

TERMS OF REFERENCE (TOR)

Statement of Work: Provision of services related to the Training of Technical Staff of the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) in Monitoring and Evaluation of Programs and Projects

Project Title: Capacity-building support for the ECOWAS Centre for Renewable Energy and Energy Efficiency in the scope of the Global Network of Regional Sustainable Energy Centers (SAP ID: 180287)

Date: 18th January 2022

1. PROJECT SUMMARY AND OBJECTIVES

Under this project, UNIDO assists ECREEE to adapt technically and institutionally to the new requirements of the ECREEE Strategic Plan covering the period 2017 to 2021. ECREEE is at a crossroads and needs to adjust its internal proceedings and competence to changing demands of the ECOWAS Member States. Since its operationalisation in 2010, major progress has been achieved. Currently, the creation of ECREEE has been considered as an effective regional policy response from the ECOWAS Ministers of Energy to the oil price emergency in 2008 and the urgent need to reduce fossil fuel dependency. In a very short time, ECREEE has positioned itself as an entry point and hub for promoting renewable energy and energy efficiency in the ECOWAS region. The centre has established a regional policy framework, which includes specific targets for the years 2020 and 2030. In 2020, ECREEE celebrated its first 10th anniversary.

2. GENERAL BACKGROUND INFORMATION ON ECREEE

The ECREEE is a specialized agency of the ECOWAS Commission responsible for the development and promotion of renewable energy and energy efficiency. The objectives of the agency include the following: a) coordination of projects and programs relating to the promotion and development of renewable energy resources, the increase of energy efficiency to improve access to modern energy services and energy security in the Member States; b) sensitization and capacity building in the region on renewable energy and energy efficiency; c) policy harmonization and quality assurance of renewable energy and energy efficiency services; d) energy research and technology transfer; and e) program development and resource mobilization.

Not only has ECREEE become a center of excellence for renewable energy and energy efficiency in the ECOWAS region but also, it is a reference for other economic blocks in Africa to set up similar agencies. The Centre is currently part of a Global Network of Regional Sustainable Energy Centers (GN-SEC), an innovative south-south multi-stakeholder partnership established by the United Nations Development Organization (UNIDO) to accelerate the energy and climate transformation in developing countries. ECREEE has been facilitating the development and implementation of sustainable energy projects. Its work program has three main areas—renewable energy, energy efficiency, and cross-cutting themes. The cross-cutting themes include: a) sustainable energy policy and enabling environment; b) climate change; c) certification of sustainable energy skills; d) gender mainstreaming; e) resource mobilization; f) energy data collection, management, and publication; g) program communications and, h) information and communication technology. Currently, 15 sub-programs and projects are being implemented across the three program areas.

Key Stakeholders that ECREEE reports to include the following:

- a) National Focal Institutions;
- b) The President of the ECOWAS Commission via the Department for Energy and Mines;
- c) ECOWAS-Donors Consultation Committee;
- d) Funding partners; and
- e) Other stakeholders.

The ECOWAS M&E Policy, adopted by the Heads of State and Government in January 2021, states that “effective implementation of this policy demands a robust, consistent, progressive, capacity building of monitoring and evaluation stakeholders who will handle these functions across ECOWAS Institutions and Specialized Agencies”. It recognizes the importance of “training conducted for all stakeholders on monitoring and evaluation. Special emphasis shall be placed on training in quality data management and utilization to deepen the application of monitoring and evaluation in the implementation of ECOWAS programmes”.

3. THE SCOPE OF THE PROPOSED CONTRACTED SERVICES, DELIVERABLES

The objective of the assignment is to help ECREEE technical staff improve their understanding of foundational concepts of Monitoring and Evaluation and to enable their effective utilization of the Logical Framework and the Performance Monitoring Plans for effective program/project performance monitoring and evaluation.

The training institution, or consulting firm, will need to conduct a needs assessment to help determine the specific areas on which the training should be focused. It is proposed that the assignment be structured into seven deliverables, to be completed within 23 working days. The assignment has the scope shown in Table 1.

Table 1: Key Activities, Deliverables, and Anticipated Timeframe

| Activities | Outcomes/expected Deliverables | Indicative Duration in Working Days (WDs) |
|--|---|---|
| Task 1: Inception call and preparation of a work plan | | |
| <ul style="list-style-type: none"> ✓ Organize a Zoom call with the ECREEE coordination team for a better understanding of goals and context. ✓ Develop a work plan for implementation | <ul style="list-style-type: none"> ▪ Inception call report including work plan | 3 WDs |
| Task 2: Pre-Training Assessment | | |
| <ul style="list-style-type: none"> ✓ Assess ECREEE M&E process and tools ✓ Conduct a survey among technical staff (especially program officers) to determine areas of M&E training needs ✓ Develop the training plan according to the result of the survey and assessment | <ul style="list-style-type: none"> ▪ Survey form ▪ Results of the survey - a needs assessment report, ▪ Training concept and plan including agenda, draft presentation | 5 WDs |
| Task 3: Training | | |
| <ul style="list-style-type: none"> ✓ Provide training to the identified ECREEE staff. The training should include both oral and written exercises to ensure efficient knowledge sharing, evaluating the | <ul style="list-style-type: none"> ▪ Training report including final agenda and presentation, results and findings | 10 WDs |

| | | |
|--|--|---------------|
| <p>understanding of the trainees throughout the sessions, Modules should include, among others:</p> <ul style="list-style-type: none"> • The importance of M&E Principles • Understanding the differences between Monitoring and Evaluation, • Understanding Results-Based Management, • Understanding the Logical Framework approach to project planning and management, • Development of Performance Monitoring Plans, • Operationalizing M&E Plans: Data collection and reporting, data collection challenges, and mitigation • Types of Evaluations, • Understanding the OECD evaluation criteria • Understanding the quality assessment criteria for evaluation reports, • Utilization of evaluations <p>✓ Evaluate the training and set up a follow-up plan for participants</p> | <p>of the training, an example of exercises, evaluation results, list of participants, and photos of the training</p> <ul style="list-style-type: none"> ▪ Follow-up plan | |
| Task 4: Final report | | |
| <p>✓ End of training test as well as participants' feedback on the concepts to which they were introduced</p> <p>✓ Expectations of Program Officers post-training: Program Officer's action plans to develop the logical frameworks and performance monitoring plans for the sub-programs/projects that they manage</p> | <ul style="list-style-type: none"> ▪ Final assignment report | 5 WDs |
| Total Duration | | 23 WDs |

In addition, the contractor will be required to deliver the following:

All used raw files and sheets in editable form (e.g. xls). All files need to be handed over and become property ECREEE. Both organisations will receive the editable design documents of the reports documents. This will allow ECREEE to incorporate future changes.

4. GENERAL TIME SCHEDULE

The deliverables of the assignment shall be provided within **23 days** after the countersignature of the contract as shown in Table 3.

Table 2: Deliverables and Timeframe

| Deliverables | Working days | | | |
|---|--------------|---|----|---|
| | 3 | 5 | 10 | 5 |
| D.1: Inception Report and Work Plan | | | | |
| D.2: Pre-Training Assessment Report | | | | |
| D.3: Report training | | | | |
| D.4: A final report detailing the how staff received and understood the concepts taught | | | | |

5. COORDINATION AND REPORTING

The contractor reports to the ECREEE coordination team. All day-to-day reporting and correspondence shall be in English. The contractor will provide all prepared files, raw data, etc. to ECREEE and the counterparts.

Disclaimer: The contractor must explicitly agree that any information collected and analyzed during the contracting period is subject to a data privacy clause and a non -disclosure agreement. All products and services delivered under this contract shall pass into the exclusive ownership of ECREEE, including all use and distribution rights connected to it.

6. LANGUAGE REQUIREMENTS

The working language for this assignment will be English. French and Portuguese are an asset.

7. EVALUATION and PERSONNEL QUALIFICATION

Received bids need to comply with and will be evaluated according to the following criteria:

| Minimum Eligibility Requirements | | value | score |
|----------------------------------|---|-------|------------------|
| 1 | Immediate availability of the contractor; | Yes | qualify |
| | | No | does not qualify |
| 2 | M&E company, institution, or individual, registered as a legal entity with at least seven (7) years of M&E experience (please provide a copy of the <u>Certificate of Incorporation</u>); | Yes | qualify |
| | | No | does not qualify |
| 3 | Financial Strength of the company. Please provide a completed and signed <u>Financial Statement Form</u> ; | Yes | qualify |
| | | No | does not qualify |
| 4 | Completed and signed Statement of Confirmation (Annex 1 to the TOR); | Yes | qualify |
| | | No | does not qualify |
| 5 | Completeness of the technical and financial offer (e.g. CVs, track-record of M&E projects/training, legal and financial documents, all-in price incl. all taxes); | Yes | qualify |
| | | No | does not qualify |
| 6 | Minimum of master’s level education in project management, economics, development studies, and related fields; gender safeguards experience is an asset; | Yes | qualify |
| | | No | does not qualify |
| 7 | Official advanced certificate in monitoring and evaluation; | Yes | qualify |
| | | No | does not qualify |
| 8 | The team leader demonstrates at least seven (7) years of experience in developing and implementing M&E plans and providing related training. Experience in using M&E digital solutions and implementing M&E solutions in the energy field is an asset; <i>All reports and training need to be prepared in English. Fluency in English and French proven participatory monitoring and evaluation (PME&E) skills will be an added advantage. Understanding Portuguese is an asset.</i> | Yes | qualify |
| | | No | does not qualify |
| 9 | | Yes | qualify |

| | | | |
|--|---|--------------|------------------|
| | Experience in working with an ECOWAS institution or regional and international agencies working in West Africa will be an advantage; | No | does not qualify |
| Criteria for the Quality Assessment of Technical Offers | | value | score |
| 1 | Quality and coherence of the overall technical offer and efficiency of the proposed execution modality, team set-up and effort to mainstream gender equality; | convincing | 40% |
| | | regular | 20% |
| | | poor | 0% |
| 3 | Quantity and quality of the provided track-record of experience in developing and tracking result-based monitoring and evaluation tools and plans; | good | 30% |
| | | regular | 20% |
| | | poor | 0% |
| 4 | Scope of experience of the project team/consultant in conducting capacity building, providing M&E training, and transferring knowledge to similar institutions involving multiple donors with different M&E requirements; | good | 30% |
| | | regular | 20% |
| | | poor | 0% |
| 5 | Experience with gender-sensitive M&E development and 1% cost allocated to gender mainstreaming. | good | 30% |
| | | regular | 20% |
| | | poor | 0% |
| MAXIMUM SCORE | | | 100% |

In accordance with ECREEE procurement rules, the technically acceptable bid with the lowest (**all-inclusive**) price will be awarded. Only technical proposals with a quality score of 70% or more will qualify. ECREEE reserves the right to request additional information from bidders if necessary

8. APPLICATION PROCEDURE

Prospective Training Institutions should submit:

- a) A technical proposal that shows i) how the proposed solution meets the service requirements described in Section 4 of this TOR, ii) training methodology, iii) detailed implementation schedule, and iv) responsibilities of the service provider's and personnel and ECREEE staff;
- b) A financial proposal including a detailed budget in EUR, showing i) estimated time allotted to each task; ii) the cost of undertaking each task; iii) and iv) any other related expenses;
- c) CVs of two trainers/facilitators;
- d) A signed declaration of the absence of any conflict of interest.

Applications will be evaluated based on the responsiveness to the TOR. If selected, the service provider will be required to sign a confidentiality agreement.

9. FURTHER INFORMATION

Applicants are requested to submit their proposals no later than 18:00 hrs (CET) of 1st March 2022, by sending applications to training-mon@ecreee.org. You may access more information at:

- www.ecreee.org
- www.unido.org

Annex I: Anticipated aspects of the training

The below table illustrates the anticipated aspects of the training¹:

| Aspect | Details |
|--|---|
| Expected number of participants | 18, comprising staff with expertise in Renewable Energy and Energy Efficiency, Capacity Building, ICT, Finance and Procurement; a gender-balanced should be ensured. |
| Proposed Training Modules | <p>a. The importance of M&E Principles, including those highlighted in the ECOWAS M&E Policy,</p> <p>b. Understanding the differences between Monitoring and Evaluation</p> <p>c. Understanding Results-Based Management (RBM)</p> <ul style="list-style-type: none"> ✓ Definition of RBM ✓ Purpose and Principles ✓ The RMB Process and related requirements of the ECOWAS M&E Policy ✓ Definition of key RBM elements of a results chain: Impact, Outcome & Output <p>d. Understanding the Logical Framework approach to project planning and management;</p> <ul style="list-style-type: none"> ✓ The Analysis and Planning stages ✓ Construction of Logical Frameworks (LogFrames) as part of the planning stage ✓ The process of developing a LogFrame: developing results, indicators, data sources, and assumptions, ✓ Understanding of the causal relationship of the results chain; <p>e. Development of Performance Monitoring Plans</p> <ul style="list-style-type: none"> ✓ Defining indicators already identified as part of the LogFrame ✓ Stating frequency of data collection & persons/agencies responsible, and ✓ Setting targets <p>f. Operationalizing M&E Plans: Data collection and reporting, data collection challenges, and mitigation</p> <p>g. Types of Evaluations—Performance and impact evaluations; formative and summative evaluations</p> <p>h. Understanding the OECD evaluation criteria as a globally accepted normative set of criteria used to determine the merit or worth of an intervention;</p> <p>i. Understanding the quality assessment criteria for evaluation reports,</p> <p>j. Utilization of evaluations</p> |
| Delivery medium | Face-to-face/ in-person |
| Delivery language | English |
| Anticipated duration (days) | A duration of four days is proposed to allow for adequate interaction in terms of Q&A, practice, feedback, and clarification. We also understand that this proposed duration depends on the course content. |

¹ The bidders are encouraged to propose their own adjustments to the training package, based on the above-mentioned suggestions, without compromising the quality of the expected outcomes.

| | <i>Session</i> | <i>Period</i> | <i>Duration</i> |
|---|-----------------|---|---|
| Anticipated training sessions, periods, and duration per day | Session 1 | 09.30 to 11.00 | 1 hour and 30 minutes |
| | Morning Break | 11.00 to 11.20 | 20 minutes |
| | Session 2 | 11.20 to 13.00 | 1 hour and 40 minutes |
| | Lunch Break | 13.00 to 14.30 | 1 hour and 30 minutes |
| | Session 3 | 14.30 to 15.20 | 50 minutes |
| | <i>Overall</i> | <i>09.30 to 15.20</i> | <i>Daily training duration (excluding morning break and lunch break): 4 hours</i> |
| | Location | <ul style="list-style-type: none"> ✓ Either in a hotel in Praia (Capital City), Cabo Verde, or another hotel in Cidade Velha (about 20 minutes outside Praia); ✓ The face-face approach will ensure that participants are not distracted by other official tasks that may be competing for their attention; ✓ ECREEE will cover training logistics costs. This includes the venue, transportation to and from the venue, meals, stationery, and miscellaneous costs. | |