



ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE)

TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANT

Project:	ENERGy access and green transition collaboratively demonstrated in urban and rural areas in AfrICA (ENERGICA)
Job Title:	Sustainable Energy Expert
Contract Type:	Individual Contract
Duty Station:	Praia, Cabo Verde
Duration of Assignment:	One (1) year renewable for a total of up to thirty-two (32) months
Lump-sum Contract:	EUR 36,000.00 - EUR 48,000.00

1. Project Background

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) is implementing ENERGY access and green transition collaboratively demonstrated in urban and rural areas in AfrICA (ENERGICA) project under the EU Horizon Initiative.

ECREEE is one of the twenty-eight (28) organizations implementing the ENERGICA project.

The project aims to demonstrate the efficient implementation of renewable energy technologies to match local contexts' needs. Three different demonstration sites will rely upon local Energy Transition Boards (ETB) which will manage community-scale Integrated Community Energy Systems (ICESs). Based on these methodologies and respective innovative technologies, ENERGICA will demonstrate positive social, environmental, technical, and economic impacts from the high energy-efficiency and low carbon emission RETs.

The project will develop innovative and tailored solutions on productive use systems through innovative nano-grids in rural Madagascar, low-tech efficient biogas system, coupled with water purification demonstrated in peri-urban Sierra Leone, and solar powered E-mobility solution for boda-boda in urban Kenya. ENERGICA aims to reach a powerful market uptake and wide replication during and after the end of the project, with strong environmental and socio-economic local benefits. The innovative business models developed in one of the work packages will support this movement for local market uptake while some of the solutions will

even rely upon local production and manufacturing, and local business and workforce participating to capacity building activities. It is envisaged that ENERGICA will strengthen the joint EU-AU climate change and sustainable energy partnership effort and contribute to fighting climate change as well as improving health and social conditions in the demonstration sites and beyond.

ENERGICA project is composed of 11 work packages:

1. Specifications and on-site studies
2. Co-creation of the demonstrators
3. Sustainable social and environmental ecosystems
4. Nano-grids and WEF nexus
5. Frugal technologies and low-tech solutions
6. Urban grid flexibility through electric mobility
7. Techno-economic and feasibility study
8. Social and environmental assessment
9. Replicability and scaling-up
10. Communication, Dissemination and Exploitation
11. Management

ECREEE is a team member in several of the work packages. ECREEE activities will be more focus on the Sierra Leone Context.

The project was launch in November 2021 for 48 months

To fulfil these obligations, under ENERGICA and for the better implementation of activities in which ECREEE is involved, ECREEE is seeking to recruit a senior consultant in the sustainable energy field (covering experience renewable energy, gender, and climate change). The consultant will be based in Praia, Cape Verde and will be responsible for the daily planning, implementation, monitoring and reporting of the project's activities. As an ECREEE project, activities under ENERGICA will be implemented in coordination with ECREEE technical programs (Renewable Energy, Gender Mainstreaming, etc).

2. Job description

The primary responsibility of the Sustainable Energy Expert recruited for this project is to execute ECREEE's responsibilities under the ENERGICA project in a timely manner and maintaining the highest quality. In addition, the Expert will work in ongoing initiatives of ECREEE that complement this project.

The specific duties and responsibilities of the Sustainable Energy Expert include:

- Develop, implement, and coordinate annual workplans and activities of ECREEE work packages and tasks under ENERGICA in relation with work packages and tasks leaders:
- Oversee daily management of relevant parts of the project - both organizational and substantive matters – budgeting, planning and general monitoring of the

- project in close collaboration with the ECREEE Renewable Energy Program Officer (Technology) and under the supervision of the Director of Operations (DoO);
- Develop information, communication, and education (IEC) materials and ensure regular dissemination of project implementation;
 - Prepare terms of reference for national and international consultants and subcontractors as needed;
 - Monitor and guide the subcontractors for compliance with the agreed work plan;
 - Develop and implement 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 ENERGICA;
 - Participate in the ENERGICA project Monthly and Annual Consortium meetings;
 - Monitor the expenditures, commitments, and balance of funds in line with the annual work plan and reporting requirements;
 - Develop periodic project progress reports, timesheets, as well as any other reports requested under the project Consortium Agreement and by ECOWAS Monitoring & Evaluation Unit;
 - Build new partnerships with relevant institutions and identify funding opportunities for replicating and scaling up the project across West Africa.
 - Undertake any other actions requested by his/her supervisor, the Director of Operations (DoO). and the Executive Director;
 - Coordinate ECREEE Climate Change Program;
 - Coordinate with the communication officer to ensure a proper dissemination of the activities implemented and deliverables achieved.

3. Expected deliverables

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

- 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;
- Timesheets
- 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;
- Etc..

4. Qualifications and experience

The sustainable Energy Expert shall have:

- At least a master's degree: in Energy engineering, Environment, Climate Change, Business administration, or similar areas with a strong focus on sustainable energy
- At least 8 years post-qualification post qualification experience in sustainable energy.
- At least 3 specific experiences in Clean Energy technologies projects used in the ENERGICA project (minimum one of them among these areas: the Water Energy and Food Nexus, Biogas production technology and E-mobility),
- At least one specific experience in Climate Change activity/project and or Social and Environmental Impact Assessment.)
- Sufficient knowledge of the ECOWAS energy landscape: policies, legal and regulatory frameworks, including the sustainable energy policies developed by ECREEE.
- Proven experience in participating in similar donor-funded projects.
- Experience working with ECOWAS institutions would be an advantage.
- Fluent in English (both oral and written) and excellent communication and presentation skills, particularly in the preparation of written documents. Knowledge of a second ECOWAS Language is an advantage.

Other required skills and competencies include:

- Experience in System Dynamic modelling
- Complex Scenario definition
- Co-design methodologies
- Experience in Nexus modelling
- Multidisciplinary approach in research
- Interactions with ECOWAS or AU based initiatives
- Policy development capacity
- Stakeholders' inclusion in governance definition processes
- Stakeholders' engagement strategies
- Project replication in complex environments
- Training about Nexus topics
- Communication & Dissemination
- Multi impact assessment
- 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
- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- Works well in a team

5. Duration and Location of Services

The consultant will be initially engaged for one (1) year. At the expiration of this, based on her/his performance, s/he may be engaged for the remaining duration of the project 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 ECREEE Secretariat located in Praia, Cabo Verde.

6. Electronic applications

The electronic application contains the following documents:

- Detailed CV and Cover Letter
- Track record of assignments of similar scope and focus (list of int. projects and descriptions)
- Scanned copy of highest university certificate and other technical certifications, licenses and quality standards related to the assignment.

Interested candidates should submit the above documents electronically to ECREEE using the following email address **ONLY:** energicaproject@ecreee.org, clearly indicating in the subject **“Sustainable Energy Expert-ENERGICA Project”**.

Deadline for Submission: 7 April 2023, 23h59 Universal Time.