



Terms of Reference

Post Title: Consultancy for Editing of Energy Related Policy Documents in English/French/Portuguese

Type of Contract: Consultancy

Duration: 26th October 2015– 06th December (end date depending on lot)

Duty Station: Home Based

Deadline of submission: 16th October 2015

I BACKGROUND

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) is a specialized organization of the Economic Community of West African States (ECOWAS) with the mandate to contribute towards the sustainable development of the West African region through the establishment of enabling environments for renewable energy and energy efficiency market development.

In July 2013, the Authority of ECOWAS Heads of State and Government renewed its commitment to the provision of access to sustainable energy services in West Africa by adopting the ECOWAS Renewable Energy Policy (EREP) and the ECOWAS Energy Efficiency Policy (EEEP).

The policies include a broad range of RE&EE measures to be implemented at regional and national levels, and represent the ECOWAS contribution to the achievement of the Sustainable Energy for All (SE4ALL).

In order to implement the regional RE and EE policies and the SE4ALL Initiative in West Africa, ECREEE has developed a regional framework for the development, implementation and monitoring of National Renewable Energy Action Plans (NREAPs), National Energy Efficiency Action Plans (NEEAPSs), and SE4ALL Action Agenda to ensure attainment of the regional targets by 2020 and 2030 in the ECOWAS Member States.

This framework was discussed and adopted by the Member States at a regional meeting held in March 2014 in Abidjan, La Côte d'Ivoire. Since then, comprehensive action plans have been developed by all ECOWAS countries. These Action plans are now being finalized and require editing before being published.

II SCOPE OF THE WORK

ECREEE is seeking to recruit a resourceful agency, company or individuals who provide proofreading and editing services for energy-related policy documents namely, the National Renewable Energy Action Plans (NREAPs), National Energy Efficiency Action Plans (NEEAPSs), and SE4ALL Action Agenda which have been developed by the 15 ECOWAS countries. The consultant will carefully

and meticulously examine, and edit documents, scrutinize for wordiness, repetitions, clarity, punctuation, grammatical usage and factual errors, inconsistencies, and unsightly production problems that could confuse and/or mislead readers. Minor changes to the action plan should be inserted as tracked changes in the text (version 1), whereas recommendations for more substantial changes that may require discussion with and approval by the respective government will be made in a separate version (version 2).

In addition to the Action plans, the consultant is requested to edit the website content of the newly developed SE4ALL Website where all the Action Plans will be published (Lot1a). The task shall be carried out to ensure that the text is easy to read, the words are clear, concise and straightforward, and free of unnecessary technical jargon, management-speak and long-winded phrases as well as texts free of typos and errors.

III ACTIVITIES, DELIVERABLES AND TIME SCHEDULE

The activities should start on 26th of October.

The following activities, deliverables and tentative timeline are foreseen as shown in the table.

Work Package 1:

No.	Activities	Language	Estimated Scope	Timeline to deliver
Lot 1a: English				
1	Edit 3 Action Plans of Sierra Leone	English	NREAP: 80 pages NEEAP: SE4ALL:	16 November
2	Edit 2 Action Plans of The Gambia	English	NREAP: NEEAP:	16 November
3	Edit Website text	English	Xxx pages	16 November
Lot 2: Portuguese				
1	Edit 3 Action Plans of Cabo Verde	Portuguese	NREAP: 60 NEEAP: 72 SE4ALL:61	16 November
2	Edit 3 Action Plans of Guinea Bissau	Portuguese	NREAP: 39 NEEAP: 38 SE4ALL:38	16 November
Lot 3a: French				
1	Edit 2 Action Plans of Burkina Faso	French	NREAP: 59 NEEAP: 61	29 November
2	Edit 3 Action Plans of Benin	French	NREAP: 60 NEEAP: 67 SE4ALL: 31:	29 November
3	Edit 3 Action Plans of Mali	French	NREAP: 116 NEEAP: 92 SE4ALL: 46	29 November

4	Edit 3 Action Plans of Niger	French	NREAP: 73 NEEAP: 53 SE4ALL: 37	29 November
5	Edit 3 Action Plans of Togo	French	NREAP: 124 NEEAP: 55 SE4ALL: 64	29 November
6	Translate Website text into French	French	Xxx pages	29 November

Work Package 2:

No.	Activities	Language	Scope	Timeline to deliver
Lot 1b: English				
3	Edit 3 Action Plans of Nigeria	English	NREAP: NEEAP: SE4ALL:	27 November
4	Edit 3 Action Plans of The Liberia	English	NREAP: NEEAP: SE4ALL:	27 November
5	Edit 3 Action Plans of Ghana	English	NREAP: 52 NEEAP: 32 SE4ALL:66	27 November
Lot 3b: French				
1	Edit 3 Action Plans of Senegal	French	NREAP: NEEAP: SE4ALL	6 December
2	Edit 3 Action Plans of La Côte d'Ivoire	French	NREAP: NEEAP: SE4ALL	6 December
3	Edit 3 Action Plans of Guinea	French	NREAP: NEEAP: SE4ALL	6 December

IV REPORTING AND COORDINATION

The company/individuals will report directly to the SE4ALL and Policy team and will provide regular updates on the process of the work. Strict adherence to deadlines will need to be met.

V LOCATION OF TECHNICAL SERVICES AND MISSIONS

The assignment is home-based, with constant communication and knowledge exchange with ECREEE projects officers through Skype, telephone, email, etc.
No travels are envisaged in the region.

VI LANGUAGE OF WORK

The day to day working language with the project team is English. For the editing services, native speakers of the respective languages are desired.

VII FORM AND EVALUATION OF PROPOSALS

Quotations will be evaluated according to best value for money principle.

QUALIFICATION REQUIREMENTS	EVALUATION CRITERIA
<p><u>Profile of Consultant/Team</u></p> <p>The consultant/team is expected to have the following profile:</p> <ul style="list-style-type: none"> • Company, institution or individual consultant • Demonstrated knowledge of and experience in editing energy related texts • Previous involvement of the person/team in complex assignments with a similar scope and focus; <p><u>FORMAL AND LEGAL REQUIREMENTS</u></p> <ul style="list-style-type: none"> • Licenses/Authorizations/Quality-Standards: The Contractor should provide a copy of relevant licenses and/or authorizations, where applicable, enabling the individual/company to perform the required services/work required; include quality standards if applied; • All working files will become the property of ECREEE; 	<p>The best offer will be determined as follows:</p> <p><u>80% Quality of technical part</u></p> <ul style="list-style-type: none"> - Qualification of consultant/team; - Quality and quantity of track-record of work experience in the required field; - Quality of proposed methodology: shows clear understanding of all technical aspects related to services requested. It provides a plan and gives an outlook on the provided solutions to achieve the set objectives and meet all the requirements - Experience in the respective energy terminology <p><u>20% Financial part</u></p> <p>For the evaluation of the best financial offer the following costs will be considered:</p> <ul style="list-style-type: none"> a. Personnel Costs: budget table according to the expert diagram (showing the individual daily fees of experts in Euro; inclusive of all taxes, duties, contract tax, service tax, VAT etc.).

VIII TERMS OF PAYMENT

Payments will be made in accordance with the table of deliverables.

50% upon delivery of the deliverables under Work Package 1 for English and French

50% upon delivery of the deliverables under Work Package 2 for English and French

100% upon delivery of the deliverables under Work Package 1 for Portuguese

Quotations should clearly state the unit costs of editing per ACTIVITY and LOT (see numbering above). Companies who offer a package of all three languages shall still outline the unit costs per country.

Kindly submit your quotation latest by 16th October 2015, 17:00 Hrs (Cape Verde Time) to: ECOWAS Centre for Renewable Energy and Energy Efficiency

Achada Sto. António, ECREEE Bld, 2nd Fl. C.P 288, Praia, Cabo Verde

Or

Via email (individual email size not exceeding 10 MB) at: policy@ecreee.org

In case of any clarifications / doubts - please write to policy@ecreee.org with subject-line 'Query on Quotation for editing and proofreading, design and layout'. We are unable to answer queries by telephone.

For further information regarding technical matters, please contact vmonteiro@ecreee.org or tel: +238 2604662.

No payment will be made where there is outstanding information/work by the service provider/s.

IX PROCEDURES FOR SUBMISSION OF PROPOSALS

The selection of the qualifying proposals will be at ECREEE's sole discretion. ECREEE does not bind itself to accept any particular bid/proposal, and reserves the right not to appoint the service provider.