of ECOW-GEN are the adoption of the ECOWAS Policy for Gender Mainstreaming in Energy Access and the validation of the ECOWAS Directive on Gender Assessments in Energy Projects, the first of its kind.

ECOWAS Policy for Gender Mainstreaming in Energy Access

Recognizing the gender disparities in the energy sector, ECOWAS Heads of State adopted the ECOWAS Policy for Gender Mainstreaming in Energy Access in Monrovia, on the 4th of June 2017. The Policy's goal is to address barriers to the equal participation of men and women in the expansion of energy access. It sets forth five primary strategic objectives that, if achieved together, would represent the successful mainstreaming of gender into energy access. These objectives are related targets are presented in Table 1.

Table 1. Strategic objectives set in the ECOWAS Policy for Gender Mainstreaming in Energy Access

Strategic Objective	Targets
1. Achieve widespread understanding of energy and gender considerations at all levels of society	<ul style="list-style-type: none">• 100 percent of energy sector government employees will have received some relevant training by 2020 (and routinely thereafter);• 50 percent of citizens will be exposed to some form of relevant public service announcement by 2020 growing to 90% by 2030;• At least 50 new scientific articles about gender and energy in West Africa published in peer-reviewed scientific journals by 2020, and 20 per year after

Strategic Objective	Targets
	that.
<p>2. Ensure that all energy policies, programmes and initiatives, including large energy infrastructures and investments, are non-discriminatory, gender-inclusive, gender-balanced and directed towards addressing inequalities, particularly energy poverty, differentially affecting men and women in the region</p>	<ul style="list-style-type: none"> • 50 percent of energy policies by 2020 and 100 percent by 2030 will be gender-sensitive; • 50 percent of energy projects, programmes, and initiatives with government participation will include gender dimensions in planning, implementation, analysis, and evaluation by 2020, rising to 100 percent in 2030.
<p>3. Increase women’s public sector participation in energy-related technical fields and decision-making positions</p>	<ul style="list-style-type: none"> • At least 25 percent women in the public sector energy workforce by 2020 and an equal (50-50) gender balance by 2030.
<p>4. Ensure that women and men have equal opportunities to enter and succeed in energy-related fields in the private sector</p>	<ul style="list-style-type: none"> • At least 25 percent women participation in energy-related fields in the private sector by 2020 and an equal (50-50) gender balance by 2030, as determined through statistically rigorous random sampling.
<p>5. Establish and maintain a gender responsive monitoring, accountability and review framework for objectives 1-4</p>	<ul style="list-style-type: none"> • 100 percent compliance by 2017 in the monitoring, accountability and review framework.

As part of this commitment, ECREEE appointed consultants to organize and deliver a capacity building initiative to strengthen the local capacity to operationalise the 2017 ECOWAS Policy for Gender Mainstreaming in Energy Access. The training activities took place in March 2018, focusing on two target groups: Gender focal units (GFUs) within the relevant ministries in the ECOWAS countries; and selected ‘replicator’ organisations that have links to energy, gender and climate change in ECOWAS countries. This capacity building activity provided GFUs will all the necessary tools to integrate women and gender issues within all structures, institutions, policies, procedures, practice, programmes and projects of the government and other stakeholders in the energy sector. They also were equipped with the skills to implement the ECOWAS Policy for Gender Mainstreaming in Energy Access in their respective countries, being able to design and implement effectively gender action plans, among others. As part of the activity, the GFU produced draft National Action Plans indicating: strategic objectives, expected outcomes, current constraints, opportunities, responsibilities, and deadlines.

Objective 2 of the Regional Gender and Energy Policy: Ensuring that all energy interventions are non-discriminatory¹

While recognizing the necessity of meeting all the objectives of the regional policy, at the validation meeting of the ECOWAS Policy for Gender Mainstreaming in Energy Access, the ECOWAS Energy Experts directed ECREEE to go even further to develop instruments that mandated actors in the energy sector to incorporate gender assessments in energy infrastructure projects, hence making

¹ Further information and documentation about the Directive can be found in this link <http://www.ecreee.org/news/ecowas-validates-its-regional-directive-gender-assessments-energy-projects>

possible the achievement of strategic objective 2 of the Policy. This was seen as a key pillar to realizing the region's overall ambition of creating a gender-responsive energy sector.

Within this frame, a Background Study was conducted to demonstrate the feasibility of achieving objective 2 of the regional policy, through a legal framework. The Background study examined comprehensively gender related issues associated with infrastructure development and the regulatory framework in the energy sector in the ECOWAS region. It highlighted a variety of current practices, development priorities, and implementation capabilities in the Member States. Consequently, it recommended a Directive as the most appropriate legal instrument to mainstream gender in energy infrastructure projects, due to its flexibility in adapting provisions to each national context².

Consequently, ECREEE promoted the development of a model legal document to guide national actors towards achieving the objectives of the ECOWAS Policy for Gender Mainstreaming in Energy Access. In line with Objective 2 of the regional policy, the model, if translated into national legal/regulatory frameworks, is designed to achieve the following objectives:

1. ensure that the specific interests of women and men, as stakeholders, are taken into account in the development of projects;
2. ensure that any potential adverse and discriminatory impacts on women or men deriving from projects are recognized and avoided or mitigated to the extent feasible;
3. improve transparency in planning and implementation processes to promote and increase the participation and capacity of women and men, including but not limited to customers, employees, managers, investors, officials and other stakeholders; and
4. encourage the development of harmonized policy and legal regulatory frameworks in each Member State and for ECOWAS institutions that are consistent with the aforementioned principles and objectives, whilst imposing the least financial and bureaucratic barriers possible on Developers, Competent Authorities and other stakeholders.

Energy experts of the Economic Community of West African States (ECOWAS) validated and adopted the ECOWAS Directive on Gender Assessments in Energy Projects, during a workshop held in June 2017 in Accra³. The workshop produced recommendations, including an Action Plan, to facilitate the Directive's adoption by the statutory bodies of ECOWAS and its implementation at the national level. It also produced a model Act/Regulation to facilitate Member State's transposition of the Directive into their national legislation. The Directive is currently under consideration by the ECOWAS Council of Ministers.

A key part of this consultancy assignment will be to support individual Member States institute processes that will advance objective 2 of the regional policy, and the other objectives, by identifying how best this can be realized, considering the unique situations of the different Member States.

² ECREEE was supported in its work on the Directive by Sullivan & Cromwell LLP.

³ Information about the validation workshop can be found in this link <http://ecowgen.ecreee.org/index.php/ecowas-meeting-to-validate-the-regional-directive-on-gender-and-energy/>

National Action Plans for the implementation of the ECOWAS Policy for Gender Mainstreaming in Energy Access

ECREEE is recruiting local consultants in each of the Member States to support them in the preparation of the national Action Plans to operationalize the regional policy. The aim of this process is to transform the commitment made at the regional level by the Heads of all Member States into national action.

2 OBJECTIVES OF THE ASSIGNMENT

The challenge of mainstreaming gender in energy access requires that the regional policy instruments are implemented at the national level. ECREEE is therefore working with its partners to assist the Member States to develop national action plans to mainstream gender in all energy access policies and activities.

Through this assignment, ECREEE wishes to appoint a local consultant to support Sierra Leone to:

- Identify the best routes to achieve the strategic objectives of the ECOWAS Policy for Gender Mainstreaming in Energy Access
- Develop an **Action Plan for Gender Mainstreaming in Energy Access**, drawing from the strategic objectives and targets set in the ECOWAS Policy for Gender Mainstreaming in Energy Access, but adapted to the national circumstances.
- Organise and deliver **one national workshop** for the adoption of the national policy and action plan.

3 METHODOLOGY AND DETAILED TASKS OF ASSIGNMENT

3.1 TASK 1: INCEPTION STAGE

During the inception stage, the consultants will read all the relevant materials, map the stakeholders that play a role in the implementation of the regional policy on gender mainstreaming in energy access and plan meetings with them, attend an inception meeting with ECREEE and international coordinating consultants (through videoconference or as a regional workshop- tbc) and prepare an inception report clearly detailing the work plan for the successful completion of the assignment. Upon acceptance of the inception report, the document will serve as the guidebook for the completion of the assignment.

3.2 TASK 2- DEVELOP AN ACTION PLAN FOR GENDER MAINSTREAMING IN ENERGY ACCESS

This task will start with a background analysis about the situation of the country with regards to gender mainstreaming in energy access. Drawing from, and complementing when needed, the "Situation Analysis of Energy and Gender Issues"⁴, the background analysis will cover:

⁴ <http://ecowgen.ecreee.org/wp-content/uploads/2015/11/Situation-Analysis-of-Energy-and-Gender-Issues.pdf>

- The state of affairs with regards to gender and energy in the country, considering women in their different roles as domestic and productive users, suppliers, and policymakers.
- Institutional responsibilities, policies and regulations at the national level related to each of the strategic objectives in the regional policy.
- Existing national legislation that would be amended or replaced to fulfill the objective 2 of the Regional Policy “to ensure that all energy policies, programs and initiatives, including large energy infrastructures and investments, are non-discriminatory, gender-inclusive, gender-balanced and directed towards addressing inequalities, particularly energy poverty, differentially affecting men and women in the region”. National legislation reviewed would include relevant national laws, statutes, regulations, and authorizations related to energy projects]
- Definition of appropriate criteria and thresholds to identify projects likely to have significant gendered impacts
- The policymaking process in the individual countries with a view of providing clear steps for the adoption (and ownership) of the national action plan by the responsible government bodies.
- Actual practices in applying the existing legislation when undertaking energy projects
- Constraints to mainstream gender in energy access
- Assessment of National capabilities for compliance with the requirement for Gender Assessments and Gender Management Plans as recommended in the model legal document
- Assessment of the cost of compliance for project developers

Against this background, and with support from the international coordinating consultant and legal consultants appointed by ECREEE, the consultant will identify a tailored approach to Sierra Leone for the definition of a National Action Plan for Gender Mainstreaming in Energy Access drawing from the Regional Policy. Each National Action Plan will be designed to collectively achieve the regional targets⁵. This implies that the targets set for the individual Member States may differ, with more ambitious targets set by those countries already advanced in meeting the regional targets.

For the preparation of the National Action Plan, the consultant will be expected to work closely with the Gender Focal Unit (GFUs), other Governmental bodies, the Replicator Organizations (see ‘Background’) and other relevant stakeholders⁶. ECREEE will facilitate contacts with these stakeholders if needed. The consultant will be expected to organize regular debriefing meetings with the key stakeholders, particularly government representatives and NGOs to make sure that the documents are ambitious enough and that national policymakers take responsibility of the documents produced. The consultant will need to report frequently to the international coordinating consultant.

⁵ Considering the delay experienced in the adoption of the policy by the ECOWAS Heads of State (2 year time lag from the adoption of the policy by the Energy Experts and its adoption by the Heads of State), the target dates may go beyond 2030, if strongly recommended from Task 1.

⁶ Prior to the start of the assignment a stakeholder list will be defined for ECREEE’s approval. This will be a growing list.

During the inception meeting, the consultants will be provided with the final template for the preparation of the National Action Plan. The final outcome of this task will be an action plan. The consultants will detail all the sources they drew from for the preparation of the plans.

3.3 TASK 4- ORGANISE AND FACILITATE ONE WORKSHOP FOR THE ADOPTION OF NATIONAL ACTION PLANS

The consultant will organize and facilitate one workshop involving all relevant stakeholders to endorse the National Policy and Action Plan. The workshop will convene, among others, the following national actors:

- National Ministry in charge of energy
- National Ministry in charge of gender
- National Ministry in charge of finance
- National Ministry in charge of planning
- National bureaus in charge of statistics and census
- Civil society: women groups, youth organisations, media and other
- Replicator organisations

4 DELIVERABLES AND IMPLEMENTATION SCHEDULE

The consulting firm should provide the deliverables required in the table below, complying with the indicated time schedule.

No.	Description of activity	Due Date	Deliverables
1	Inception stage and meeting	30 th April 2019	Inception report
2	Action Plan for the Implementation of the Regional Policy of Gender Mainstreaming in Energy Access	30 th June 2019	First draft of Action Plan on Gender and Energy Policy, according to template facilitated by international coordinating consultant.
3	Reviewed Action Plan addressing comments from ECREEE and international consultants	30 th July 2019	Second draft of a national Action Plan
4	Workshop for the adoption of the national action plan and agreement on procedures for the national adoption of the Directive	September 2019	Workshop logistic notes, agenda and presentations Workshop report
5	Review Action Plan following comments in the workshop	15 th October 2019	Final draft National Policy and Action Plan to the Member State for their

		political action
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5 HUMAN RESOURCES: EFFORT AND QUALIFICATION REQUIREMENTS

One local consultant will carry out the assignment, in close collaboration with ECREEE’s project manager and the national gender focal units. We estimate that a total of **30 man-days per country** are required to carry this assignment.

The **local consultant** is expected to have the following profile:

- Advanced university degree in energy, development, economics, Law or any related field;
- At least 10 years of experience at the strategic level and high level engagement in strategic planning activities in Gender and Energy; consulting experience in the public and private sectors;
- Relevant experience and involvement in Gender and energy policy development;
- Involvement in complex assignments with similar scope and focus
- Excellent knowledge of the gender and energy situation, energy (renewable energy and energy efficiency) policies, legal and regulatory frameworks of Sierra Leone;
- Ability to facilitate strategic policy workshops;
- Strong problem solving, communication, research and analytical writing skills;

6 LANGUAGE OF WORK

The documents will be prepared in the official language of each Member State

7 PROJECT MANAGEMENT AND REPORTING REQUIREMENTS

The assignment will be managed and administered by ECREEE based in Praia, Cape, with support from an international coordinating consultant. The consultant(s) will report to the international coordinating consultant **weekly** about their progress and bottlenecks for the completion of the assignment, while ECREEE will provide the overall oversight. Additionally, a monthly progress meeting will take place by phone.

8 FORMAT OF PROPOSALS

The proposals will consist of one technical and one financial part. **Consultants who can credibly cover more than one ECOWAS country are encouraged to submit joint proposals for more than one country.**

The technical part will include:

- Introduction, including background and relevant experience of the expert
- Proposed methodology and implementation plan, time allocation per activity

- List of references of assignments with similar scope and focus carried by the expert
- Reporting and quality assurance procedures
- CVs of members of the expert

The financial part will show:

- Personnel Costs: individual daily fees and proposed number of days of the expert
- Other costs (e.g. admin costs; travel costs)

9 EVALUATION CRITERIA

The best offer will be determined as following:

80% Quality of technical part

- Professional experience, profile and time allocation of consultant/team (**40%**)
- Quality of technical document (approach, methodology, suggested process and reporting framework) (**40%**)

20% financial part

- Points allocated to consultants according to the cost of their proposal

10 TERMS OF PAYMENT

The consultant will be paid in phases upon completion and submission of key deliverables, to be agreed during formalization of the contract.

11 BACKGROUND INFORMATION

Documents to be provided by ECREEE

- [Situation Analysis Report on Gender and Energy Issues in the ECOWAS region](#)
- [ECOWAS Programme on Gender Mainstreaming in Energy Access](#)
- [ECOWAS Policy for Gender Mainstreaming in Energy Access](#)
- [ECOWAS Facility for Gender Mainstreaming in Energy Access](#)
- [ECOWAS Directive on Gender Assessments in Energy Projects](#)
- Capacity building: Evidence of gender mainstreaming at all levels of energy projects, products and services. Final Report. Partners for Innovation and MDF West Africa, May 2018. (this report includes draft action plans prepared by GFU)
- ECREEE (2017) 'Background Study: Developing A legal Instrument for Gender Assessments in Energy Infrastructure Planning and Development within ECOWAS'.

Contacts to be facilitated by ECREEE

- Gender focal units (GFU) for each ECOWAS Member State
- Replicator organisations in each ECOWAS Member State
- International legal expert

- International coordinating consultant

12 DEADLINE FOR SUBMISSION OF PROPOSALS

Offers should be submitted by e-mail in electronic form (PDF-format) at latest by the 29th of March 2019 to procurement@ecreee.org clearly indicating in the subject: "PROPOSAL FOR TECHNICAL ASSISTANCE TO INSTITUTIONALISE THE ECOWAS GENDER AND ENERGY POLICY IN SIERRA LEONE". (add other countries if consultant is applying for the assignment in more than one country). For clarifications about the assignment please contact Ana Pueyo at apueyo@ecreee.org