



ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE)

TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANT

Project:	ProCEM II
Job Title:	Certification Expert
Contract Type:	Individual Contract
Duty Station:	Praia, Cabo Verde
Duration of Assignment:	one (1) -year renewable for a total of up to three (3) years

Project Background

For successful RE and EE installations and projects, there is a need for quality assurance at various levels. This includes quality assurance of equipment e.g., through the establishment and enforcement of product standards. However, high-quality products will only provide the desired services if RE and EE systems are designed, installed, and maintained by highly qualified individuals.

As such, ECREEE in cooperation with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), International Renewable Energy Agency (IRENA) and other partners initiated the establishment of a Regional Certification Scheme (RCS) in 2015 for member states.

The RCS is based on a Job-Task-Analysis (JTA) and initially focusing on certifying the competencies and skills of off-grid photovoltaic systems technicians but will gradually covers other RE and EE professions. By certification of skills, there is a reassurance that a technician/professional has the competencies required to complete a job safely and effectively. Lastly, certification requires (i) regular training that forces the practitioner to stay current, and (ii) work on multiple types of jobs, learn new skills, and network with peers.

The RCS will provide quality credentialing for practitioners who will be participate and be successful in these competency-based examinations. These credentials will be recognized in all ECOWAS Member States and promote mobility of these Certified Sustainable Energy Practitioners (CSEP). Again, in order to strengthen the reputation of the Scheme at the regional level, ECREEE as the Regional Certification Body will seek accreditation to the international standards such as ISO/IEC 17024:2012 norm "Conformity assessment - General requirements for bodies operating certification of persons". Persons who want to acquire these credentialing of the RCB must meet all the requirements set by the Scheme and pass the regional competency-based examinations that will be hosted by selected Partner Examination Centres (PEC) in each member state. Inexperienced persons that want to be certified will be trained in Partner Training Centres (PTC) selected by the RCB.

As the RCB is created and operational, ECREEE seeks to recruit a Unit Coordinator of the implementation of regional certification activities in the areas of renewable energy and energy efficiency.

Objective

The objective of the consultancy is to provide support to ECREEE and its partners in the implementation of regional certification activities in the areas of renewable energy and energy efficiency.

Detail of the Assignment

The duties of the RCB Programme Coordinator shall include but not limited to the following:

- Implementing the programme to the point where RCB reach the level of other international certification schemes;
- Development of RCS business plan;
- Preparing Memoranda of Understanding or agreements for the signature of the Executives and supervising all National Focal Point Coordinators;
- Developing, implementing, managing and maintaining activities related to granting, maintaining, recertifying, expanding, reducing the scope of certification and suspending or withdrawing certification;
- Managing impartiality and identifying possible threats to maintaining impartiality and how to mitigate these threats, and; receiving balanced input from all stakeholders in the design and operation of the certification requirements;
- Ensuring that assessors do not serve as an examiner of a specific candidate they have trained for two years from the date of the conclusion of the training activities.
- Coordinating and scheduling the certification examinations being conducted in consultation with the partner institutions and stakeholders including:
 - Fixing dates using the timeline and making the necessary preparation for the certification exams,
 - Publishing and advertising the certification examination through all possible and relevant communications channels for the country and centre conducting the examination,
 - Receiving applications and direct payment to authorized the bank account of RCB, organize application review and the examination with the partner examination centre,
 - Ensuring all applicants and candidates are notified appropriately and timely of her/his exam results,
 - Organizing the signing and awarding of certificates and ID cards to successful candidates,
 - Mobilizing any funding via grants or other similar sources;
- Oversee the creation of the examination papers, organizing and reviewing examination applications and results with the Application, Examination and Approval Certification Committee and then award the certificates;
- Coordinate registration of additional partner institutions that have adequate equipment and competent staff to organize training and certification examinations;
- Manage the performance of all activities and personnel involved in the certification exam process as per the requirements of ISO17024;

- Promoting the RCS to governments and donors to establish it as a requirement for the future sustainable energy market in member states;
- Promoting the RCS to the target group including industry associations and multinational companies and list them on the www.rcb.ecreee.org ;
- List the contacts of partner institutions and successful candidates that are certified by the RCB on the website of the programme for easy identification for examination, for training or for projects;
- Reviewing complaints as detailed in the Complaints and Appeals procedures and when a complaint is proven making recommendations on actions to be undertaken to the Executives;
- Liaising with the technical committee, organizing meetings of the TC and working with the technical committee to inform the Complaints Sub-committee when required;
- Planning and managing the updating and continuous improvement of the RCS. Review annually the Certification Guidelines and JTA to determine whether they require updating;
- Designing and implementing a communication strategy and overseeing the upkeep of the website;
- Managing the introduction of additional certifications schemes for different skills and advanced levels;
- Coordinate all RCS committee's activities.
- Participate in missions; and in other related activities as may be assigned by the ECREEE Executive Director.

Deliverables

In addition to the reports required by ECREEE, the contractor submits the following:

- Brief monthly reports on the implementation status of the project (5-7 pages);
- RCS Business Plan;
- Signed Memoranda of Understanding or agreements with institutions partner;
- Publishing and advertising list of the certification examination;
- Reports of exams organised;
- Examination papers;
- List of additional partner institutions that have adequate equipment and competent staff to organize training and certification examinations;
- Reports of Promoting the RCS to governments and donors;
- Reports of the promoting the RCS to the target group;
- List of the contacts of partner institutions and successful candidates that are certified by the RCB on the website;
- Reports of the Complaints and Appeals;
- Reports of the technical committee and others committee meetings;
- Documents of the updated Certification Guidelines and JTA;
- Communication strategy.

Qualification and experience

- Education/training: University qualification for at least Master's degree in energy engineering, energy economics, or any relevant area.

- General professional experience: 8 years of professional experience in the Renewable Energy and Energy Efficiency sector.
- Specific professional experience: 2 years in the implementation of the skills certification process, or Conformity Assessment in Renewable Energy and Energy Efficiency or similar sector.
- Regional experience: 3 years of experience in projects in West Africa (region)
- Leadership/management experience: 5 years of management/leadership experience as project team leader or manager in a company.
- Experience working with ECOWAS institutions would be an advantage
- Proven experience in participating in similar donor funded projects would be an advantage.
- Other: Evidence of
 - organisation and participation in training,
 - organisation and participation in the animation of workshops and high meetings.
- Language: Proficient communication in oral and written in one of the ECOWAS official languages (English, French or Portuguese). Knowledge of a second language will be an advantage.

Duration and Location of Services

The consultant will be initially engaged for one (1) year. At the expiration of this, based on her/his performance, s/he may be engaged for up to two (2) more years based on 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 candidates should submit the above documents in English or French language and electronically to ECREEE using the following email address **ONLY:** certification-expert@ecreee.org, clearly indicating in the subject **"Certification Expert"**.

Deadline for Submission: 05st of July 2022, 23h59 Universal Time.