



## ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE)

### TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANT

<b>Project:</b>	West Africa Green Hydrogen Programme
<b>Job Title:</b>	Program Officer
<b>Contract Type:</b>	Individual Contract
<b>Duty Station:</b>	Praia, Cabo Verde
<b>Duration of Assignment:</b>	01 years renewable for a total of up to 3 years

#### **Project Background**

ECREEE, in collaboration with the West African Science Service Centre for Climate and adapted land use (WASCAL) is currently implementing a Green Hydrogen program. This program is funded by the German Federal Ministry of Education and Research (BMBF) with its partners and a consortium of African research institutions to explore the potentials of green hydrogen production from the enormous renewable energy sources within the African continent. The aim is to support sustainable and economic development in Africa through a viable hydrogen economy.

Hydrogen as fuel for the future has gained global interest in recent years. Today Hydrogen is mostly produced from fossil fuels such as coal, oil and natural gas hence resulting in heavy carbon emissions and the attendant climate impact. Using renewable energy sources such as wind, solar, geothermal or hydropower produce “green” hydrogen which is now seen as a major energy carrier for sustainable energy system. Like other renewable energy and energy efficiency services, green Hydrogen can contribute significantly to achieving SDG 7 in the ECOWAS region, promote economic growth and lead the region towards a low carbon trajectory. However, Green Hydrogen technologies and services remain largely underdeveloped in ECOWAS countries due to key barriers that include lack of Policy, legal and regulatory frameworks.

As part of the program, and ECREEE as the specialized agency of ECOWAS set up to create favorable framework conditions and an enabling environment for renewable energy and energy efficiency markets by supporting activities directed to mitigate existing barriers is seeking to establish and operationalize a comprehensive and coherent policy, legal and regulatory framework strategy for the adoption and deployment of Green Hydrogen technologies and services in the ECOWAS region. The components of the strategy include resource assessment, mapping and planning, policy, and strategy development, Information and Knowledge sharing, capacity building and resource mobilization.

ECREEE intends to hire a Programme Officer to support the programme coordinator in the undertaking of all program activities including preparation and, implementation of activities in all countries. S/he will report to the programme coordinator and Executive Director.

## **Scope of Work**

Programme Management Tasks:

- i. Assist the programme coordinator in the development and implementation of the annual ECREEE work plans and budgets related to Green Hydrogen.
- ii. Assist in the monitoring of the progress of the program activities and its administrative and financial execution.
- iii. Assist in elaborating periodical reports on the progress and achievements of the program in relation to its objectives, results and indicators (incl. analytical recommendations for adaptations and revision of activities etc.);
- iv. Plan, coordinate, follow up, and actively participate in the procurement and implementation of hired consultancy services for related pre-feasibility and feasibility studies and other studies;
- v. Support the identification of needs, design, and delivery of Technical Assistance and provide capacity building trainings as needed;
- vi. Ensure regular monitoring of the status of project activities (through the preparation and updating of implementation plans and schedules, operations manuals, disbursement projections, etc.),
- vii. Participate in missions; and in other related activities as may be assigned by the ECREEE Executive Director.
- viii. Contribute to the expansion of project portfolio of ECREEE regarding Green Hydrogen policy, regulation and planning;
- ix. Develop high-standard concept notes and project documents in line with international donor requirements;
- x. Support and monitor the implementation of the program and provide regular updates on the progress to the ECREEE management; oversee and facilitate the implementation of national policies and secondary actions (e.g. regional standards, regulations, standards); facilitate exchange of knowledge and best practices with other African regions;
- xi. Contribute to regional and national policy coherence and facilitate cross-sectoral planning and the mainstreaming of important cross-cutting issues, such as gender and climate change mitigation/adaptation; facilitate the consideration of latest international technology innovations and trends on Green Hydrogen in national policy and sector planning;
- xii. Participate in Green Hydrogen discussions in the region and draft reports, policy briefs and presentations; organize related policy and planning workshops and conferences;
- xiii. Actively participate in the organization and hosting of roundtables, workshops, lectures, and seminars on ECREEE's activities to contribute to building a country-specific policy related knowledge base of the institution;

## **Competencies, qualifications, and experience**

- (a) The Programme Officer shall have at least a master's degree in Energy Management, Environmental management, or similar areas with a strong focus on sustainable energy and
  - i. At least 7 years post-qualification.
  - ii. At least 5 years specific experiences in Clean Energy technologies promotion

- iii. At least 5 years' experience in programme management;
  - iv. Experience working with ECOWAS institutions would be an advantage; and
  - v. Proven experience in participating in similar donor-funded projects would be an advantage).
- (b) Other required skills and competencies include:
- i. Strong planning, organization and time management skills and ability to manage multiple tasks;
  - ii. Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions;
  - iii. Proficiency in preparing and presenting professional reports and analytical papers;
  - iv. Able to communicate effectively in writing to a varied and broad audience simply and concisely;
  - v. Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
  - vi. Excellent analytical and organizational skills;
  - vii. Works well in a team.
  - viii. Fluent in both French and English language (both oral and written) and excellent communication and presentation skills, particularly in the preparation of written documents;
  - ix. Very good interpersonal and communication skills, ability to manage relations with development partners, to work under pressure, and handle politically and culturally sensitive issues.

### **Duration and Location of 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. 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.

### **The electronic application contains the following documents:**

- Detailed CV and Cover Letter
- Track record of assignments of similar scope and focus (list of int. 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 the above documents by e-mail through: [green-hydrogen@ecreee.org](mailto:green-hydrogen@ecreee.org) clearly indicating in the subject: "Program Officer for West African Green Hydrogen Programme".

**Deadline for Submission: 4<sup>th</sup> March 2022, 23h59 Cape Verde local time.**