

TERMS OF REFERENCE

AGRI-COOL PROJECT

ENERGY SYSTEM MODELLING FOR GREEN DEVELOPMENT OF AFRICA

Recruitment of an Administrative Project Assistant

Job Reference :	001/IM/ED/CD/01-07/2024
Organisation :	ECREEE
Sector :	Energy
Grade :	Senior admin consultant
Term duration:	1 Year – Renewable
Recruitment contract type:	Local
Location :	Praia, Cabo Verde
Required Language:	English
Preferred Advantage Language(s):	French, Portuguese,
Scope:	
Budget:	36,000 Euro
Closing Date:	12/8/2024 (DD/MM/YYYY) at 23:53 UTC-1



1. Introduction

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), with thirteen (13) other organisations, is implementing a project entitled: Advancing sustainable AGRiculture through off-grid energy and COOLing solutions in Africa (AGRI-COOL).

The goal of the AGRI-COOL Project is to develop a low-cost, container size, solar energy powered solution that generates cold and stores cold using an ice-based thermal Energy Storage System, and demonstrate its technical, economic, financial, environmental, and societal feasibility for five off-grid and urban locations on the African continent.

Following the successful kick off the project on June 17, 2024, ECREEE is seeking to recruit an administrative project assistant who will assist the ECREEE project Coordinator in the administration and implementation of the project.

The administrative project assistant will be based in Praia, Cabo Verde, and will be responsible for the day-to-day administrative aspects of the project, travel and workshop plannings, documents filing, internal memos, under the supervision of the project coordinator.

2. Background of the Project

Large parts of Africa face significant energy challenges and suffer from limited agricultural development. As a result, farmers struggle to obtain energy to reliably power the necessary local cooling capacity for their harvest; this is especially significant at the many off-grid locations still present in Africa. The resulting Food Waste and Loss (FWL) play a substantial role in contributing to climate change, accounting for approximately 4.4 Gt CO₂-eq annually, approximately 8-10% of total anthropogenic greenhouse gas (GHG) emissions worldwide.

AGRI-COOL addresses various aspects of FWL-volumes while enhancing the energy efficiency of the cold chain postharvest systems. It serves two crucial purposes: (1) meeting the increasing food demand and (2) mitigating climate change. By effectively reducing FWL through providing renewable energy based cooling and cold storage for agricultural products, we have the potential to simultaneously tackle these challenges.

In response to these interconnected challenges, the AGRI-COOL project proposes a smart, scalable, cost-effective, energy-efficient and environmentally friendly solution for electricity and cold generation and storage which can be installed, operated, and maintained by local African companies. AGRI-COOL aims to provide sustainable off-grid energy supplies to rural communities in Africa. Leveraging photovoltaic technology, thermal energy storage, chillers, and smart control strategies, the project will develop container sized solutions that offer carbon-neutral energy for food product cooling. Additionally the capacity building of the stakeholders will also provide local industries with the skills to turn these solutions into sustainable businesses.

The AGRI-COOL project, which officially started in June 2024, following the successful kick off the project on June 17, 2024, will develop a container sized solution in which food can be stored and cooled. It will be combining the use of photovoltaic technology, thermal energy



storage by phase change materials, chillers, and smart control strategies to offer an affordable, scalable and climate-friendly

solution. Once built, the AGRI-COOL system will be demonstrated in rural communities in South Africa, Cabo Verde, Somalia and Zimbabwe, and hence showcasing its adaptability to different climatic conditions.

3. Scope and description of the work

- The primary responsibility of the project assistant is to assist the AGRI-COOL project coordinator in a timely manner and maintaining the highest quality administrative management of the project. Moreover, the project assistant will support in any additional work that will promote the implementation of the project.
- The consultant is to assist the project coordinator in the implementation of all project related administrative activities, mainly in areas of procurement, travel/missions, organizing events, organizing meetings agenda, managing the project office, assisting logistics, communication within ECREEE and with partners/stakeholders, or any other activity assigned by the Executive Director.
- The Administrative Project Assistant will be supporting all activities aimed at ensuring the efficient administration of various projects in ECREEE
- The Administrative Project Assistant shall ensure that all assigned duties are promptly and efficiently handled.
- This assignment is located at the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), office in Praia, Cabo Verde.
- Under the overall guidance of the Executive Director, the Administrative Project Assistant will report to the Project coordinator

Specific duties and responsibilities

- Assist on all logistics related to the AGRI-COOL project
- Travel arrangement for international trainees to attend the AGRI-COOL advanced training course
- Support the organization of AGRI-COOL seminars and consortium meetings
- Support the organization of AGRI-COOL project meetings and webinars
- Keep record and document filling and management
- Any other tasks assigned by ECREEE management

4. Qualifications and Competencies

- i. A minimum of a Diploma in administration, travel management, logistics, procurement or equivalent professional qualification
- ii. At least 5 years of work experience in the sustainable energy sector as an admin assistant, travel management, event organization, or similar areas at regional level, and more specifically in ECOWAS countries
- iii. Sufficient knowledge of the ECOWAS system, more specifically of ECREEE
- iv. Be a citizen of an ECOWAS member State and resident in Cabo Verde
- v. Experience in organizing events in the ECOWAS region



- vi. Knowledge of travel management system of ECOWAS (TVM) and other ECOLink applications
- vii. Practical knowledge of Microsoft Office : word, excel, power point, outlook
- viii. Innovative and communication skills
- ix. Capacity to work in a multi-disciplinary team
- x. Proficiency in drafting reports.
- xi. Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- xii. Ability to communicate and write effectively in one of the three (3) official languages (English, French, Portuguese) of ECOWAS, knowledge of more official languages is an advantage (English, French, Portuguese).
- xiii. Cabo Verdeans Citizens or resident citizens of an ECOWAS member state in Cabo Verde are particularly encouraged to apply for this consultancy.

5. Expected deliverables

Key deliverables that the consultant would be required to produce include the followings:

- Monthly progress reports that will include a brief summary of work undertaken within the reported period as indicated in the monthly report template
- Prepare a final report, which summarizes his/her work and sets out details of the future work schedules two weeks to the end of the contract.
- Mission Back-to-office reports, where required;
- Monthly budget and work plans for the forthcoming month, to be submitted on the 15th of each month;
- Annual report;
- Technical assistance activities, where required.
- Other relevant documents.

The consultant will be initially engaged for 1 year, renewable on annual base, and up to three years, based on her/his performance, and upon availability of fund. Extension of the duration of services shall be subject to mutual agreement between the parties. The services will be provided at ECREEE Secretariat Office located in Praia, Cabo Verde.

6. Submission

Interested applicants should submit their CV, together with any relevant diplomas, certificates, and cover letter to agricool@ecreee.org no later than 23:59 (UTC-1) on the 12th August 2024.

For questions related to administrative issues, kindly contact adoliveira@ecreee.org

For questions related to technical issues, kindly contact cdiarra@ecreee.org



Disclaimer:

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