TERMS OF REFERENCE

REGIONAL CLEAN COOKING ACTION IN WEST AFRICA (RECCAWA)

Senior Data Management & M&E Expert

Project: Regional Clean Cooking Action in West Africa (ReCCAWA)
Position Title: Senior Data Management & M&E Expert
Type of Contract: Individual Consultant / Service Contract
Duty Station: Praia, Cabo Verde
Duration: 12 Months, with possibility of extension
Monthly Fee: 5000 euros
Supervision: Under the direct supervision of the ReCCAWA Project Lead / Lead Clean Cooking Expert.

I.   CONTEXT

The European Union and the ECOWAS Commission signed a convention on 19 October 2023 to support the development of a Regional Clean Cooking Action in West Africa (ReCCAWA). This initiative is implemented by the Netherlands Enterprise Agency (RVO) and the Spanish Agency for International Development Cooperation (AECID), in partnership with the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE). ReCCAWA's main objective is to improve access to affordable, reliable, clean, and sustainable cooking solutions in West Africa.

The **Senior Data Management & M&E Expert** will be a core member of the Project Implementation Unit (PIU). S/he will be responsible for the strategic design, implementation, and management of the project's comprehensive data architecture and M&E system, with a primary focus on **Component 1 (Policy and Enabling Environment)**. A key mandate will be to ensure robust data collection, analysis, and reporting to inform decision-making, enhance project governance, and provide evidence for regional clean cooking policy.

II.   BACKGROUND OF THE ReCCAWA PROJECT

Regional Action for Clean Cooking in West Africa (ReCCAWA) aims to increase and maintain access to clean, efficient, sustainable and affordable cooking energy solutions in the region by strengthening the clean cooking enablement framework at regional and national levels, providing innovative financing and market-based approaches, tailored to the region, which will increase the supply, dissemination and uptake of clean cooking solutions, and by creating and disseminating evidence-based data, knowledge and impact assessments, which are essential for the good governance of the sector and its market uptake. Action is fully aligned with regional and national policies and strategies. The implementation of the action will contribute to the achievement of SDG 7 (affordable and clean energy) as well as SDG 3 (good health), SDG 5 (gender equality), SDG 8 (decent work and economic growth), SDG 13 (climate action) and SDG 15 (life on land).

Overall objective
The overall objective of this Action is to increase access to affordable, reliable, clean and sustainable energy services for clean cooking in West Africa.

Specific objectives:
SO1: Strengthen the **enabling environment** of the clean cooking sector in the West African region and in selected countries;

SO2: Increase the **supply of clean cooking solutions** through professionalisation and facilitation of access to finance in the West African region;

SO3: Increase the **demand for clean cooking solutions** by means of demand-side subsidies and targeted behavioural change interventions in specific West African countries.

Expected results:

Key Results Intervention Area 1 – Regional and National Policy

R1.1   A West African **regional clean cooking roadmap** is **adopted**;

R1.2   **Regional guidelines standards and labels** are adopted and existing testing centres with the capacity of serving the region (namely in Ghana, Nigeria and Senegal) are reinforced;

R1.3   Actionable **national clean cooking action plans** in selected countries are developed or updated (as appropriate) and under implementation;

R1.4   **National standards and labels** are developed or revised (as appropriate) and applied in selected countries, and national testing centres are supported (where appropriate);

R1.5   **New knowledge** about clean cooking actions and policies, along with **regional gender-disaggregated data and best practice experiences** drawn from the activities implemented through the Action, are pooled together and disseminated to serve as a basis for replication and attraction of funding.

Key Results Intervention Area 2 – Supply of Clean Cooking Solutions

R2.1   An increased number of **professionalised Clean Cooking SMEs** provide clean cooking solutions in the West African region, with priority to selected countries;

R2.2   The **capacity of crowdfunders, impact investors and local banks** to review and approve **loan applications** by Clean Cooking SMEs is strengthened in the West African region, with priority to selected countries;

R2.3   Access to **Carbon Finance** for clean cooking SMEs is facilitated though an aggregator in selected West African countries.

Key Results Intervention Area 3 – Demand for Clean Cooking Solutions

R3.1   A dedicated **behavioural change** approach is effective in mobilising additional consumers in selected communities;

R3.2   Innovative **Demand Side Subsidies** are operational and accessible to targeted consumers in selected countries.

The ECOWAS Observatory for Renewable Energy and Energy Efficiency (ECOWREX)

ECOWREX was established to address data and information barriers and to facilitate informed decision-making on sustainable energy across the ECOWAS region. It is expected that data on clean cooking generated from the implementation of ReCCAWA will be published on the platform.

Annual Regional Progress Report on Sustainable Energy

In July 2013, ECOWAS Heads of State approved the ECOWAS Renewable Energy Policy (EREP) and the ECOWAS Energy Efficiency Policy (EEEP). ECOWAS Energy Ministers also expressed their commitment to working towards achieving the SEforALL goals in West Africa. All ECOWAS Member States have developed their National Renewable Energy Action Plans (NREAPs), National Energy Efficiency Action Plans (NEEAPs), and their National Sustainable Energy Action Plans.

Up-to-date knowledge of their progress toward these national and regional goals is crucial for the region and its countries to make informed plans and decisions. To address this need, a regional monitoring framework was adopted at the 11th ECOWAS Energy Ministers Meeting in Conakry, Guinea, in December 2016, with ECREEE tasked with leading the monitoring efforts.

This regional progress report aims not only to provide a quantitative overview of ECOWAS governments' efforts to achieve the RE, EE, and Se4all objectives, but also to encourage the formulation of policies on renewable energy and energy efficiency.

III.   RESPONSIBILITIES

Under the supervision of the Project Lead, the Senior Data Management & M&E Expert will support data collection/update, monitoring, evaluation, and reporting, as part of the implementation of the ReCCAWA Action, specifically:

i. Development of a Monitoring and Evaluation Plan based on the already established results framework for the project. The Plan should comprise:
    a. A data collection plan illustrating the method for the collection, analysis, use, and management of data for each indicator. The plan should include data collection tools and a plan for ensuring data quality.
    b. A template for a Performance Indicator Tracking Table that will be used to demonstrate progress towards achieving the results.

ii. Lead the implementation of the M&E Plan by collecting indicator data and writing technical reports that will be used to inform project management decision-making.

iii. Support the review of project performance.

iv. Participate in supervision missions to ascertain the status of implementation of activities.

v. Lead the technical work to expand the ECOWREX platform to host, visualize, and disseminate clean cooking data, ensuring interoperability and data standards.

vi. Serve as the technical focal point to link data systems between ECREEE's ECOWREX platform and the ECOWAS Commission's ECOWAS-EIS platform, facilitating seamless data exchange and harmonization.

vii. Produce high-quality periodic M&E reports (quarterly, annual), dashboards, and data visualizations for project management, donors (AECID/EU), and regional stakeholders.

viii. Strengthen the capacity of project staff, national partners on M&E procedures, data entry, and the use of the ECOWREX clean cooking module.

ix. Provide data management expertise to project activities where ECREEE's participation is required, ensuring the collection, processing, and integration of reliable and timely data into regional platforms to inform decision-making and reporting.

x. Develop and implement Renewable Energy and Energy efficiency including clean cooking data management protocols (collection, validation, cleaning, storage, security) in ECOWAS Region, ensuring gender-disaggregation where applicable.

xi. Ensure the regular updating of all renewable energy and energy efficiency (RE & EE) related data on the ECOWREX platform, including GIS data in order to maintain data accuracy, consistency, and timely availability for stakeholders.

xii. Prepare and publish the regional annual progress report on sustainable energy, with a particular focus on clean cooking–related indicators, in order to strengthen monitoring, analysis, and dissemination of sector performance.

xiii. Oversee, in coordination with the Project Lead, the development and implementation of the project's Learning and Knowledge Management strategy, including the technical supervision and guidance of the Learning & Knowledge Expert, to ensure effective capitalization, dissemination, and use of project knowledge.

xiv. Provide, in coordination with the Project Lead, technical oversight and guidance on gender mainstreaming across the project, through the supervision of the Junior Gender Expert, ensuring that gender considerations are systematically integrated into data systems, M&E processes, and project reporting.

xv. Ensure all M&E activities and data systems integrate a strong gender perspective and align with the project's gender strategy.

xvi. Support external evaluations and impact assessments by providing data and methodological input.

xvii. Perform any other related tasks as requested by the Project Lead or ECREEE management.

## IV.	EXPECTED DELIVERABLES

The main expected deliverables of the Senior Data Management & M&E Expert are as follows:

1. Inception Report and Detailed MEL Plan for Component 1, including
   - A data collection plan illustrating the method for the collection, analysis, use, and management of data for each indicator. The plan should include data collection tools and how data quality will be ensured;
   - A template for a Performance Indicator Tracking Table that will be used to demonstrate progress towards achieving the results.
2. A functional specifications document for the extension of the ECOWREX Clean Cooking Module, detailing system requirements, workflows, and integration points.
3. Protocol and technical memorandum of understanding (MoU) draft for data linkage between ECOWREX and ECOWAS-EIS.
4. Quarterly and Annual M&E Progress Reports with links to updated dashboards. The reports shall also highlight ECREEE's contributions to data collection and management activities across project components.
5. Daily updates of relevant datasets on the ECOWREX platform, ensuring data accuracy, completeness, and timeliness.
6. Contribution of clean cooking data and analysis to the annual progress reports on energy access, renewable energy, and energy efficiency indicators.
7. Finalized project databases (at mid-term and project end) with all collected, cleaned, and validated data.

8. Support for the development of capacity-building materials, as well as delivery of training sessions and preparation of training reports for stakeholders in ECOWAS Member States on M&E frameworks and data management systems.

## V.	QUALIFICATIONS AND EXPERIENCE

i. Master's degree in data science, Statistics, Information Management, Computer Science, Economics, Development Studies, or a related field. Certification in energy/environment is a strong asset.
ii. Minimum of 8 years of professional experience in designing and managing complex M&E systems and data platforms, preferably in the development sector (energy/environment focus highly desirable).
iii. Proven hands-on experience in database management, data architecture, and platform interoperability. Experience with GIS platforms is an advantage.
iv. Demonstrated experience working with ECOWAS institutions and/or on EU-funded projects is an added advantage.
v. Strong expertise in quantitative and qualitative data collection and analysis software (e.g., Kobo Tools, SPSS, STATA, R, Python, NVivo, Power BI/Tableau).
vi. Experience in capacity building and training in M&E and data management would be an asset.
vii. Excellent analytical, writing, and presentation skills.
viii. Fluency in at least one official ECOWAS language (English, French, or Portuguese) is mandatory. Proficiency in English is a strong asset.
ix. Ability to work under pressure, in a multicultural environment, and a results-oriented approach.

## VI.	DURATION

The consultant will initially be hired for a period of one year, at the end of which his/her performance will be evaluated based on the deliverables achieved. The contract may be extended for an additional year, depending on the consultant's performance and funding availability.

VII.   SUBMISSION

Interested applicants should submit their CV, together with any relevant diplomas, certificates, and cover letter to dataexpert@ecreee.org no later than 23:59 (UTC-1) on the 30th of April 2026. Questions or inquiries should be sent to Mr. Alcides de Oliveira, Programme Officer Admin (adoliveira@ecreee.org), with copy to Mr. Guei Kouhie, Programme officer Renewable Energy (gkouhie@ecreee.org) and Dr. Yannick Kedowide, Project Coordinator (ykedowide@ecreee.org), no later than two weeks to the deadline.