REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTANT)

Project: West Africa Regional Energy Program (WAREP)
Job Title: Project Coordinator
Contract Type: Individual Contract
Duty Station: Praia, Cabo Verde
Duration of Assignment: 01 years renewable for a total of up to 3 years
Grant No.: 2100155041051
Request for Expression of Interest No: WAREP-01-2021

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 Project Coordinator 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 (WAPP) and involves the conduct of pre-feasibility studies for the Sahel Backbone and regional solar parks. Component 2 will be implemented by ECREEEE 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 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 Project Coordinator for its PIU.

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.
Scope of Work
The Project Coordinator 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. Responsible for the overall and day-to-day implementation of the project. Manages PIU operation; organizes, unifies, and streamlines work of PIU staff, supervises their work;
ii. Plan, coordinate, and follow up all the activities assuring timely and economically effective implementation;
iii. Supervise daily activities of the PIU staff, evaluate performance and operating effectiveness, receive, and review their periodical reports and communicate same to the AfDB;
iv. Plan, coordinate, follow up, and actively participate in the procurement and implementation of hired consultancy services for the pre-feasibility and feasibility studies; acquisition of equipment and installation of mini-grids, distribution networks, and connections of households, small businesses, and public infrastructures, etc.
v. Launch and evaluation of calls for proposals/projects;
vi. Develop and oversee the identification of needs, design, and delivery of Technical Assistance and provide capacity building training as needed;
vii. Liaise and maintain continuous communication with the AfDB;
viii. Ensure regular monitoring of the status of project activities (through the preparation and updating of implementation plans and schedules, operations manuals, disbursement projections, etc.), including preparation and transmission of comprehensive periodical financial and activity reports to the AfDB in line with the Protocol Agreements and other relevant documentation;
ix. Coordinate and supervise the preparation and submission of withdrawal requests to the AfDB;
x. Participate and coordinate supervision missions of the AfDB; and
xi. Participate in other related activities as may be assigned by the ECREEE Executive Director.

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;
- Other relevant documents;

Competencies, qualifications, and experience
(a) The coordinator shall have at least a Masters Degree in Engineering, Economics, Finance, Business administration, or similar areas with a strong focus on sustainable energy and
i. At least 10 years post-qualification experience-;
ii. At least 5 years’ experience as project coordinator;
iii. Work experience in sustainable energy in West Africa, particularly as a Project Coordinator will be an added advantage;
iv. Experience working with ECOWAS institutions would be an advantage; and
v. Proven experience in participating in similar donor-funded projects (proven experience in working in AfDB projects would be an advantage).

(b) Other required skills and competencies include:
   i. Strong planning, organization and time management skills and ability to manage multiple tasks;
   ii. Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions;
   iii. Proficiency in preparing and presenting professional reports and analytical papers;
   iv. Able to communicate effectively in writing to a varied and broad audience simply and concisely;
   v. Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
   vi. Excellent analytical and organizational skills;
   vii. Works well in a team.
   viii. Fluent in either French or English language (both oral and written) and working knowledge of the other, as well as excellent communication and presentation skills, particularly in the preparation of written documents;
   ix. Very good interpersonal and communication skills, ability to manage relations with development partners, to work under pressure, and handle politically and culturally sensitive issues.

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 1 – PROJECT COORDINATOR”

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