



TERMS OF REFERENCE

**Mobilization of Technical Assistance
from a Regional Consulting firm, to support the
ECOWAS Center for Renewable Energy and Energy Efficiency (ECREEE)
in West Africa for the :
“Elaboration of the SE4ALL Investment Prospectuses in the Gambia, Ghana and
Burkina Faso”**

1. BACKGROUND

1.1 ECREEE

ECREEE is the "ECOWAS Centre for Renewable Energy and Energy Efficiency" that is based in Praia, Cape Verde. This institution was established by regulation number C/REG of November 23, 2011 of the 61st session of the ECOWAS Council of Ministers with the mandate "to promote renewable energy and energy efficiency markets". ECREEE is supported and has got the legitimacy from the Governments of Benin, Burkina Faso, Cape Verde, Cote d'Ivoire, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo (15 countries of ECOWAS).

ECREEE coordinates, executes, co-funds and supports programs, projects and activities in the scope of the four following strategic areas: Sustainable Energy Policy, Capacity building, Knowledge Management and, Investment Project development and finance. One of the major pillars is the capacity building programmes that would help promote access, rural electrification, renewable energy and energy efficiency. ECREEE has developed a considerable amount of work in the field of capacity building through many workshops and training programmes at regional level in the rural electrification and energy efficiency.

ECOWAS has set up ambitious policy targets in terms of energy access, renewable energy and energy efficiency. The ECOWAS Energy Ministers have appointed ECREEE to act as the SE4ALL Focal Point in the ECOWAS region, and to take up the development of SE4ALL activity program for the region.

1.2 COLLABORATION WITH USAID

The United States Agency for International Development (USAID) and ECREEE have signed a collaboration for the years 2018 – 2019 entitled: From policy to investment with a special focus on access to sustainable electricity services.

The proposed collaboration has 5 activities among which one of them consists in supporting SE4ALL Investment prospectus (IP) processes by providing targeted support to ECREEE in

specific countries (Ghana, the Gambia and Burkina Faso) so as to elaborate an updated SE4ALL IP document.

1.3 The SE4ALL initiative and process

The SE4All CARD foresees the following steps for the implementation of SE4All Country Actions:

1. A Declaration of Partnership which expressed the host country government's desire to participate in the SE4All initiative;
2. A Rapid Assessment/Gap Analysis which describes the status quo regarding energy in the national development context, providing the political, economic, social, and environmental background for the subsequent drafting of strategic plans to promote SE4All in a particular country;
3. A Country Action Agenda which is a strategy-driven and holistic document that addresses the issues and gaps identified in the respective Rapid Assessment/Gap Analysis by outlining and prioritizing various courses of action and demonstrates how the three goals of SE4All can be achieved;
4. Investment Prospectuses¹ which provide an approach to operationalizing the Country Action Agenda, in each specific sector or subsector, by identifying and developing a set of implementable programs and projects, including their investment requirements, that can be presented to potential private and public investors.

The Africa Hub, in consultation with SE4All partners, developed several guidelines to assist in the development of the Action Agenda and Investment Prospectus, including an Action Agenda template, a guide for assessing the quality of the documents produced, stakeholder consultation guidelines and a concept note on the IP.

1.4 SE4ALL National Action Agendas and Investment Prospectus

One of the major achievements of ECREEE in 2014-2015 has been assisting the ECOWAS member states in developing the SE4ALL National Action Agendas that include the National Renewable Energy Action Plan (NREAP) and the National Energy Efficiency Action Plan (NEEAP). This provides a national strategy and road map (validated by each government) sustained by national policies. ECREEE has engaged 15 national consultants and a team of international experts as part of a backstopping team. The Directors for Energy of each ECOWAS member state were invited to present the national action agendas at the "ECOWAS

¹ The SE4ALL Investment Prospectus is meant to provide overviews of investment requirements / projects for the implementation of the SE4ALL Initiative in a country, following-up on the themes in the Action Agenda. Although due care must be exercised on a best efforts basis to ensure that the information outlined in the IP is correct, it is not meant to be derived from any detailed due diligence processes. The SE4ALL Investment Prospectus has no legal value, and it is made available by the respective country to potential financiers (public and private) for the purpose of initiating a dialogue. Please note that the SE4ALL Investment Prospectus is not a document that is distributed in the context of a specific investment offering, such as an initial public offering, to potential investors.

Sustainable Energy Policy and Investment High Level Forum", which happened from 14-18 September in Abidjan.

The SE4ALL National Action Agenda translate the national policies in a strategic path that will bring each country close to the SE4ALL objectives by 2030. It provides information on the quantity of inputs required to meet the objectives in term of number of electricity connections, number of access to efficient cooking fuels equipment and devices, MW of installed renewable energy capacity and penetration of energy efficient devices. It also indicates the schedule of actions and programmes to roll out in order to create an enabling environment for the above investment. Without a sound cost estimate associated to these investments and programmes, the donor community will miss key information that would result directly from the action agendas.

The next phase for ECREEE has consisted in developing a specific SE4ALL IP Framework for ECOWAS countries, including 5 pipelines to fill in so as to represent all types of renewable technologies, energy efficiency devices and programs and enabling environment projects.

Since then, ECOWAS countries that have carried out their national SE4ALL Investment Prospectus have followed the mentioned framework, based on a bottom-up approach that consists of developing 5 pipelines of projects displaying the financial effort and timeline for bringing each identified project to maturity and bankability. So far, 11 Investment Prospectuses have been elaborated in the ECOWAS region.

As far as Gambia, Ghana and Burkina Faso go, a first version of the IP has been already developed, either along with the Action Plan process –as it was the case for Burkina Faso- or as a separate document focusing mainly on one type of technology.

The 3 countries have therefore requested the assistance of ECREEE to update their SE4ALL IP documents and adapt them to the ECOWAS IP Framework.

The update of these IP documents require significant effort and time, for which ECREEE is seeking technical assistance, through a regional consulting firm that will carry out the assignment in the 3 countries.

As being an update, this assignement shouldn't exceed 100 man days for all 3 countries including :

- **National Kick off meeting**
- **Investment Thesis writing**
- **Project selection and project fiches elaboration**
- **Final report**

2. METHODOLOGICAL APPROACH

2.1 General principles

The specific methodology for this assignment will be developed and included in the technical proposal submitted by the consulting firm. It is expected that the assignment will follow the SE4ALL IP Framework developed by ECREEE, and be validated at each step of the process by the ECREEE Project Manager responsible for this assignment. The methodology should

demonstrate participatory processes that will result in the formulation of the IP, while detailing the range of methods that will be used including consultations with relevant stakeholders from public and private sector institutions, civil society and non-governmental organizations and development partners, in a spirit of inclusiveness and social and political consensus. Requested activities shall also include mobilization of local expertise in the 3 countries during the assignment, to provide continuous technical assistance to the regional firm that will be selected.

The other development partners present in the country shall be engaged at an early stage of the project and their engagement shall be assured throughout the implementation of the activities described in these TORs. A close cooperation with the ECOWAS Center for Renewable Energy and Energy Efficiency (ECREEE) is crucial.

Due to the cross-cutting nature of the energy sector, the participatory process shall include not only energy stakeholders but also representatives from other sectors that are significantly impacted by decisions on energy services delivery (e.g. nexuses with environment, water, gender, health, rural development et.al.).

2.2 Investment Prospectus methodology

The IP provides an approach to operationalizing the Country Action Agenda, possibly in a specific sector or subsector, by identifying and developing a set of implementable programs and projects, including their investment requirements, that can be presented to potential private and public investors. The development of the IP should follow the concept note developed by the SE4ALL Africa Hub².

The IP should contain short- to medium-term set of investment opportunities, covering investment opportunities for the next 3-5 years; it should present a set of prioritized and sequenced investment opportunities following in most cases an investment thesis (e.g. mid-sized renewables (10 – 50 MW), gas-based power plants, energy efficiency in public buildings etc.).

Projects shall be identified in each and every 5 pipelines of the framework (1) on grid, 2) off grid 3) energy efficiency 4) Cooking and 5) Enabling Environment , so as to present an IP covering the whole energy sector and showing at least 3 – 6 projects where “bankable” documentation is available.

The structure of the IPs should follow the recommendation of the IP concept note, with three different parts:

- 1/Description of the investment thesis and link to the AA;
- 2/ outline of the investment opportunities; and
- 3/ Detailed Project Fiches.

2.3 Structure of the IPs

The IP would generally have three parts:

² <https://afdb.sharefile.com/d-se717be801d24ddfb>

1) Executive Summary

2) Investment Thesis.

- a. country overview,
 - b. energy sector trajectory,
 - c. regulatory & enabling instruments,
 - d. energy sector specific topics,
 - e. SE4ALL initiative for the country (this should include how the IP will be monitored and revised/updated at national level)
- Description of the investment thesis: providing the general context to the investment prospectus theme, including the policy, legal and regulatory issues relevant to the thesis. This section should also provide a link to the relevant sections of the Action Agenda.

3) Pipeline of Projects.

These should be sorted according to their readiness for attracting financing: a first segment should contain projects/opportunities that have detailed investment documentation available, while less ready projects might focus initially on mobilizing financing for e.g. feasibility work.

Outline of investment opportunities should include the following specifications:

- Investment description (summary information of the project/opportunity)
- Implementation arrangements (legal issues, authorizations. related infrastructure, etc.)
- Financing overview (cost overview, financing allocated, financing gap, etc.)
- Timeline (envisaged project timeline)
- Risks and risk mitigation
- Description of implementation arrangements: this should provide information on how to access additional information, the contact information of projects developers...

The level of validation of the IP does not have to be at the same political level as for the AA and therefore won't lead to a "validation" of the document, as the IP is an ongoing document that aims at being regularly updated and publically published.

3. OBJECTIVE OF THE ASSIGNMENT

The main objective of this assignment is to assist ECREEE to develop the investment prospectus for the 3 ECOWAS member states.

The selected firm for the assignment shall mobilize a team of national experts in the 3 countries, and ensure participation to the kick off meetings that will occur in all 3 countries.

4. ACTIVITIES AND DELIVERABLES

It is suggested to structure the work programme into eight steps – the total duration of this assignment should be around six months per country:

Project phases

- I. Preparation and definition of methodology and mission planning;
- II. Identification of national experts for the countries where the firm is not based;
- III. Meeting with local authorities to define the IP national criteria and national committee and public projects;
- IV. IP Kick off meetings in 3 countries;
- V. One to one consultations with private sector
- VI. Call for projects and projects selection
- VII. Investment Thesis
- VIII. Consultations with government authorities to select and write project fiches for public projects
- IX. Final report: National Se4All IP (Investment thesis + project fiches)

5. SEQUENCE OF ACTIONS FOR EACH COUNTRY

| | Activity | Deliverable |
|---|--|---|
| A | Preparatory work, identification of national experts /partners, organization of kick-off meeting | Planning and methodology for the assignment, Kick-off meeting, agreed IP development plan Final inception report, 2 weeks after consultation kick-off. |
| B | Convening of relevant working groups. Stakeholder consultations Development of investment thesis and identification of relevant investment opportunities Methodology for assessing investment opportunities developed | Working group proceedings and list of consultations carried-out Methodology for assessing investment opportunities agreed and applied |
| C | Collection of inputs and preparation of draft IPs | First draft IPs |

| | | |
|---|--|---|
| D | Finalization of IPs Development of process for actualization of IPs | Final draft IPs Actualization process agreed |
| E | Transfer of final versions of IPs. | Final version of IPs |

6. REPORTS

The inception, draft and final reports corresponding to the outputs will be submitted in e-version in English language for Ghana and the Gambia and in French for Burkina Faso. The final versions of the reports will be produced two weeks upon receipt of comments.

6.1 Management of the mission deliverables

The reports/deliverables will be delivered to ECREEE and to the 3 concerned ECOWAS member states.

The final report and its recommendations shall be operational and supported by solid arguments. The final report shall be of high quality, well written, concise and to the point. Figures, facts and numbers (for example energy access figures) shall be linked to the sources from which they are derived.

6.2 Submission and approval of reports

ECREEE represented by Mrs Nathalie WEISMAN (nweisman@ecreee.org), the project manager of the beneficiary for this mission will be responsible for approval of all reports and will coordinate with the relevant authorities in ECOWAS countries. ECREEE will provide all documents and liaise with member states exclusively.

The regional firm responsible for the mission should safeguard quality assurance of deliverables and adherence to the ToR and will supervise the mission and the participation of national experts to the assignment. Please note the beneficiary of this mission and reports will be ECREEE, USAID, and the ECOWAS member state countries.

Deliverables should be well structured, coherent, detailed and follow the right template including timing of expert interventions.

The final reports will be provided in electronic format to ECREEE.

7. EXPERTISE REQUIRED

The assignment requires an experienced consulting firm capable of deploying experienced teams in all 3 countries and who are capable of interacting and communicating effectively in French and English, with central and local government officials, private sector, banking sector, and development agency representatives. Interested consultant firms should clearly demonstrate their experience in energy project promotion, technical development, financing and appraisal, financial advisory experience with renewable energy and energy efficiency

projects in ECOWAS. Excellent knowledge and understanding of project development and assessment is also crucial.

While the consultant firm has the responsibility of proposing the team composition, the tasks in the assignment will require the involvement of at least:

- Expert in business development for renewable energy and energy efficiency, both with private sector and public private partnership structures;
- Expert in financing of renewable energy and energy efficiency projects.

Consulting firms are strongly encouraged to tap into locally-based expertise, as appropriate, to contribute to enhance local capacities and facilitate the implementation of follow-up activities. The CVs of proposed staff should clearly demonstrate the relevant experience of each team member by task assigned.

8. ASSIGNMENT START AND IMPLEMENTATION PERIOD

The assignment is scheduled to start in November 2018.

The assignment should be implemented within 2 calendar months.

9. LOCATION OF THE ASSIGNMENT

The services will be carried out from the localization of where the regional firm is based (for preparation and report writing). Meetings however will be organized at country level with the national experts involved in the IP Process, and a kick off workshop will need to be organised in each country, where regional and national experts should attend.

10. LANGUAGE

The working language for this assignment will be in English or French. All reports and other communication will be in English or French.

11. ADMINISTRATIVE INFORMATION

- Contact point at ECREEE: Nathalie WEISMAN (nweisman@ecreee.org)
- Contact points at country level : National Focal Institutions – will be sent to the firm once the consultation starts.