



REQUEST FOR PROPOSALS (RFP) AND TERMS OF REFERENCE

CONSULTANCY SERVICES  
FOR  
EVALUATION OF THE ECOWAS PROGRAMME ON GENDER  
MAINSTREAMING IN ENERGY ACCESS  
(ECOW-GEN) IN ECOWAS COUNTRIES

**Expertise:** Monitoring and Evaluation (M & E), energy access, gender mainstreaming, videography

**Location:** Home based, with possibility to travel to selected countries

**Duration:** 100 working days

**Deadline for proposal submission:** 16 April 2019



## 1. Introduction

In 2013 ECREEE created a flagship programme entitled: ECOWAS Programme on Gender Mainstreaming in Energy Access (ECOW-GEN). The programme was framed in the background that women’s potential, in the ECOWAS region, as producers and suppliers of energy services is underutilized and that empowering women and men to make significant contributions to the implementation of the regional policies on renewable energy and energy efficiency is necessary for the achievement of the Sustainable Energy for All (SE4ALL) goals in West Africa. ECOW-GEN works to address barriers to the equal participation of women and men in expanding energy access in West Africa.

Although a regional programme, its focus is on changing the way energy programmes are designed and implemented at the national level. Thus, since 2013, its activities has worked to steer ECOWAS Member States towards the direction of mainstreaming gender in policy formulation, legislative drafting, energy project and programme design and implementation, with the intention to promote equality in energy development through equal access to resources and equal contribution to the decision-making processes that shape and influence energy expansion in West Africa.

The development of the programme (its high impact initiatives and activities) has been participatory, relying on input from Member States to determine its design. The programme started with a one-year pilot period which lasted from mid-2013 to 2014. During that time, activities for the first programme cycle were drafted, refined and decided on with the key stakeholders (i.e. ECREEE, the ECOWAS Gender Department, and Gender Focal Points in the Energy Ministries and development partners). In the start of 2015, the programme kicked off implementation of its first programme cycle (2015 – 2019). **Having ran for these number of years, ECREEE plans recruit a consulting firm (or consortium) to conduct an assessment of the impact the programme has had (or will have) in countries of the region. The result from this assessment will be used in defining its strategic approach for the next programme cycle. Moreover the assessment will be documented for wide dissemination through a video documentary of the achievements made and the long term impacts that can be expected.**

## 2. Background

ECREEE was established with the mandate to contribute to the sustainable development of countries in the Economic Community of West African States (ECOWAS), through the promotion of renewable energy and energy efficiency markets. With this focus, the Centre’s work addresses the energy challenge through an energy justice lens, where the interest of the marginalized are taken into consideration. This includes issues concerning gender and energy.

*ECOW-GEN is ECREEE’s vehicle for advancing the principles of gender equality and equity as well as women’s economic empowerment, as it concerns the energy sector.*

The programme has therefore worked to be recognized as the regional flagbearer for social inclusion and equality in energy development in West Africa by:

- Leading the development of gender-sensitive and gender-specific energy policies in the region;

- Building and strengthening capacity and creating a critical mass of gender-aware policy makers, empowered women entrepreneurs and technicians;
- Bridging knowledge gaps among stakeholders and addressing sociocultural barriers for women in energy through knowledge management, awareness creation and advocacy on gender and energy issues; and
- Promoting gender-responsive investments and business development by transforming women-led business ideas in energy into real, commercially viable enterprises.

In line with its ambitions, ECOW-GEN produced the ECOWAS Policy for Gender Mainstreaming in Energy Access. It is acknowledged globally as the first regional gender-responsive policy. The policy has since been adopted by the ECOWAS Heads of State, through a Supplementary Act to the ECOWAS Treaty, establishing its relevance throughout the region. Moreover, through the programme, ECREEE and the ECOWAS Department of Gender and Social Affairs, developed a legal instrument on gender in energy infrastructure development, entitled “the ECOWAS Directive on Gender Assessments in Energy Projects”. Besides policy and regulatory support, through a US\$ 1 million grant from the African Development Bank (AfDB), ECREEE is creating a clean energy market driven by women-led businesses, through a project on Feasibility Study on Business Opportunities for Women in a Changing Energy Value Chain in West Africa.

## 1.1 Strategic interventions and High Impact Initiatives

The above outputs were implemented through the programme’s strategic intervention on Policy Development. Three other strategic interventions include: capacity building; awareness raising and advocacy; business development and investment promotion. From these strategic interventions, high impact initiatives were developed, targeting different groups of stakeholders, otherwise referred to as Direct Beneficiaries. The Direct Beneficiaries include:

- Women entrepreneurs and technicians, rural women, university students, women groups and associations, including their networks, who will receive direct support through improvements in awareness levels, access to information, capacity development, and financing and investments for scaling up sustainable energy infrastructures.
  - Governments of ECOWAS Member States who will benefit from direct support to establish an enabling environment for gender-responsive sustainable energy development and energy access. Thus, in line with the needs of these different groups of stakeholders, ECOW-GEN operates through five high impact initiatives, namely:
    - 1 ECOWAS Women’s Business Fund;
    - 2 Women’s Technical Exchange Program;
    - 3 Women’s Economic Empowerment through Energy for Productive Uses;
    - 4 Mainstreaming Gender in Energy Programs and Projects and
    - 5 Youth Leadership Development in Energy.
- Below is an illustration of how ECOW-GEN’s initiatives are uniquely tailored to address the gender and energy challenges in the ECOWAS region. The diagram shows how the strategic interventions addresses the barriers and challenges to women’s participation in the energy sector and the ECOW-GEN initiatives through which these interventions are executed.

## Barriers and Challenges

### Awareness and Capacity

- Women lack information on available funding sources for renewable energy and energy efficient projects or business development.
- Lack of training and education, and social norms that view modern energy technology businesses as “men’s work”, limit women’s opportunities to engage in sustainable energy entrepreneurship

### Financial

- Lack of adequate financial literacy limit the possibilities for women to develop and use energy-based technologies
- Lack of women’s access to credit

### Technical

- Limited skilled women technicians in the renewable energy and energy efficiency sector.
- Limited knowledge of the proper operation and maintenance of modern energy technologies.
- Low female enrolment in the sciences and engineering fields

### Policy and regulation

- Lack of comprehensive gender-sensitive policies that address equal participation and access to energy resources and technologies
- Unfavourable legislations that hinder women from having equal access to labour, technology and land, as men.

## Strategic Interventions

### Policy development

- Develop comprehensive gender-responsive policies (regional and national), strategies and programs that address unequal participation and access to energy resources and technologies, etc.

### Capacity building

- Build capacity of women (including rural women) to be engaged in the clean energy sector as policy makers, project developers, technician, managers and suppliers of sustainable energy solutions.
- Develop capacity of civil society, governments, financial institutions, businesses, and other relevant stakeholders to appreciate the issues of gender in energy.
- Engage young women and men by promoting research and development on renewable energy and energy efficient technologies with academic and research institutions; etc.

### Awareness raising and advocacy

- Promote awareness of gender-energy issues.
- Support information exchange and knowledge transfer on best practices on gender mainstreaming in energy access.
- Raise awareness of, and conduct advocacy for, mainstreaming gender in energy development in the region, etc.

### Business development and investment promotion

- Through grant facilities, improve women’s access to finance to engage in renewable energy and energy efficient businesses.
- Implement demonstration projects of renewable energy and promote energy-efficient technologies, and create enabling frameworks for replications of other projects etc.

## ECOW-GEN Initiatives

- Mainstreaming Gender in Energy Programs and Projects

- ECOWAS Women’s Business Fund
- Women’s Technical Exchange Program
- Women’s Economic Empowerment through Energy for Productive Uses
- Mainstreaming Gender in Energy Programs and Projects
- Youth Leadership Development in Energy

- ECOWAS Women’s Business Fund
- Women’s Technical Exchange Program
- Women’s Economic Empowerment through Energy for Productive Uses
- Youth Leadership Development in Energy



## 2 Objective of the consultancy

The **broad objective** of this assignment is to assess the achievements and effects of the programme, and the potential long-term impact from the activities implemented through the programme.

The specific objectives include:

- **Produce an evaluation report** examining the relevance of the problems the programme set out to address and how the programme addressed these problem, using the logical framework developed; assess how effective and efficient the programme was in producing results, and if these results can be replicated and scaled up independent of the programme; provide recommendations that will inform the design of the next programme cycle (2020 – 2025);
- **Develop an advocacy-oriented video documentary** that captures the key achievements realized through the programme and the long term changes that can be expected as a result of the program’s achievements.
- **Develop scientific article(s) for publication in a peer review journal** to support a widespread dissemination of the experience and lessons from the programme’s implementation.

## 3 Scope of work

### I. Activity 1: Inception meeting and report

Prior to the actual work, there will be an inception meeting where the consultant will discuss the ToR will ECREEE to adequately understand the assignment. Following this meeting, the consultant will produce an inception report that clearly outlines the strategy that will be adopted towards meeting the expectations presented below (i.e. the different areas for assessment).

Among others, the report will include:

- a. The methodology, including how primary and secondary data will be collected and analysed (questionnaires and draft interview questions, field trips, etc.). ECREEE will provide all relevant programme documents to the consultants for desk review. These include the programme concept notes, and implementation/ and progress reports, etc. The consultant would be required to clearly state methodologies for each assessment question.
- b. A stakeholder map and list of those to be interviewed. The initial names will be provided by ECREEE. However the consultant will be expected to expand the list as the assignment progresses.
- c. The project management process.

The inception report will be reviewed and accepted by ECREEE before the work on evaluating the programme can commence. Once this is done the consultants will set out to complete the activities below:

## II. Activity 2: Evaluation Report

### **Activity 2 (i): Assessment of relevance (how articulate was the formulation of the programme's objectives with regards to the needs and priorities of the beneficiaries?)**

The consultant will review the barriers and challenges identified in Figure 1 to determine:

- a. Do these barriers exist (or did they exist in the past)?
- b. To what extent do the key stakeholders perceive these barriers as hindrances towards achieving the goals of the programme?
- c. Were the objectives of the programme well –tailored towards addressing these barriers and challenges?
- d. Were the activities, outputs and outcomes appropriate in comparison to the needs of targeted beneficiaries?

### **Activity 2(ii): Assessment of effectiveness (how result-oriented were the actions implemented and to what extent were these aligned with the programme's goals and objectives?)**

The core purpose here is to demonstrate whether or not the activities implemented over the years produced results (or can be expected to produce results over time). The assessment will therefore provide answers to the following questions:

- a. In general, what changes have occurred over the years with regards to gender and energy in the Member States? How much of these can be attributed to the programme?
- b. More specifically, what sort of value was created from the programme's implementation? These include intended and unintended results.
- c. For the intended results (i.e. the identified programme outcomes), to what extent were these met?
- d. To what extent do the key stakeholders perceive these achievements as contributing to solving gender and energy issues?
- e. What were the contributing factors that aided the achievement of these results (internal, i.e. ECRREE's programme management skills, and external, e.g. activities implemented by development and other partners in the Member State)?

### **Activity 2(iii): Assessment of efficiency (how well managed were the resources made available for the programme's activities and to what extent did this contribute to the results achieved?)**

The task here is to analyse the results achieved considering the resources (financial and human) that was available to implement the programme. The consultant will therefore review the differences between the planned funds and what was mobilized, what was achieved with what was available, and how efficient the implementation of the available resources was.

The assessment should be able to provide answers to:

- a. Does the amount spent justify the results achieved by the programme?
- b. Did the programme perform better than expected considering the available resources or could the programme have done better?
- c. To what extent did the programme take advantage of existing interventions in the region (those implemented by other organizations or by the Member States) to further/meet the objectives of the programme?

- d. What alternative means could have been explored to optimize the programme's implementation?
- e. How efficient was the internal management process of the programme (including administrative and financial processes). What are the strengths, weaknesses, opportunities and threats of the programme's implementation process?

**Activity 2(iv): Assessment of sustainability (how much of the programme's benefits and results are likely to continue without the programme's direct intervention?)**

The consultant will take a critical look at the results achieved as it concerns the capacity of the key stakeholders to continue to experience these benefits without ECOW-GEN's direct intervention. The assessment will specifically look at the capacity of the Member States to independently replicate and scale-up what has been achieved through ECOW-GEN.

Some questions to be answered include:

- a. Is the level of competence in the ministries of energy sufficient to mainstream gender or can this grow in time without ECOW-GEN's strategic intervention on capacity building?
- b. To what extent is gender mainstreaming/women's empowerment considered in the funds dedicated to energy programmes and projects implemented in the Member States?
- c. Is this sufficient to achieve the programme's overarching goals, without further donor assistance to ECOWAS Member States through ECOW-GEN?
- d. What factors are necessary to support ECOWAS Member States to independently (without external technical or financial assistance) replicate and scale-up the programme's activities as to achieve the same results?
- e. Through what measures can this best be achieved in the design of the next programme cycle?

**Activity 2(v): Assessment of long-term impact (what are the long-term effects produced by the programme, whether directly, indirectly, intended and unintended?)**

With a mission is to level the playing field for women and men in the development and expansion of sustainable energy infrastructures in West Africa, the long-term impact envisioned through ECOW-GEN is: Improved income, welfare and productivity levels of people in the ECOWAS population, particularly women, through a socially inclusive transition to a low- carbon development pathway.

The task of the consultant, under this activity, is to identify the impacts that can be expected, if this aligns with the envisaged impact as well as other impacts that can be expected.

**Activity 2(vi): Considerations for the next programme cycle**

ECOW-GEN is a standalone programme. This means that rather than being integrated into other technical programmes of ECREEE (i.e. simply having gender as a checkbox), ECOW-GEN works independently, overseeing the implementation of gender considerations in ECREEE's other programmes while designing and implementing its own gender-specific and gender-sensitive activities. This strategy was adopted to avoid situations where gender is overlooked in the planning and implementation of energy interventions.

Besides this, as mentioned above, the programme has produced a regional policy which aims to institutionalize gender mainstreaming in the energy sector of the ECOWAS Member States. It is

expected that this (i.e. institutionalization) will be achieved overtime, as the regional policy becomes translated into national strategies and agendas and is executed.

Under this activity the consultant will:

- a. What modifications should be made to the current programme for the next implementation cycle and what should be kept?
- b. Gather lessons that can be used in the next programme design and that may be relevant to other ECOWAS energy institutions as they work towards the goal of mainstreaming gender in their own energy interventions.
- c. Develop for peer review journals paper(s) that presents the lessons learnt and achievements made through ECOW-GEN.

### III. Activity 3: Video Documentary on the Achievements of ECOW-GEN in ECOWAS Member States.

During the implementation of Activity 2, the consultant will capture video footages that will enlighten the public on the difference made so far through ECOW-GEN's implementation and the potential transformation that may be expected through the policy, directive and feasibility study project. ECREEE will provide the preliminary list of persons to be interviewed. The consultant will be expected to integrate clips from the two videos<sup>12</sup> developed under ECOW-GEN. Consultant will produce a teaser version, abridged version (5 minutes) and a documentary (45- 60 minutes).

## 4 Output and timeframe

The consultant will produce the following:

- i. Inception report
- ii. Report on Evaluation of the ECOWAS Programme on Gender Mainstreaming in Energy Access (ECOW-GEN) in ECOWAS countries
- iii. Abridged version for submission to peer-review journals for publication
- iv. Video documentary
- v. Final report (this will be an amendment to the inception report documenting if and how the methodology had to change to meet the objectives of the assignment, additional resource persons/materials used, lessons and experiences from implementing the assignment, etc.).

The working language for this assignment is English. The team leader should however be fluent in English and French. The team should be able to speak all the three ECOWAS Languages. All outputs produced will be translated into the 3 ECOWAS languages – English, French and Portuguese.

Deliverables	Number of working days
Inception report	5

<sup>1</sup> Think Again: <https://www.youtube.com/watch?v=oo2cRJO3CDY>

<sup>2</sup> Feasibility Study project: <https://www.afdb.org/en/news-and-events/african-development-bank-hosts-ecowas-workshop-ushering-a-new-era-of-womens-roles-in-west-africas-energy-transition-18075/>

<b>Draft report on Evaluation of the ECOWAS Programme on Gender Mainstreaming in Energy Access (ECOW-GEN) in ECOWAS countries</b>	35
<b>Final report on Evaluation of the impact of the ECOWAS Programme on Gender Mainstreaming in Energy Access (ECOW-GEN) in ECOWAS countries</b>	5
<b>Abridged version (article) for submission to peer-review journals for publication</b>	10
<b>Video documentary</b>	40
<b>Final report</b>	5
<b>Total</b>	100

## 5 Required expertise and qualification

The team leader should have the following expertise and qualification:

- a. At least Masters Degree in Energy, Social Development (including gender studies), Economics, Public Policy, International Development, Development Economics/Planning, and Economics, International Relations or any other relevant university degree;
- b. Extensive expertise, knowledge, and experience in conducting evaluations in the area of social development, in which the themes gender and/or energy were strongly featured
- c. Great quantitative and qualitative data analysis skills;
- d. At least 10 years of experience in conducting evaluations;
- e. Adequate demonstrated understanding of ECOWAS mandate, ECOWAS Gender policy; the ECOWAS Programme on Gender Mainstreaming in Energy Access, etc.;
- f. Experience in project design and implementation;
- g. Excellent written and verbal communication skills in English and French. A working knowledge of Portuguese will be an added advantage.

## 6 Submission of Proposal

Applicants will submit both a technical and financial proposal. The proposals should include the following:

### Technical Part:

- a. Description of the lead expert and team members (and local experts that will be used, if necessary)
- b. Detailed CV (annexes)
- c. List of references of assignments with similar scope and focus (annexes)
- d. First outline of the inception report
- e. Description of approach, methodology, process management and reporting
- f. Implementation plan including expert diagram indicating the working days of the offered experts

### Financial Part:



The financial proposal should list the costs associated with the Assignment. These may include:

- a. Personnel Costs: (showing the daily fees of the expert(s) in EUR)
- b. Other costs (e.g. translations; travel cost of selected Member States, printing of documents, surveys, etc.)

### Proposal evaluation

The evaluation will be based on the quality and costs selection criteria, following the ECOWAS Tender Code.

#### 70% for the technical proposal

- Professional experience and profile of consulting team (see below)
- Quality of technical document (approach, methodology, suggested process and reporting framework)

#### 30% for the financial proposal

The evaluation will consider the cost-effectiveness of the proposal. The following items will be considered:

- Personnel cost
- Other costs (e.g. translations; travel cost of selected Member States, printing of documents, surveys, etc.)

### Contact

The address of ECREEE to send any request for clarification is: ECOWAS CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY, “Achada Santo Antonio, Electra Building 2nd Floor, C.P 288, Praia, Cape Verde”, “ ECOW-GEN Programme Coordinator, Monica Maduekwe”; [mmaduekwe@ecreee.org](mailto:mmaduekwe@ecreee.org) : Telephone :+238 2604649 - Fax : +238 2624614

Bidders should submit separate envelopes of their technical and financial proposals to the address: ECOWAS CENTRE FOR RENEWABLE ENERGY AND ENERGY EFFICIENCY, “ACHADA SANTO ANTONIO, ELECTRA BUILDING 2ND FLOOR, C.P 288, PRAIA, CAPE VERDE”.

With the heading: “CONSULTANCY SERVICES FOR EVALUATION OF THE ECOWAS PROGRAMME ON GENDER MAINSTREAMING IN ENERGY ACCESS (ECOW-GEN) IN ECOWAS COUNTRIES”.

ATTN: MONICA MADUEKWE

Only proposals received on **16 April 2019 at 10:00AM Cape Verde time** will be eligible for evaluation.

## 7 Management Arrangement

The consultant contracted will work under the direct supervision of the ECREEE Programme Coordinator for ECOW-GEN.