



## Terms of Reference



### CALL FOR EXPRESSIONS OF INTEREST

**DEVELOPMENT OF TRAINING MATERIALS ON THE PRODUCTION OF EFFICIENT  
IMPROVED COOKSTOVES AND TRAINING OF ENTREPRENEURS IN KONO  
DISTRICT IN SIERRA LEONE**

March 2022



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## 1. Background

At the global level, a staggering 2.6 billion people still depend on traditional cookstoves or open fires for cooking and heating their homes (World Energy Outlook 2012). Many women and children are forced to spend long hours every day collecting material for fuel. As a consequence, much of the Earth's natural forests are being depleted, which in turn, negatively affects climate change. Additionally, households that use traditional forms of cooking are exposed to fumes that cause serious respiratory illnesses and eye ailments.

At the ECOWAS regional level, majority of households still rely on the traditional use of biomass as their primary cooking fuel using inefficient cookstoves. In several countries in the region, biomass-based fuels (wood fuel and charcoal) represent more than 90% of the household energy needs especially in rural and peri-urban areas. Due to fact that this fuel is used in inefficient cooking devices, it poses serious threat to health of people especially women and children and contributes to depletion of forests.

It is in this light that, the ECOWAS Centre for renewable Energy and Energy Efficiency (ECREEE) and its partners launched the West Africa Clean Cooking Alliance (WACCA) initiative in October 2012 to promote a wide distribution of efficient, affordable, sustainable, and safe cooking fuels and devices to the ECOWAS population through various intervention strategies that overcome technical, economic, social and institutional barriers.

**The objective of WACCA** is to bring clean, safe, affordable cooking energy solution to the entire ECOWAS population by 2030. This is in line with the overall objective of ECREEE to promote energy access, renewable energy, and energy efficiency within the ECOWAS region.

To achieve this objective, the WACCA coordination team within ECREEE has included in its annual work plan, regional and national capacity buildings on the construction of improved cookstoves called "WACCA Camp" with the aim to:

- Strengthen capacities of public and private entities (market enablers and players) to develop and implement investments in clean cookstoves projects in the ECOWAS Region,
- Make clean and efficient cookstoves readily available and affordable to people in rural, peri-urban, and urban areas,
- Increase the health, financial and social benefits associated with the use of improved cookstoves,
- Enhance productive lives of families (women and children) by dedicating more time to other activities as they spend less time collecting firewood and save costs on fuel expenses.
- Promote the development, demonstration, and dissemination of clean cookstoves technologies and services in the ECOWAS region.



- Support the emergence of local businesses and create local employment.

It is in this light that, ECREEE is planning to organize, with the support of the ECOWAS Commission and in collaboration with the Ministry of Energy of Sierra Leone, a national WACCA Camp in Kono District in Sierra Leone that will provide training to Women and youth entrepreneurs in this field to be able to improve their skill in the production and distribution of clean and efficient cookstoves and fuels.

## 2. Objective(s) of the Assignment

The broad objective of this assignment is:

- to develop training and capacity building materials to the knowledge and skills of entrepreneurs, artisans, and NGOs on the production of energy efficient cookstoves using wood/briquettes as well as the production of briquettes
- to provide a theoretical and practical Training to women and young entrepreneurs in Sierra Leone

## 3. Scope of Work

### 1.1. Develop training and capacity building materials

The consultant will be expected to carry out the following tasks:

- Design specific training materials on production of briquettes and construction of domestic and institutional cookstoves using wood and/or briquettes. the training material shall contain among others for both the metal frame and the clay liner of improved Cookstoves:
  - The description of the stove technology
  - The choice and description of the construction materials,
  - Construction equipment
  - The construction process and stages
  - Construction and finishing techniques including stove sizing and design
  - The human resource and expertise required
  - Stove efficiency tests
  - Business model, marketing, and communication aspects
- Propose an evaluation based on a questionnaire for the feedback of the participants on the training

### 1.2. Provide a Training of Entrepreneurs

The Consultant will Conduct a 6-day theoretical and practical training in field for twenty (20) women and youth entrepreneurs selected in Sierra Leone to produce improved and efficient cookstove. The consultant shall propose the agenda on the 6-day training taking to account all the different aspects of the training.



The theoretical training will be held on the first 2 days and the practical training will be done in the field. The consultant shall have the provision to build two (2) demonstration cookstoves, one domestic stove and one institutional stove which ECREEE will donate at the end of the training.

#### **4. Expected Deliverables and Reporting Requirements**

The consultant is expected to provide the following outputs:

- (i) *Inception report* – outlining in detail the work/activities to be undertaken including methodology, implementation plan and timelines. It should also include an overview of the narrative summarizing the consultant’s understanding of the scope and the intended goals of the training materials and an outline training material and the agenda of the training.
- (ii) *Training Materials* - Submission of the training materials on efficient stoves in its totality (both for the metallic frame and clay lining for the “JKO” type of stoves) using and briquettes production in English Language (Modules and PPT) and survey template (evaluation questionnaire).
- (iii) *Training report* – submission of the training report including the photos of the training attendance lists and the survey on the training.



## 5. Level of Effort

This assignment will start upon the signature of the contract. The total duration will be 5 weeks with the total effort of 16 man-days.

No.	Item	Indicative man-days	Location	Expected date of Deliverables
1	Inception Meeting and report	2	Online	1 week after the inception meeting
2	Develop and submit final materials	5	Home base	2 weeks
3	Provide 6-day Training Entrepreneurs	6	Home base	Date of the training to be determined and communicated by ECREEE
5	Submit final training report	2	Home base	1 week after the training
	<b>Total number of days</b>	<b>15</b>		

## 6. Language of Work

The contractor must have the capacity to work in English. The output and all documents for this assignment should be submitted in English.

## 7. Proposal Submission Requirement

Interested applicants residing in Sierra Leone should submit proposals electronically as detailed below:

### a) *Technical proposal.*

It should include:

- Technical Approach:
  - overview of the narrative summarizing the consultant's understanding of the scope and the intended goals of the training materials and an outline training material
  - methodology, implementation plan and timelines
  - technical sheet of the improved stoves proposed (domestic and institutional) with Photos also to be provided. Note that the 2 components of the stove (namely the metal and clay parts) should all be submitted as a requirement to complete the assessment.
  - the agenda of the training session
- The experience and capacities of the company
  - Experience of the company in the production and distribution of cookstoves of improved cookstoves:
  - Experience of the company in training
  - Qualification and experience of the trainers. Provide Curriculum Vitae of the trainers,



Scanned copy of certificates and other supporting material deemed to be relevant to the proposal may be attached as an annex. Although annexes are useful, they will not be evaluated.

- b) *Financial offer/budget* including breakdown of costs with man-days for each team members (if team approach is utilized) also including the production of the 2 stoves for demonstration. All costs must be in US dollars

Note: There is no template for the proposal. Proposals should cover the above requirement.

#### **8. Experience and qualification of lead trainer**

- Have at least a bachelor's degree in Energy, administration, finance, environment
- Have at least five-year experience in the construction and marketing of improved cookstoves.
- Have an experience in marketing, business model development for SMEs working in clean cooking sector,
- Excellent interpersonal and communication skills and sensitivity to cultural, socio-economic, and political differences
- Skills in achieving results through persuading, influencing, and working with others,
- Skills in organizing and facilitating meetings

#### **9. Evaluation Method**

Proposals will be evaluated using a Quality and Cost-Based Selection (QCBS) method, with weights of 80 percent towards technical proposal, and 20 percent towards financial proposal.

#### **10. Payment Schedule**

- 20% upon receipt and approval of inception report.
- 70% upon receipt of all drafts Training material.
- 10% upon receipt of a final report.

The invoice will be paid after verification of compliance

#### **11. Application Process and Information**

Interested candidates should submit proposals as detailed in item 7 in English language and electronically to ECREEE using the following email address **ONLY:** [wacca\\_cookstove@ecreee.org](mailto:wacca_cookstove@ecreee.org) **no later than (See Procurement notice),** clearly indicating in the subject: "

**DEVELOPMENT OF TRAINING MATERIALS ON THE PRODUCTION OF ENERGY EFFICIENT COOKSTOVES AND TRAINING OF ENTREPRENEURS IN KONO DISTRICT IN SIERRA LEONE".**



For additional information or request for clarification, please contact Mr. Guei G. F Kouhie, PO- RE Technologies at ECREEE on [gkouhie@ecreee.org](mailto:gkouhie@ecreee.org). **Please do not copy this email address when submitting your proposals. Otherwise, your application will be disqualified.**

Proposals should not be submitted on ZIP format or exceed 10MB (total attachment per email).