

MONITORING AND EVALUATION SPECIALIST

ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE)

Achada Santo Antonio, ECREEE Building, 2nd floor, C.P. 288, Praia, Cabo Verde

REQUEST FOR EXPRESSIONS OF INTEREST (INDIVIDUAL CONSULTANT)

Project:	West Africa Regional Energy Program (WAREP)
Job Title:	Monitoring and Evaluation Specialist
Contract Type:	Individual Contract
Duty Station:	Praia, Cabo Verde
Duration of Assignment:	One (1) year renewable for a total of up to 3 years
Grant No.:	2100155041051
Request for Expression of Interest No:	WAREP-03-2021

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) has received a grant from the African Development Bank (AfDB), toward the implementation of the West Africa Regional Energy Program (WAREP) and intends to apply part of the agreed amount for this grant to payments under the contract for the hiring of an Individual Consultant as Monitoring and Evaluation Specialist for the Project.

WAREP is part of the AfDB's flagship renewable energy and economic development initiative known as the "Desert to Power" (DtP) program. The WAREP aims to support studies to facilitate regional integration of electricity networks across the Sahel countries by supporting grid interconnectivity to integrate more solar generation capacity. The program seeks to catalyze growth in access to electricity by addressing primarily financial barriers to private sector-led distributed power generation and mini-grid development from renewable energy in the Member States of the Economic Community of West African States (ECOWAS). The project comprises three components. Component 1 will be implemented by the West African Power Pool (WAPP¹) and involves the conduct of pre-feasibility studies for the Sahel Backbone² and regional solar parks. Component 2 will be implemented by ECREEE and involves the preparation activities for the ECREEE Regional Mini-Grid Program and Capacity Building. Component 3 is Project Management and involves the African Development Bank focusing on project management activities required to ensure the coordination and implementation of all project components. There are two sub-components of Component 2 -- (i) decentralized energy solutions to develop an actionable regional mini-grid program; (ii) to support a regional capacity building and certification program targeting mass training of technicians and craftsmen and relevant stakeholders.

As part of the institutional arrangements, both ECREEE and WAPP will each host a Project Implementation Unit (PIU) to lead the implementation of activities. Both PIUs will report to the Bank's

¹ WAPP is a specialized institution of ECOWAS and was created to ensure Regional Power System integration and realization of a Regional Electricity Market. WAPP is made up of public and private generation, transmission and distribution companies involved in the operation of the electricity in West Africa.

² The proposed Sahel Backbone is a double high voltage transmission line project led by the to deploy large-scale green electricity generation from regional solar parks, provide energy access to underserved communities and strengthen the interconnected network of the Sahelian countries.

Desert-to-Power Taskforce, who will provide overall technical and implementation support to the PIUs and monitor the progress of the activities. The PIUs will be responsible for overseeing all aspects of the project and monitoring results/outcomes as well as reporting to the Bank. ECREEE intends to hire a Monitoring and Evaluation (M&E) Specialist for its PIU.

Scope of Work

The M&E Specialist will support the PIU in undertaking all activities related to project preparation and, implementation in all countries as listed below. S/he will report to the Executive Director. The proposed scope of work will include the following activities:

- i. Based on the Results Framework and Monitoring Plan included in the project appraisal report (PAR) and in consultation with the project team and relevant stakeholders, lead the development of a Monitoring and Evaluation Plan (MEP) to monitor, evaluate and report on WAREP Project activities, outputs, and outcomes. The Plan should comprise:
 - o A data collection plan prescribing the method for the collection, analysis, use, and management of data for each indicator. The plan should include data collection tools and provide the methodology for ensuring data quality;
 - o A Performance Indicator Tracking Table, providing a global view of progress achieved for each indicator and facilitating results reporting;
 - o A training plan describing the methodologies for building the capacity of stakeholders in data collection and reporting;
- ii. Lead the implementation of the M&E Plan;
- iii. Produce quarterly technical reports as per the grant agreement;
- iv. Contribute to the development of high-quality implementation progress reports (IPRs), mid-term review reports (MTR), and project completion reports (PCR);
- v. Build the capacities of stakeholders in data collection, use, and reporting;
- vi. Facilitate the review of project performance;
- vii. Manage the process of conducting an independent mid-term evaluation;
- viii. Provide technical assistance any research initiatives that may be deemed necessary by AfDB and/or ECREEE;
- ix. Collaborate with the Communications Officer of ECREEE to develop a communication plan describing the vehicles that will be used to disseminate project activities, results and lessons learned
- x. Participate in supervision missions to ascertain the status of implementation of activities, assess the quality of reported data, and make recommendations for improvement where necessary;
- xi. Collaborate with all other staff, especially, the Project Coordinator, and Clean Energy Mini-Grid Specialist to achieve optimum results; and
- xii. Report to the Steering Committee.

Expected Deliverables

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

The consultant will provide the following deliverables:

- 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; and
- Other relevant documents.

Experience, Qualifications, and Competencies

To be considered for shortlisting, a candidate should have/be:

Experience

- At least, seven (7) years of post-graduate experience in monitoring and evaluation, project/program management, strategic planning, or socio-economic research in the public and/or private sectors within the ECOWAS region;
- A minimum of seven years of experience in developing and implementing M&E plans and systems;
- A minimum of five years of experience working with international development organizations, including non-governmental organizations, donors, and research firms;
- Experience working in the energy access/renewable energy sector;
- Demonstrated skills in communication, problem-solving, research, and analytical writing;
- Demonstrated ability to work under pressure in a multinational environment;
- Advance knowledge of Microsoft Word, Excel, and PowerPoint;
- Conversant with the usage of survey software and
- Strong knowledge of Excel, and survey tools such as SurveyCTO®, Survey Monkey® as well as any other data analysis tool such as Statistical Package for Social Scientist (SPSS), STATA, etc.

Education

- A Master's Degree in International Development, Development Studies, Development Economics, Economics, Energy Policy, Sociology, Geography, or any other related field;

Competencies

- Excellent planning, analytical, organization, and time management skills;
- Ability to manage multiple tasks; and
- Proficiency in preparing and presenting professional and analytical papers.

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.

The establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "*Procurement Policy Framework for Bank Group Funded Operations*" dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.

The expression of interest must be submitted through the following email address ONLY: warep@ecreee.org no later than **23:59 hrs (GMT) of 31 December 2021**, clearly indicating in the subject: **“REFERENCE NUMBER 3 - MONITORING AND EVALUATION SPECIALIST”**

Further information/clarification can be obtained at the following email address: helayo@ecreee.org and jbarbosa@ecreee.org.