



REGIONAL CLEAN COOKING ACTION IN WEST AFRICA (RECCAWA)

Terms of Reference for a
Procurement Specialist

Project: Regional Clean Cooking Action in West Africa (ReCCAWA)
Job Title: Procurement Specialist
Contract Type: Individual Consultant / Service Contract
Duty Station: Praia, Cape Verde
Mission duration: 12 months, with possibility of extension
Monthly Fee: 2500 euros

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 **Procurement Specialist** will be a core member of the Project Implementation Unit (PIU), responsible for providing procurement support to ensure that project activities are implemented in line with **EU, AECID, and ECOWAS** guidelines and procedures across all intervention areas.

II. BACKGROUND OF THE ReCCAWA PROJECT

The Regional Action for Clean Cooking in West Africa (ReCCAWA) aims to increase and sustain access to clean, efficient, sustainable, and affordable cooking energy solutions in the region by strengthening the clean cooking enablement framework at the regional and national levels, providing innovative financing and market-based approaches tailored to the region, thereby increasing the supply, dissemination, and adoption of clean cooking solutions, and creating and disseminating evidence-based data, knowledge assessments, and impact assessments, which are essential for good governance of the sector and its market adoption. The action is fully aligned with regional and national policies and strategies. The implementation of this 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.

III. RESPONSIBILITIES

The Procurement Specialist shall support the PIU in all aspects of the procurement of program funds to ensure a transparent and efficient procurement system for the projects.

To achieve the objectives of this assignment, the Procurement Specialist will develop a work plan to ensure the completion of the tasks listed below in a manner consistent with the standards and procedures:

- a) Advisory Services on Procurement of Goods and Services in the following areas:**
- i. Preparation of Procurement Plans for Goods and Services, applying the appropriate selection methods.
 - ii. Maintain awareness of market conditions, including source lists, price availability, and competitiveness, and ensure that costs are fair and reasonable.
 - iii. Support the Technical Team in the preparation of technical specifications or requirements for Goods and Services to ensure compliance with set standards, regulations, procedures, and process requisition extant procedures.
 - iv. Prepare solicitation requests for Bidders/Vendors.
 - v. Prepare Bidding Documents following the relevant procurement method;
 - vi. Coordinate the receipt/opening of bids exercise in line with the procedures.
 - vii. Organize pre-proposal conferences where necessary,
 - viii. Support the preparation of the evaluation reports and submit the same for approval.
 - ix. Support in preparing Contract Documents.
 - x. Support in monitoring the implementation of the contracts to ensure that the agreed contract conditions are followed.
 - xi. Ensure that an efficient procurement filing system is in place, keeping track of the status of each procurement activity – from request to receipt by the requester –and ensuring that priorities are met.

- xii. Work in close collaboration with the ECREEE Administration Officer in charge of procurement and for any other assignment of duties.

b) Advisory Services

- i. Develop and discuss alternative solutions to identified procurement-related challenges.
- ii. Assist in the application of the agreed corrective measures.
- iii. Provide hands-on training to the PIU on procurement matters.
- iv. Conduct post-implementation review.
- v. Participate in meetings aimed at improving project implementation.
- vi. Perform other related duties deemed necessary by the Project Lead or ECREEE management

IV. EXPECTED DELIVERABLES

The Procurement Specialist shall work closely with ECREEE Administration Officer in charge of procurement, reporting technically to the Project Lead and administratively to the Director of Administration, Finance, and ICT.

He/she will ensure that all procurement transactions are in line with the Donor's Procurement Framework for Operations financed by the Donor.

In addition to any submissions that the PIU, ECREEE, AECID, and other relevant stakeholders may require, the Procurement Specialist shall also make submissions to the Project Lead with:

- i. An Annual Procurement Plan,
- ii. Procurement Tracking Report,
- iii. Contribution to the Quarterly Technical Progress Report,
- iv. Mission Reports, where applicable, and
- v. Any others as may be determined as relevant to ECREEE and AECID.

V. QUALIFICATIONS AND EXPERIENCE

The Procurement Specialist should have:

- i. A minimum of a Bachelor's degree in Business Administration, Economics, Supply Chain Management, Procurement Management, Management, or any directly related field.
- ii. At least five years of experience in managing the procurement of projects funded by multilateral organizations. Experience in managing procurements under EU, ECOWAS or AECID-funded projects will be considered an added advantage.
- iii. A minimum of three years of working experience in West Africa.
- iv. Proven experience in preparing bidding documents for large contracts.

Other required skills and competencies include:

- i. Strong proficiency in the Microsoft Office suite of applications, especially Excel, Word, PowerPoint, etc.
- ii. Strong analytical capabilities and proven skills to deal with procurement issues innovatively and independently.
- iii. Excellent ability to prepare reports and documents.
- iv. Communication skills with a proven ability to convey information clearly and concisely.
- v. Fluency in at least one official ECOWAS language (English, French, or Portuguese) is mandatory. Proficiency in English is a strong asset.

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 procurespecialist@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.