



Terms of Reference

ECOWAS PROGRAMME ASSISTANT

1. Introduction

The ECOWAS Programme on Gender Mainstreaming in Energy Access (ECOW-GEN), since its establishment, in 2013 has worked to steer ECOWAS Member States towards the direction of mainstreaming gender in policy formulation, legislative drafting, energy project and programme design and implementation, with the intention to promote equality in energy development through equal access to resources and equal contribution to the decision-making processes that shape and influence energy expansion in West Africa.

During the pilot phase (2013 – 2014) and the first programmatic cycle (2015 – 2019), ECOW-GEN produced the regional policy, the ECOWAS Policy for Gender Mainstreaming in Energy Access, and the legal framework, the ECOWAS Directive for Gender Assessment in Energy Projects. Moreover, ECOW-GEN established a facility for technical and financial assistance to support development of women-led energy businesses in West Africa, among other milestone achievements. In the second programmatic cycle (2020 – 2024), ECOW-GEN thrives to consolidate the achievements made at the regional level by strengthening the capacity of ECOWAS Member States to institutionalize and replicate the objectives of the programme at the national/grassroot level.

ECREEE is seeking a junior gender-energy expert, as programme assistant, to support in the implementation of the programme activities.

2. Duties and Responsibilities

The Assistant is a Junior Gender-Energy Expert whose duties include to:

- Assist to update the Programme document to reflect the status of implementation of the ECOWAS Programme on Gender Mainstreaming in Energy Access (ECOW-GEN).



- Assist to develop and coordinate relevant programme activities/annual workplans towards achieving expected results in accordance with the Programme Document.
- Assist in daily management of relevant parts of the programme - both organizational and substantive matters – budgeting, planning and general monitoring of the programme in close collaboration with the ECREEE Renewable Energy and Energy Efficiency Programme Officers.
- Assist to develop information, communication, and education (IEC) materials and ensure dissemination of information and knowledge management for effective programme implementation.
- Assist in management of the ECOW-GENetwork and ensure that the objectives of the network are effectively met.
- Assist to prepare terms of reference for national and international consultants and subcontractors.
- Assist to prepare and launch calls for proposals and expression of interest for projects to be supported through the ECOW-GEN grant facilities; evaluate and select technically and commercially sound projects for grant support; monitor projects for their effective implementation.
- Assist to monitor and guide the work of consultants and subcontractors for compliance with the agreed work plan.
- Assist to prepare revisions of the work plan, if required.
- Support development and implementation of self-monitoring, quality assurance and independent evaluation systems, including facilitated feedback from Member States and international partners, as a basis to sharpen and improve the objectives, strategy, and operations of ECOW-GEN.
- Assist to monitor the expenditures, commitments, and balance of funds in line with the annual work plan and reporting requirements.
- Draft quarterly program progress reports, as well as any other reports requested by your supervisor.
- Assist in effective operation of the ECOW-GEN Technical Advisory Group/Gender Focal Units in the respective Member States, and the Steering Committee.
- Assist in building new partnerships with relevant institutions and identify funding opportunities for running the programme's activities.
- Undertake any other actions related to the programme as requested by your supervisor.



3. Qualifications

- Master's degree in energy, gender studies, economics, developmental studies, or any related field.
- At least 2 years of work experience in gender and energy.
- Sufficient knowledge of the ECOWAS gender and energy situation: policies, legal and regulatory frameworks.
- Ability to undertake research and lead strategic dialogue on key development issues.
- Strong problem solving, communication, research, and analytical writing as well as organizational skills.
- At least fluency in two ECOWAS working languages required.

4. Lump sum Monthly Fee

The Lump sum annual fee is between USD12,000 and USD12,511.2 payable monthly.

5. Submission

Interested applicants should submit CV and cover letter to para ecowgen-passistant@ecreee.org by 23rd March 2023.