



Terms of reference

Consultancy Services For In-House Training in Fund Mobilisation

Location: Onsite (Praia, Cabo Verde)

Submission deadline: no later than 23:59 hrs (GMT) on the 03rd April 2023.

1. Introduction

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) became operational in 2010 with funding from the ECOWAS Commission and donors such as the Austrian Development Agency (ADA), Spanish Agency for International Development Cooperation (AECID) and technical assistance from the United Nations Industrial Development Organization (UNIDO). Since then, ECREEE has expanded its network of donors and partners to more than twenty (20) organizations covering both financial and technical areas of partnerships.

Through these collaborations ECREEE developed four regional sustainable energy policies¹, established grant facilities to support development of clean energy projects, implemented several capacity development initiatives including a certification program, developed knowledge materials and knowledge management tools, organized events to raise awareness of sustainable energy benefits, among others.

¹ These include the ECOWAS Renewable Energy Policy, ECOWAS Energy Efficiency Policy, ECOWAS Policy for Gender Mainstreaming in Energy Access, and the ECOWAS Bioenergy Policy.



Primarily soft activities² or micro/small-scale hard energy projects, the activities implemented by ECREEE over this period (10+ years) have been geared towards stimulating and supporting the budding growth of the sustainable energy sector in West Africa. Considering the current stage of the sector's development, ECREEE's focus is widening to include support for the development of concrete/hard energy projects, larger in scale and involving a public-private partnership (PPP) arrangement. Such a shift will require ECREEE to engage new kinds of partners, while strengthening the ongoing funding relationship with the Centre's current donors.

It is against this background that ECREEE is launching this tender **for consultancy services for in-house training in fund mobilisation**. The aim of this is to train, equip and prepare the ECREEE technical staff to successfully mobilise funds in line with these new areas of interest, from new and current donors.

2. Objective and Scope of work

2.1 Overall and specific Objectives

The overall objective of this assignment is to deliver a 3-day onsite training programme for the ECREEE technical staff on mobilizing funds for concrete/hard energy projects, that are from mid to large in scale and may require a public-private partnership (PPP) to execute. The training programme must include both theoretical and practical components.

The specific objectives are:

- i. Review projects in the ECREEE Policy Projects (EPP³), suggests new projects and develop project pipeline prioritized for fund mobilisation.
- ii. Develop, and train staff on, templates (e.g., teaser, Executive Summary) for fund mobilisation outreach and engagement with possible partners.
- iii. Review and update list of donors and partners to include relevant partners for outreach.
- iv. Organize practical sessions with at least one financial partner.

² Soft activities include policy development, capacity building, awareness raising – these are activities whose results contribute to increasing renewable power generation indirectly. Hard activities or energy projects are those projects that results directly in increasing renewable power generation, e.g., constructing a solar, wind or hydro power plant.

³ ECREEE Policy Projects (EPP) are hard infrastructure projects contained in the four policies developed by ECREEE.



2.2 Scope of Work

The scope of work is divided into three (3) stages:

- A. Background/Preparatory work
- B. Project Pipeline
- C. Fund Mobilisation practical training

A. Background/Preparatory work (offsite)

The activities here are crucial as it will set the stage for the training modules, methodology and outcomes.

Firstly, considering ECREEE's legal and operational characteristics (i.e., an intergovernmental organization, non-profit, non-investor, etc.), the consultant's background study will review ECREEE's unique role in mobilizing funding for development of hard energy projects in West Africa (ECREEE's niche).

Secondly, the consultant will review the current fund mobilisation strategy to assess its adequacy in line with these expanded areas of interests. The analysis should provide insights as to what needs to change (or be strengthened) from ECREEE's current fund mobilisation strategy, if necessary.

Thirdly, the consultant will conduct scoping and provide an overview of project themes currently receiving most funding (may or may not be aligned with ECREEE's expanded areas of interests). This should be assessed against the sort of institutions mobilising funding, i.e., like ECREEE – legal and operational characteristics or not. The project themes should be compared with ECREEE's current project pipeline.

Fourthly, based on these expanded areas of interest, the consultant will identify partners that ECREEE must focus on. The selection of partners will be based on their track record in funding projects of similar themes and funding institutions like ECREEE (with similar mandates, legal and operational characteristics). Also, the information should include key funding criteria from those partners.



The key deliverable here is a concise report of not more than 20 pages, excluding annexes.

B. Project Pipeline development (offsite and onsite)

Prior to the onsite training the consultant will be expected to produce project templates for fund mobilisation. Templates should be according to different stages of the fund mobilisation cycle (e.g., teaser for first engagement).

Onsite, the staff will be trained on the importance of varying level of details of the project templates and at what stages to introduce new levels of details as well as key information that must be present in project outreach documents at different stages of outreach (e.g., use of metrics, inclusion of environment and social results, etc.). Practical sessions onsite will include guiding staff to develop their own project documents from the EPP using the templates.

In addition, under this area of activities the final list of projects for the EPP (based on the results from the background study and exchanges with staff) will be agreed on onsite as well as the total funding size needed for mobilisation in the next 3 years.

C. Fund Mobilisation practical training (onsite or offsite)

The intent here is for the consultant to organize a virtual session between ECREEE and a prospective partner from the list of prospective partners to be developed by the consultant under Section A. This is a practical component of the training, which will enable the trainees appreciate the theoretical aspects covered during the onsite presentations.

The result is not to mobilise funding for ECREEE, and meeting sessions/engagement will not need to last till a funding agreement is reached between ECREEE and the prospective partner. This is for demonstration purposes only.



3. Experience, qualification, and competencies

3.1 Experience

The assignment is meant for a seasoned, fund mobilisation professional with track record of successfully raising funds for institutions like ECREEE.

Key experience include:

- At least eight years' experience in mobilising funds for non-profit institutions, intergovernmental organizations, donors, etc.
- At least five years' fund mobilisation experience in Africa.
- Expertise in developing and maintaining good relationships funding partners/institutions.
- Experience working in the sustainable energy sector (with gender and climate mainstreaming experience included).

3.2 Qualification

The individual consultant must have at least a master's degree in Business Administration, International Relations, Economics, Marketing, Social Sciences, Communication, or related fields

3.3 Skills and Competencies

The desired competencies include:

- Advance research skills (logical/critical thinking and problem solving).
- Ability to adapt/result oriented.
- Proposal development/ writing.
- Negotiation and Communication/Active listening.
- Attention to detail.

4. Deliverables

The total duration of the assignment is 25 working days. The first 15 working days will be spent on the preparatory work prior to the training in Praia and the rest of the 10 working days will be divided between the 4-day training in Praia, the practical fund mobilisation training and submission of final report.



The output schedule is as follows:

	Stages	Tasks/Deliverables	Workdays
1	1 st half	Inception report, Background Report, templates, training materials, list of partners for outreach.	15
2	2 nd half	Pipeline of priority EPP, final report (should include pre and post training assessment results).	10
		Total	25

5. Submission of Proposal

Technical and financial proposals (in **USD only**) should be submitted via email to fmobilisation@ecreee.org latest by **23:59 hrs (GMT) on the 03rd April 2023**.

Email submissions or enquires should have the subject line: **CONSULTANCY SERVICES FOR IN-HOUSE TRAINING IN FUND MOBILISATION”**.