



TERMS OF REFERENCE

Operationalization of the SE4All Action Agenda: Promoting inclusive, environmentally-sound and low-carbon development

DEVELOPMENT OF TRAINING PROGRAMMES FOR TECHNICAL AND MARKETING SKILLS FOR ENERGY EFFICIENCY AND CLEAN COOKING SOLUTIONS

Contract number: No. 3000083977

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1. BACKGROUND INFORMATION

1.1. Beneficiary country

Republic of The Gambia

1.2. **Contracting Authority:** Ecogas Center for Renewable Energy and Energy Efficiency (ECREEE)

1.3. Background

1.3.1 Introduction

In 2016, biomass –including fuel wood– accounted for almost 80% of The Gambia’s energy supply and more than 90% of household energy consumption, while petroleum products –including liquefied petroleum gas (LPG) for cooking; diesel and heavy fuel oil for generating electricity– accounted for 16% and electricity for about 4% of the energy supply. In addition, at least 60% of the population does not have access to electricity and the country depends on diverse fuel sources, of which the use of biomass primarily for cooking and petroleum products has the strongest link to environmental degradation and climate change.

Although Large-scale electrification plans are being developed, the natural and financial resources needed to produce the required extra electricity might be difficult to mobilize. Also, implementing additional electricity generation capacity to meet the growing population needs in the country will take time. Therefore, EE and Standards and labelling programs represent an opportunity to more efficiently and effectively meet the needs of the population within a shorter timeframe and in a sustainable manner. This situation is due to several specific barriers such as:

- Disjointed approaches between activities in the energy sector and other sectors;
- Absence of regulation on the importation and dissemination of inefficient appliances;
- Absence of performance labelling scheme on appliances;
- Limited capacity of private investors and users in identifying and tapping into opportunities that support the switch to more efficient appliances and cooking devices

To address these barriers, the Government of the Gambia requested UNIDO’s support in the operationalization of the SE4All Action Agenda through promoting inclusive, environmentally-sound and low-carbon development. The project is funded by the Global Environment Facility through UNIDO and its objective is to demonstrate the use of energy efficient lighting and appliances as well as efficient cooking stoves. The dissemination of EE lighting and appliances will effectively contribute to national efforts in reducing the pressure on the grid. The replacement of inefficient lights and appliances with efficient devices will also minimize the need for emergency power generation capacity that is fossil fuel- based. Further, the promotion of efficient cook stoves will effectively reduce the demand for firewood and



charcoal therefore reducing the deforestation rate in the country. To achieve this objective, the project will develop and implement the following interrelated components:

- Component 1 – National platform to foster nexus issues; (
- Component 2 – Promote the use of energy efficient appliances;
- Component 3 – Promote the production and use of efficient cook stoves and alternative cooking fuels;
- Component 4 – Quality assurance.

In view of its extensive experience in the region serving the ECOWAS Member States with the implementation of the ECOWAS Renewable Energy and EE Policy through several programs including the West African Clean Cooking Alliances (WACCA) program for clean cooking and EE programs in the residential, tertiary and industrial sectors, ECREEE was chosen to fully implement component 4. i.e. the establishment of a testing laboratory for clean cooking, EE lighting and appliances, and conduct capacity building activities at TGSB. The tasks are carried out under the guidance and supervision of UNIDO and in support of the Ministry of Petroleum and Energy.

1.3.2. Ongoing work in the Gambia with ECREEE

ECREEE in collaboration with the TGSB and other stakeholders are currently conducting the implementation of EE testing facility for the TGSB. Consequently, some capacity development programmes are also being conducted in this regards with the main actors in the energy sector in the Gambia.

Together with the TGSB and the Ministry of Petroleum and Energy, a study tour was conducted in Ghana, in October 25 -29, 2019, to discover experiences from Ghana in the area of implementation of Minimum Energy Performance Standards, EE testing laboratories, and EE labelling. The results of the study tour were shared at an inception workshop organized by ECREEE in collaboration with the main partners in the Gambia on November 20 -22, 2019, in Banjul. It was therefore decided that given the market demand for lighting, the first priority for the country would be to develop and implement EE standards and EE testing laboratory for lighting, and formulate EE standards for clean cooking.

1.3.4. Target Area and implementing partners of the assignment

- Framework conditions for promotion of energy efficient lighting, and EE Clean cooking,
- Capacity building and awareness creation for TGSB, Quality assurance Committee, and general public in the country.

The main actors and target groups are:

- Ministry of Petroleum and Energy
- The Gambia Standards Bureau
- Public Utilities Regulatory Authority
- The Gambia Customs Service/OR Gambia Revenue Authority (GRA)



- Consumer Protection Council
- Gambia Technical Training Institute
- Gambia Chamber of Commerce and Industry
- Ministry of trade, industry, integration, and employment
- Gambia Clean Cooking Alliance
- Gambia Telecommunication Company Limited
- Ministry of Information and Communication Infrastructure
- National water and Electricity Company Limited
- The Gambia Biochar Network
- relevant government agencies
- Importers, exporters, retailers, and local manufacturers of both used and new Lighting equipment
- Importers/distributors of targeted EE appliances
- Installers of EE appliances
- Associations and large users of targeted EE appliances (consumer's association, GCCCI, Tourism & Travel Association of the Gambia)
- Demonstration project holders and partners (Africell, NAWEC, NRA, FAO, community garden leaders, etc.).
- Civil society organizations (private companies and NGOs)

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the assignment is the development and implementation of training programmes for technical and marketing skills for Energy Efficiency and Clean Cooking Solutions.

- For EE appliances, the aim is to conduct capacity building in marketing, distribution, installation and maintenance on EE appliances for key stakeholders, including women and youth as well as to develop training programmes and materials and conduct subsequently trainings.
- For clean cooking solutions, the overall aim is to enhance existing capacities of Improved Cooking Solutions (ICS) producers in the country, by identifying capacity and knowledge gaps of key stakeholders, develop training programmes and materials as well to conduct trainings and facilitate access to finance.

Specific objectives the training programmes will aim to:



- Increase the ratio of participants under 35 years old to 40% and one third from provinces as mentioned in the project document
- Efforts will be made to ensure that at least 40% of the training participants are women, at least 40% are under 35 and at least one third are from the provinces outside of the Greater Banjul Area

2.2. Results to be achieved by the Consultant

Concrete qualitative and quantitative progress in relation to the achievement of the specific purposes above as well as fulfilment of the tasks and provision of the deliverables defined for the specific purpose, and increase national capacity to uptake energy efficient appliances and clean cooking solutions in compliance with quality standards, as per the specific objectives mentioned above.

3. ASSUMPTIONS & RISKS

3.1. Assumptions

- a) The specific purposes are in line with ECREEE, UNIDO, and GEF expectations;
- b) The assignment scope and activities do not significantly overlap with other donor agencies activities on the same subject area;
- c) Mitigation of non-targeted electricity subsidies and cross-subsidies.
- d) Full collaboration of the key actors in Gambia as mentioned above in 1.4.

3.2. Risks

The main risks associated with are:

- e) Import of energy inefficient or used EE equipment although they are banned;
- f) Energy efficiency rebound effects due to user indifference towards proper EE lighting maintenance,
- g) None or Inadequate Government support to standards and labelling
- h) Inadequate regulatory framework for mandatory efficient EE lighting and testing for imported EE lamps.

4. SCOPE OF THE WORK

The General scope of work:

The general scope of the work is divided into the following work packages:

- i. **Work Package 2a):**
Capacity Building for technical and marketing & distributions skills related to EE appliances
- ii. **Work Package 2b):**



Capacity Building for technical and marketing & distributions skills related to clean cooking solutions

The Detailed Scope of the Assignment:

The detailed of the above work packages is as follows:

4.1. Work Package 2a: Capacity Building for technical and marketing & distributions skills related to EE appliances

The Consultants/ consulting firm will work in close coordination with national counterparts and under the overall supervision of ECREEE, and under the overall supervision of the respective Project Managers of ECREEE and will carry out the duties as described below:

A. Identify capacity and knowledge gaps of key stakeholders on EE appliances

i. Conduct an assessment of capacity and knowledge of key stakeholders:

- Importers/distributors of targeted EE appliances
- Installers of EE appliances
- Public entities linked to EE (MoPE, NEA, TGSB, PURA as well as others)
- Associations and large users of targeted EE appliances (consumer's association, GCCI, Tourism & Travel Association of the Gambia)
- Demonstration project holders and partners (Africell, NAWEC, NRA, FAO, community garden leaders, etc).

ii. Draft and send out questionnaire

- The assessment of key stakeholders will be done through a written questionnaire, which will be sent to ECREEE for approval. The approved questionnaire will then be sent to the above mentioned key stakeholders and followed up by the PMO.

iii. Disseminate results

- Results of the process will be compiled in a capacity gap analysis report highlighting required focus areas of the training based on identified knowledge gaps.
- The report shall be shared with ECREEE and national stakeholders, as well as respondents.

B. Develop selection process, training programme, implementation plan,

training teams and training materials

iv. Selection of Key stakeholders for the training

- Identify suitable candidates to be part of the training programme, with equal opportunities provided to men, women and youth



Selection criteria are:

- Relevant work experience related to energy and EE in particular
- Current position in the organization
- Role related to EE appliances
- Gender and age
- Perceived impact of the training programme in the candidate's activities and for the project
- Province of residence

v. Initiate Selection Procedure as follows:

- 1) Application by submitting form and resume
- 2) Candidate preselection
- 3) Organise a small committee composed of the PMO, one representative of the MoPE, NEA and TGSB to select 20 candidates for the training programme.
- 4) Ensure that at least 40% of the training participants are women, with at least 30% of participants to be under the age of 35 and at least 25% to be from the outside of the Greater Banjul Area.

vi. Develop training materials and conduct trainings

- Developed and submitted for approval to ECREEE
- Develop training programmes: The trainings will consist out of a balanced mix of lectures, case studies, practical exercises, working group sessions as well as field visits to facilitate the understanding, interest, ownership and ability to share the acquired capacity to others including peers in their organizations.
- Trainings are to be held in Banjul in one of the premises of the organizers/supporters of the trainings
- Evaluation questionnaires on training and learning perceptions of trainees as to ensure continuous improvement

training materials Developed must be first shared and approved by ECREEE for the roll out of the trainings. Further training activities ought to be synchronized with the standards and MEPS development at The Gambian Standards Bureau as well as ought to be harmonized with



the approach under Component 4 of this project that revolves around quality assurance mechanisms.

4.2. Work package 2b: Capacity Building for technical and marketing & distributions
skills related to clean cooking solutions

C. Identify capacity and knowledge gaps of key stakeholders

on clean cooking solutions

i. Conduct needs assessment on capacity and knowledge of ICS producers and distributors

This will entail:

- Organize focus group and field visit, conducted by a regional expert. Results of the process will be shared with the respondents and next steps of the training process will be explained.

D. Develop training programme, implementation plan, training teams and training materials

ii. Selection criteria established and applied

The process for the selection of the training participants is crucial to ensure that suitable candidates are part of the training programme.

Selection criteria for the participants will include the following aspects:

- Relevant work experience in ICS
- Participation in previous trainings related to ICS or similar fields
- Current job as producer/distributor/user of ICS
- Motivation
- Gender and age
- Perceived impact of the training programme in the candidate's activities and for the project
- Province of residence

The selection criteria should provide equal opportunities to men, women and youth. A total of twenty (20) market practitioners will be selected to participate in the trainings.

iii. Selection procedure initiated

The selection procedure will be split in different steps as follows:

- Application form
- Candidate preselection



A small selection committee composed of the PMO and respectively one representative of the MoPE, NEA and TGSB will select the candidates for the training programme. ECREEE will have access to the entire process and will endorse the results of the evaluation and selection. Efforts will be made to ensure that at least 40% of the training participants are women, at least 40% are under 35 and a proportional representation from the different provinces in The Gambia is kept. A special focus will be attributed to the involvement of women as to integrate them in the sustainable wood fuel supply and natural resource management.

iv. Development of training materials and trainings conducted

- Training will be provided by at least 2 successful EE stoves entrepreneurs from other Sub-Saharan countries to existing and new local EE stoves entrepreneurs providing special attention to youth and women.
- The training materials are to be developed as to provide an understanding of practical exercises, field visits and study tours to facilitate understanding, attention, ownership and ability to share the acquired capacity to others including other producers and users.
- Training sessions will be organized by ECREEE with the support of the PMO in collaboration with the MoPE and conducted by selected successful ICS producers as part of South-South collaboration.
- Trainees will be accompanied during the process of formalizing the production and commercialization of efficient cook stoves through the creation of small size enterprises (SMEs)

v. Develop evaluation based on questionnaire

- At the end of each training an open session moderated by the trainer(s) on the objectives of the training and the learning and perceptions of the trainees as well as a short evaluation questionnaire will nourish the evaluation and continuous improvement of the training programme and the trainings. The evaluation of the trainings will be included in the training report.

E. Train FI representatives on risks and opportunities of clean cooking solutions

for the finance sector

In order to ensure an adapted design as well as a successful implementation and monitoring of the financing schemes, a dedicated training of at least 15 loan officers will be conducted and will focus on:

- Financial, environmental and social risks analysis for clean cooking opportunities
- Adoption of green finance practices
- Targeted clean cooking solutions including value chain, value generation, risks and mitigation actions, project lifetime, potential guarantees/collaterals



Trainees will have the opportunity of providing feedback on the proposed financial mechanism(s) in order to improve it prior to its implementation based on their field experience. The training will be conducted by regional ICS trainers. The selection process will required that at least 40% of the participants be women, if possible.

5. LOGISTICS AND TIMING

5.1. Location

Services will be delivered at:

- Consultants' home office base;
- Partner institutions in Banjul in the Gambia

5.2. Commencement date & period of execution

5.2.1. Duration of the assignment

The total duration for the whole assignment is estimated to be **35 expert working days** spread over 3 months starting from the contract award. The requirements for the consultant are as follows:

- i. Commencement of the work: **June 14, 2021**
- ii. End of the work: **September 15, 2021**

The assignment commences after signing of the contract by the consultant and terminates on **September 15, 2021**.

The practical scheduling of the different activities of the work packages will finally be decided by ECREEE in collaboration with the key stakeholders. The assignment has the following specific tasks, deadlines and time frame of implementation is as follows:

5.2.2. Work packages and deliverables schedule

Bidders are requested to submit a work plan, time schedule and budget as part of their offer in line with the work packages implementation. In particular, bidders are requested to take note of the proposed delivery periods of each training course on proposing their work plans. The service provider is expected to continuously improve the training material once the training is delivered taking into consideration feedback from various groups and the trainees 'feedback.

The schedule of the activities is given in the table 1.

Table 1: Time frame and deliverable

Work Packages	Summarised activities: Please refer to section 4 for detailed scope of activities	Expert Type	Deadlines	Deliverables. Please refer to sections 4.1 and 4.2 for more details.	Required Expert days
Work Package 2a:	Work Package 2a: Capacity Building for technical and marketing & distributions skills related to EE appliances	Consultant	September 15, 2021	i. Conduct an assessment of capacity and knowledge of key stakeholders ii. Draft and send out questionnaire iii. Disseminate results iv. Use selection criteria of key stakeholders for the training v. Initiate the selection procedure vi. Develop training materials and conduct trainings vii. Evaluation questionnaires on training and learning perception of trainees	15 experts working days
	Work package 2b: Capacity Building for technical and marketing & distributions skills related to clean cooking solutions	Consultant	September 15, 2021	i. Conduct need assessment on capacity and knowledge of ICS producers ii. Selection criteria established and applied iii. Selection procedure initiated, iv. Develop training materials and conduct trainings v. Develop evaluation based on questionnaire	20 Experts working days including for a field visit



				vi. Train FI representatives on risks and opportunities of clean cooking solutions for the finance sector	
				Total	35 Working days

6. SPECIFICATION OF INPUTS

6.2. Key experts

The consultant shall select his key experts on the basis of the needs of work packages and on the profiles outlined below:

i. For the work packages

- Proven records in EE capacity development and awareness creation
- Proven records in EE Clean cooking capacity development and awareness creation
- A very good command of English used in a professional context is essential

ii. Professional experience and technical experiences

- The Consultancy firm/ expert, should have a minimum of five (5) years of general professional experience in EE capacity development and EE clean cooking and knowledge on the legal framework.
- Skills in facilitating meetings effectively and efficiently and to resolve conflicts as they arise.
- Excellent ability and working experience in Gender, Social and Environmental mainstreaming in projects, processes and organisations
- Excellent interpersonal and communication skills and sensitivity to cultural, socio-economic and political differences
- The experts shall have the adequate experience in testing and certification of energy efficient lighting and appliances, and EE clean cooking
- At a minimum he/she should have 5 years of experience in the ECOWAS region
- Skills in achieving results through persuading, influencing and working with others, especially high level representatives from both private and public sectors.
- Professional experience in training and awareness creation in areas related to MEPS
- Professional experience in EE & ICS testing laboratories and energy & ICS labelling



7. ITEMS OF EQUIPMENT

The Consulting firm shall ensure that all key experts are adequately equipped

7.1. Expendable goods

No expendable goods to be purchased within this contract. Office accommodation for experts working under the contract will not be provided by the ECREEE. The Consulting firm shall ensure that all key experts are adequately supported.

7.2. Public relations and training events

Events listing requiring involvement of at least one of the key experts:

- a) workshops with key stakeholders to present the findings of work packages
- b) Training workshops and awareness creation
- c) Provide train the trainer workshops for the targets to provide trainings to installers, distributors and market players for EE solutions and clean cooking as specified in the work packages.
- d) To ensure gender mainstreaming a target of 40% of the trainees should be women

Scheduling of events will be done in collaboration with ECREEE and the local partners. Local costs for organising and implementing these events will be covered by the project and are not part of this contract.

8. TRAVEL LOGISTICS

ECREEE will pay for one return trips as follows:

- Travel: On return ticket, if any there is, for the specialist consultant (s) conducting training for work package 2a.
- Travel: On return ticket if any there is, for the specialist consultant (s) conducting training for work package 2b.
- Local transportation: Any other local transportation and costs are the responsibility of the consulting firm.
- All travel need prior approval by the ECREEE.
- Inception workshops are to be conducted virtually.

9. REPORTS

9.1. Language and Reporting requirements

The consultancy firm must have the capacity to work in English. All reports are in English. There must be a final report in English, a final invoice and the total expenses report at the end of the period of execution. The draft of a final report must be submitted two weeks after the end of the period of execution of the contract.



- At the end of the assignment the training materials will be the property of ECREEE and will be shared with national stakeholders.
- After delivery of each training programme, the service provider will compile a report detailing the process followed in the training, the list of the participant and their contact details,
- A review / evaluation of the training by the trainees.
- The report will also include the refined training materials for each module.
- Upon completion of the assignment, bidders are required to submit all training materials and training reports in electronic form (word, excel, PDF formats).

All deliverables should be submitted in electronic format to ECREEE. Should any delay occur, or unexpected circumstance arises, the service provider should notify ECREEE in writing in a timely manner.

9.2. *Deficiency of services of parties*

In order to assess progress, identify difficulties and rapidly take appropriate measures to overcome them, the consulting firm has to inform the ECREEE Project Management immediately in writing by email of **any** difficulties in providing the contracted services.

10. MODE – SCHEDULE OF PAYMENT AND CONDITIONS

Payment Schedule: Three instalment payments will be made as follows:

Instalment	Condition	Percentage of Total Amount to be paid	Amount in US\$
First	○ Contract signature	20%	To be determined
Second	○ Upon submission of inception report, including assessment on capacity and knowledge gaps of key stakeholders.	20%	Tbd
Third	○ Upon submission of developed training materials	30%	Tbd
Final	○ Upon completion of all training activities and submission of training evaluation report, attendance sheets, pictures, and videos of the training	30%	Tbd

11. APPLICATION PROCEDURE

Interested candidates should submit proposals as detailed below, in English language and electronically by **June 4, 2021 at 23:59 GMT-1**



Applicants shall submit their written proposal in English to: training_EE&CC@ecreee.org including:

- i. Short (10-15 pages) technical proposal with the proposed approach and methodology, work plan as well as proven track record of implemented assignments (detailed CVs of experts, copies of university degrees, certifications, licenses, etc. should be included in the Annex);
- ii. Financial proposal in US\$ (including all costs and taxes in a detailed work-time-expert-diagram indicating daily rates for individual team members). All costs are to be in US\$.

Please contact cdiarra@ecreee.org , or gkouhie@ecreee.org for any additional information.