

## **TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT PROJECT IMPLEMENTATION UNIT COORDINATOR FOR ROGEP**

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### **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 by household, productive uses of energy businesses and 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) has been set up and hosted at ECREEE in Praia, Cabo Verde.

This assignment is FULL TIME and located at the ECREEE Secretariat in Praia, Cabo Verde. The Project Coordinator will report to the Executive Director of ECREEE in accordance with the Project Operation Manual (POM).

## **2. Objectives**

The Project Coordinator will be responsible for the overall management and coordination of the PIU under the supervision of the Executive Director of ECREEE during preparation and implementation of ROGEP. She/he would be responsible for the quality of technical, operational, organizational and administrative activities needed for efficient project implementation.

## **3. The Role of the Coordinator**

The PIU Coordinator has to provide leadership and is responsible for the general management and control of the operations of the project implementation team/consultants on a day-to-day basis in accordance with implementation plans in all 19 countries. The Coordinator will have to liaise with the Advisor to the ECOWAS Commissioner of Energy and Mines to ensure the oversight role of ECOWAS is streamlined. The Coordinator will be responsible to establish relationship with BOAD – the other implementing agency of ROGEP, which needs to be supported with ROGEP funds for various technical assistance and capacity building activities to develop the access to finance activities in West Africa. The Coordinator will liaise with the World Bank on a regular basis.

### **The specific tasks of the Coordinator are:**

1. Ensure efficient functioning of the Project Implementation Unit (PIU) and consultants;
2. Coordinate and manage the PIU's activities during the project's preparatory and implementation phases;
3. Report regularly to the Executive Director of ECREEE on the overall progress and results against operating and financial objectives;
4. Provide strategic support and oversight in all administrative and financial matters and monitor cost effectiveness, implementing corrective actions as needed;
5. Ensure that procurement and financial operations are conducted in accordance with the procurement and financial rules and procedures of the World Bank;
6. Be abreast with the status of other relevant projects funded by the World Bank or other development partners, and engage implementers in order to identify areas of collaboration that could generate maximum impact;
7. Ensure coordination and efficient integration of all activities and deliverables of ROGEP in the 19 project countries;
8. Oversee and coordinate with the Executive Director of ECREEE and the Advisor of the Commissioner for Energy and Mines of ECOWAS, the recruitment and human resource management of the PIU staff and international/national consultants;

9. Oversee the update of the Project's Operational Manual when modifications or supplements to them are needed;
10. Represent the PIU in its relations with the national and international organizations and institutions, donors and persons that provide finances, other legal entities and individuals, projects' beneficiaries, etc;
11. Ensure coordination of the West African Development Bank (BOAD) activities and support them through providing ROGEP funds to implement the financial intermediary role of BOAD and to support access to finance activities;
12. Serve as the PIU focal point in all interactions with the Advisor to the ECOWAS Commissioner for Energy and Mines, as well as between the PIU and the World Bank team;
13. Interact with the World Bank representatives, the Executive Director of ECREEE and Advisor to the Commissioner for Energy and Mines on matters pertaining to implementation of ROGEP, consultation and coordination, and the activities of the consultants;
14. Provide guidance to the PIU staff and consultants, as needed, based on the feedback received through periodic consultations with the WB team;
15. Monitor the implementation of ROGEP activity and, procurement plans and, ensure all stakeholders are informed about and participate in all relevant activities;
16. Supervise the identification of needs, design and delivery of Technical Assistance to private enterprises, public institutions and Commercial Financial Institutions? and provide capacity building training as needed;
17. Coordinate the implementation of ROGEP tasks in a timely manner so as to achieve the progress toward the project milestones and propose appropriate adjustments, if necessary in all 19 countries;
18. Support the Monitoring and Evaluation Expert to effectively coordinate the monitoring, evaluation and reporting of project results;
19. Participate in other related activities as may be assigned by the Executive Director and, ECOWAS Commissioner for Energy and Mines;

The Coordinator will organize and supervise the PIU to prepare and submit periodic reports including:

- i. Monthly Reports,
- ii. Quarterly interim report, and
- iii. Annual reports.

**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, development and commercial finance institutions, development partners and the World Bank Group.

#### **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;
- Lead in the compiling of the PIU Quarterly interim reports;
- Lead in the compiling of the PIU 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.

#### **5. Qualifications and Experience**

The Coordinator shall have a minimum Masters Degree in Engineering, Finance, Business Administration, Development Finance or similar areas with a strong focus on sustainable energy and:

- i. At least, 12 years of project management, finance experience and at least 3 years of work experience in sustainable energy;
- 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 in West Africa (at least 3 different countries); Knowledge of social and gender inclusion for energy project, will be an advantage;
- iv. Proven experience in funds raising with donors;
- v. Proven strong negotiations skills;
- vi. Proven experience in participating in similar donor funded projects (proven experience in working in World Bank projects would be an advantage).

#### **Other required skills and competencies include:**

- i. Strong planning, organization and time management skills and ability to manage multiple tasks;
- ii. Ability lead multi-disciplinary team, provide guidance, and recommend actions;
- iii. Proficiency in preparing and presenting professional reports and analytical papers;
- iv. Fluency in read, spoken and written English and French is required. Ability to communicate in Portuguese is an advantage.
- v. Demonstrated ability in team management and collaboration;
- vi. 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 and project countries are particularly encouraged to apply for this consultancy.

#### **6. Resources and Facilities**

The Coordinator will work closely with the Advisor of the ECOWAS Commissioner of Energy and Mines and the Executive Director of ECREEE on the basis of resources provided for under the budgeting system and of Procurement Guidelines of World Bank accordingly agreed upon. In this respect, strong and interpersonal communication skills will be required.

#### **7. 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;
- Travels inside and outside the country will be required and ECREEE shall be responsible for providing the Consultant with return air tickets and per diem for any field mission undertaken during her/his assignment in line with ECREEE's travel policy.