



Terms of reference

Individual Consultant for technical support of projects

Location: Onsite (Praia, Cabo Verde)

Submission deadline:

05 April 2023, 23h59 Cape Verde local time

Programme:	Renewable Energy Programme
Job Title:	Technical Expert
Contract Type:	Individual Consultancy Contract – Lump Sum
Duty Station:	Praia, Cabo Verde
Duration of Assignment:	01 year, renewable annually for a total of 30 months, subject to fund availability
Lump-sum Contract:	EUR 48,000.00 – EUR 60,000.00

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.

ECREEE’s work could be divided into 12 programs that fostered and supported the promotion of Renewable Energy and Energy Efficiency in the ECOWAS Region. As a result of the continuous adaptation of the centre to the new tendencies and ways of addressing the needs of the communities, some new areas of work need to be strengthened, as may be the capacities to work on topics related to the **Water, Energy and Food Nexus, Circular Economy and their link to Climate Change**.

Two projects in these areas are about to be launched in this first quarter of 2023 in line with an MOU recently signed between ECREEE and one of his supporting partners, Spanish Agency for International Development Cooperation (AECID). These projects, “*Regional Pilot Project on Circular Economy. Transition to a clean energy circular economy through the optimization of energy-intensive value-chains in the high-impact sectors*” and “*Water and Energy for Increased Food Security and Socio-Economic Development*”, will require the support of a Technical Expert that will work with the Project Coordinator for the preparation and implementation of project activities in various ECOWAS countries. S/he will report to the Project Coordinator and the Executive Director of ECREEE.

The person will also give support to ECREEE Climate Change Program (ECCP) under the directions of the Program Officer in charge.

It is against this background that ECREEE is launching this tender **for the hiring of an Individual Consultant for technical support of projects**.

2. Background

The project “*Regional Pilot Project on Circular Economy. Transition to a clean energy circular economy through the optimization of energy-intensive value-chains in the high-impact sectors*” is a 26 month project to be deployed in 4 different countries of ECOWAS region, that is, Benin, Burkina Faso, Nigeria and Senegal. Through this project, ECREEE and AECID intend to enhance livelihood in targeted rural communities and improve the source of economy by improving energy efficiency in energy-intensive agribusiness sectors, creating employment and through the adoption of technological innovations in circular economy in value-chains where women are well-represented.

Additionally, the project “*Water & Energy for Increased Food Security and Socio- Economic Development. Promoting Clean Cooking Solutions and Solar Technologies*” is a 30 month project to be deployed in 3 different countries of ECOWAS region, that is, Cabo Verde, Guinee Bissau and The Gambia. Through this project, the transition to sustainable energy solutions will support the development and improvement of agriculture value-chains, health and educational facilities. This will contribute to the socio-economic development of local communities in urban and peri-urban areas.

A summary of the main activities that are planned for the two projects is:

1. Provision of clean energy solutions (different type of equipment and services depending on the project).
2. Capacity building in the use of clean technologies.
3. Awareness-raising on alternative energy, energy efficiency.
4. Communication materials for scale-up and replication.

Since these two ECOWAS/AECID funded projects will spur the adoption of low carbon technologies in the communities, they will contribute to building resilience and mitigating the negative effects of climate change in the region, one of the main objectives of ECCP.

The ECCP contributes towards the achievement of the sustainable development goals of the ECOWAS sub-region by supporting ECOWAS countries to mitigate the impacts of climate change through the deployment of renewable energy and the implementation of energy efficiency measures while enhancing the social, economic and energy security benefits.

Through the program, ECREEE promotes low carbon development (LCD) taking into account that LCD gives rise to opportunities to carry out socio-economic development in a more sustainable manner, via the deployment of clean and modern renewable energy technologies thus meeting the sub-region’s energy access and energy security challenges.

In the backdrop of recent climate change developments, particularly relating to advancement of discussions on loss and damage and the increasingly recognized role of adaptation, the ECCP is taking a stronger position on supporting ECOWAS Member States to strengthen their adaptative

capacity in the renewable energy sector. In addition, the ECCP will prioritize activities that enable Member States to attract and mobilize investment and financial instruments (e.g. insurance) for climate smart solutions in the sustainable energy sector and sectors intersecting with energy (agriculture, water, infrastructure, etc.). Under the ECCP, the expert will contribute to devising and implementing initiatives that increase awareness of, and build capacity for implementing, adaptation opportunities in the renewable energy sector, developing a pipeline of sustainable energy adaptation projects, among others.

3. Job Description

The primary responsibility of the Technical Expert recruited for this project is to support the Project Coordinator in the execution of ECREEE's responsibilities under the aforementioned projects in a timely manner and maintaining the highest quality. In addition, the Technical Expert will work in ongoing initiatives of ECREEE that complement this project.

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

- Assist in the preparation of terms of reference for national and international consultants and subcontractors as needed.
- Support in the evaluation of proposal of national and international consultants responding to ECREEE's calls of tenders.
- Monitor and guide the subcontractors for compliance with the agreed work plan.
- Develop periodic project progress reports, as well as any other reports requested by the Project Coordinator and by ECOWAS Monitoring & Evaluation Unit.
- Develop information, communication, and education (IEC) materials to support regular dissemination of project implementation.
- Organise and attend to stakeholders' engagement meetings and specific trainings and capacity building workshops required for the project.
- Produce Back-to-office reports and Monthly reports of tasks performed and deliverables achieved.
- Develop Technical reports on workshops and technical assistance activities, where required by the Project Coordinator.
- Build new partnerships with relevant institutions and identify funding opportunities for replicating and scaling up the project across West Africa.
- Identify suitable intervention areas and approaches for ECREEE to support the implementation of the project, and future prospects.
- Undertake any other duty that may be assigned to him/her by his/her supervisor, the Director of Operations and the Executive Director.

4. Competencies, qualifications, and experience

The Technical Expert shall have at least a master's degree in one of the following fields: engineering in Energy, Agriculture, Environmental or Climate Change, Economics, Finance, Business administration, or similar areas with a strong focus on sustainable energy and:

- i. At least 10 years post-qualification experience.
- ii. At least 3 specific experiences in Clean Energy technologies projects implementation or design (minimum one of them among these areas: the Water Energy and Food Nexus, sustainable food production and / or Climate Change).
- iii. Experience working in ECOWAS Member States or with ECOWAS institutions would be an advantage; and
- iv. Proven experience in participating in similar donor-funded projects would be an advantage).

Other required skills and competencies include:

- v. Strong planning, organization and time management skills and ability to manage multiple tasks.
- vi. Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions.
- vii. Proficiency in preparing and presenting professional reports and analytical papers;
- viii. Able to communicate effectively in writing to a varied and broad audience simply and concisely;
- ix. Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- x. Excellent analytical and organizational skills.
- xi. Works well in a team.
- xii. Ability to undertake research and lead strategic dialogue on key development issues.
- xiii. Fluent in two (2) ECOWAS working languages (both oral and written) and excellent communication and presentation skills, particularly in the preparation of written documents;
- xiv. Very good interpersonal and communication skills, ability to manage relations with development partners, to work under pressure, and handle politically and culturally sensitive issues.

Qualified female applicants are highly encouraged to apply - ECREEE's work environment is woman / diversity-friendly.

5. Duration and Location of the Services

The consultant will be initially engaged for 1 year. At the expiration of this, based on her/his performance, s/he may be engaged for up to two more years based on the availability of funding and performance. 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 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 application with the above documents by e-mail through: technicalexpert@ecreee.org clearly indicating in the subject: “Technical Expert for Circular Economy and WE4F Projects”. **Deadline for Submission: 05 April 2023, 23h59 Cape Verde local time (0:59 GMT).**