
TERMS OF REFERENCE

REGIONAL CLEAN COOKING ACTION IN WEST AFRICA (RECCAWA)

Learning & Knowledge Expert



Project: Regional Clean Cooking Action in West Africa (ReCCAWA)

Position Title: Learning & Knowledge Expert

Type of Contract: Individual Consultant / Service Contract

Duty Station: Praia, Cabo Verde

Duration: 12 Months, with possibility of extension

Monthly Fee: 3500 euros

Supervision: Under the technical and operational supervision of the Senior Data Management & M&E 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 **Learning & Knowledge Expert** will support the Senior Data Management & M&E Expert in the systematic organization, curation, and dissemination of project knowledge and information, with a primary focus on **Component 1 (Policy and Enabling Environment)**. A key mandate will be to ensure that lessons learned, best practices, and project results are effectively documented, packaged, and shared with stakeholders to support evidence-based decision-making and regional learning in the clean cooking sector.

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 through 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 consultant 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 technical supervision of the Senior Data Management & M&E Expert, and in close coordination with the Project Team at ECREEE, the Learning & Knowledge Expert will support the



implementation of the ReCCAWA Action, with a particular focus on learning, knowledge management, and communication activities related to ECOWREX. Specifically, the expert will:

- i. Support the development of the Regional Progress Report and Regional Energy Efficiency Reports
- ii. Contribute to the development and implementation of the project's Learning, Knowledge Management and Communication Strategy, ensuring alignment with ReCCAWA objectives and the ECOWREX platform.
- iii. Support the structuring, documentation, and continuous updating of a regional clean cooking knowledge repository, integrated into or interoperable with ECOWREX.
- iv. Assist in the capitalization of project results, lessons learned, and best practices emerging from ReCCAWA activities across policy, data, market development, finance, and gender dimensions.
- v. Convert technical data, studies, and analytical outputs into accessible knowledge products (policy briefs, synthesis notes, thematic fact sheets, infographics) tailored to policymakers and key stakeholders.
- vi. Support the integration of clean cooking knowledge content into ECOWREX, including analytical narratives, indicator descriptions, metadata notes, and user-oriented explanations, in coordination with the data expert.
- vii. Contribute to the organization and documentation of learning and knowledge-sharing activities, including webinars, regional and national workshops, and technical learning sessions.
- viii. Support stakeholder engagement, networking, and synergies by contributing to communities of practice, multi-stakeholder exchanges, and coordination mechanisms at regional and national levels.
- ix. Monitor and document the use, reach, and uptake of knowledge products, contributing to learning feedback loops and continuous improvement of dissemination approaches.
- x. Perform any other related tasks as requested by the Senior Data Management & M&E Expert, the Project Lead, or ECREEE management.

IV. EXPECTED DELIVERABLES

The main expected deliverables of the Learning & Knowledge Expert include:

- i. A Learning, Knowledge Management and Communication Strategy aligned with ReCCAWA objectives and ECOWREX functionalities.
- ii. A draft and final Regional Progress Report and Regional Energy Efficiency Report
- iii. A functional and regularly updated clean cooking knowledge repository, integrated into or interoperable with the ECOWREX platform.
- iv. A set of knowledge capitalization and dissemination products, including policy briefs, synthesis notes, thematic fact sheets, and visual materials derived from project data and studies.
- v. Documentation and outputs from learning and knowledge-sharing activities, including agendas, presentations, and summary notes from webinars and workshops.
- vi. Analytical and narrative content supporting the understanding and use of clean cooking data and indicators within ECOWREX, including references to GIS-enabled content where relevant.
- vii. A consolidated Learning & Knowledge capitalization report, summarizing key lessons learned, good practices, and recommendations from the implementation of ReCCAWA.

V. QUALIFICATIONS AND EXPERIENCE

- i. A minimum of a Bachelor's degree in engineering, energy systems, information sciences, knowledge management, communication, development studies, or a related field. A



- background in renewable energy, energy efficiency, or sustainable energy systems is a strong asset.
- ii. At least 2 years of relevant professional experience, including exposure to regional or international development projects in the energy, environment, or sustainable development sectors.
 - iii. Demonstrated experience in producing, structuring, and disseminating technical knowledge, including the preparation of reports, technical notes, synthesis documents, or analytical communication materials.
 - iv. Prior experience working with regional institutions, ECOWAS-related bodies, or EU-funded projects is a significant advantage.
 - v. Ability to work with technical and analytical data and translate them into clear, user-oriented knowledge products. Familiarity with data visualization tools, digital platforms, or web-based knowledge systems is an asset.
 - vi. Experience or strong aptitude for learning processes, knowledge sharing, and capacity-building activities, including workshops, trainings, or webinars.
 - vii. Strong analytical, writing, and synthesis skills, with the ability to produce clear and structured content aligned with international institutional standards.
 - 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 effectively in a multicultural and regional environment, with strong organizational skills, autonomy, and a results-oriented mindset.

VI. DURATION

The consultant will initially be hired for a period of one year, at the end of which his 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 kexpert@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 (gekouhie@ecreee.org) and Dr. Yannick Kedowide, Project Coordinator (ykedowide@ecreee.org), no later than two weeks to the deadline.