

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT ADVISOR TO THE COMMISSIONER ENERGY AND MINES

1. Project Background

Motivated by the fact that 174.5 million ECOWAS citizens have no access to electricity (and 77 percent of them live in rural areas) and due to the strategic importance of energy in achieving sustainable development and poverty reduction in the ECOWAS region, ECREEE has designed a regional renewable energy off-grid project called the Regional Off-Grid Electrification Project (ROGEP) whose objective is to increase access to sustainable electricity services in the 15 ECOWAS and 4 Sahel region countries namely Cameroon, Chad, Mauritania and Central African Republic for household, businesses, in some instances, public health and education facilities in a pilot programme.

The project is funded by the World Bank and framed in the ECOWAS Program on Access to Sustainable Electricity Services (EPASES), directly contributing to the goals of the ECOWAS Regional Renewable Energy Policy (EREP) with a target to provide universal access to electricity to the region by 2030.

The project has two main components with subs:

Component 1: Develop a Regional Market - Technical Assistance activities to develop a regional market. ECREEE will implement this component in partnership with national governments of 19 project countries. ECREEE will follow a consultative process with its focal persons in the Ministry of Energy of all project countries and other ROGEP stakeholders to implement this component. ECREEE will undertake project launch workshops in all the 19 countries, during the preparatory and implementation phase to ensure participation of national, regional and international stakeholders in each project country. This will also involve providing grants to the private sector to support their growth and entry into new markets in the sub region.

Component 2: Access to Finance - This component will facilitate access to debt financing in support of the stand-alone solar systems market. This component will support (a) solar equipment distributors supplying stand-alone solar products to households and productive end users, (b) households and productive end users of solar equipment, and (c) energy service companies electrifying public institutions, such as schools and health centres. This will be implemented by a Regional Development Bank. Women entrepreneurs will have an equal level of access to financing. The key constraint for implementation of such programs has been identified as access to finance; consequently, this component will establish a line of credit facility for eligible private sector solar enterprises access and use to develop the market for off-grid electricity products and services in the project countries. The line of credit facility takes into account the existing challenges in the market related to access to finance such as lack of liquidity, lack of access to foreign exchange, and lender requirements such as collateral.

The first implemented phase has started in April 2019 and continue for a period of 5 years.

A Project Implementation Unit (PIU) was set up and is hosted at the ECREEE Secretariat in Praia, Cabo Verde.

The day to day project implementation activities are the responsibility of the Project Coordinator who reports to the Executive Director of ECREEE

The Executive Director of ECREEE reports directly to the ECOWAS Commissioner for Energy and Mines, who is also the Chairman of the ECREEE Board, the highest decision-making authority of ECREEE.

The Commissioner Energy and Mines will provide direct oversight on ROGEP Implementation. To this end, he will be supported by the Advisor.

2. Objectives

The objective of the consultancy is to give Advisory services and to vet all documents sent by the ROGEP PIU to the ECOWAS Commissioner for Energy and Mines for approval.

3. The Role of the Advisor

The Advisor shall advice and assist in all technical, administrative and financial aspects during the project preparation and, eventually, implementation in all 19 countries.

The Advisor will report directly to the ECOWAS Commissioner for Energy and Mines. The Advisor will work closely with the coordinator to facilitate clarification and ensure timely approval by the Commissioner of ROGEP PIU requests.

The specific tasks of the Advisor are:

- i. Follow up all the activities to be reviewed by the Commissioner and assure timely and economically effective implementation of the project;
- ii. Assist in the Review of the ROGEP work plan and budget on a semiannual basis;
- iii. Assist in implementing the annual performance audit of ROGEP implementation to confirm the project is being implemented as per the approved Project Operations Manual (POM);
- iv. Assist in the review of the procurement of goods and works, and for selection of consultant documents from the ROGEP PIU before requesting no objection from the World Bank;
- v. Follow up on behalf of the Commissioner the PIU related matters, including HR decisions, such as extension/termination/changing terms of PIU staff contracts before requesting no objection from the World Bank;

- vi. Assist in the review and approval process of the quarterly and annual project progress reports before submitting the reports to the World Bank;
- vii. Follow up the submission of the Interim Financial Reports (IFRs) to the ECOWAS Commissioner for Finance for approval before submitting it to the World Bank;
- viii. Assist the Commissioner, Energy and Mines of ECOWAS in his role of ensuring functionality and effectiveness of the ROGEP Grievance Redress Mechanism (GRM);
- ix. Ensure the effectiveness of the implementation of ROGEP POM;
- x. Follow up the preparation and submission of periodical financial and activity reports to the World Bank;
- xi. Follow up the preparation and submission of withdrawal requests to the World Bank;
- xii. Participate in other related activities as may be assigned by the Commissioner, Energy and Mines related to ROGEP Project.

Work implies frequent interaction with the following:

Representatives and officials in national and local governments, international organizations, regional intergovernmental organizations, non-governmental organizations, technical and scientific organizations, civil society, partners, private sector, commercial finance institutions, World Bank.

The Advisor will review the following reports and will ensure timely submission to the project stakeholders.

- Quarterly Interim reports
- Annual Report
- Project Audit Report (Financial and Performance)

4. Deliverables

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;
- Contribute to Project Quarterly interim reports;
- Contribute to the Project 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;

5. Qualifications and experience

- (a) The Advisor shall have at least a Master degree in engineering, Business Administration, Management, Economics or similar areas with a strong focus on sustainable energy and
- i. at least 10 years post qualification experience in project management;
 - ii. Specific experience in off-grid standalone renewable energy projects in West Africa, specifically in providing technical assistance and capacity building to public and private stakeholders, in improving policy and regulatory framework and business promotion;
 - iii. Work experience in sustainable energy or project management;
 - iv. Proven experience in participating in similar donor funded projects (proven experience in working in World Bank 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. Proficient communication in read, oral and written English and French. Ability to communicate in Portuguese can be an advantage;
 - v. Very good interpersonal and communication skills, ability to manage relations with development partners, to work under pressure and handle politically and culturally sensitive issues.

Citizens of an ECOWAS member state are particularly encouraged to apply for this consultancy.

6. Resources and Facilities

The Advisor will work closely with the Commissioner, Energy and Mines and the ECREEE Executive Director. In this respect, strong communication skills will be required.

7. Location and duration of services

The consultant will be initially engaged for Two (2) years.

At the expiration of this, based on her/his performance, she/he may be engaged for up to four 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 the ECOWAS Commission, Office of the Commissioner, Energy and Mines in Abuja, Nigeria.

The consultant is expected to be available full time.

Travels inside and outside the country will be required and ECOWAS shall be responsible for providing the Consultant with return air tickets and per diem for any field mission undertaken during his assignment in line with ECOWAS's travel policy.

The Advisor will be appraised at least each year by the Commissioner during the elaboration of the annual work plan and eventual gaps and needs addressed immediately to continue to have a fully performing team.