Achada Santo António, ECREEE Building, 2nd Floor
Praia – Cabo Verde
(+238) 2604630
ecreee@ecreee.org
www.ecreee.org

TERMS OF REFERENCE

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AGRI-COOL PROJECT

ENERGY SYSTEM MODELLING FOR GREEN DEVELOPMENT OF AFRICA

Recruitment of a Project Assistant

Job Reference :	001/IM/ED/MM/17-03/2026
Organisation :	ECREEE
Sector :	Energy
Grade :	Project Assistant (consultant)
Term duration:	6 Months
Recruitment contract type:	Local
Location :	Praia, Cabo Verde
Required Language:	English
Preferred Advantage Language(s):	French, Portuguese,
Salary:	2500 Euro
Closing Date:	20/4/2026, at 23:53 UTC-1

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1. Introduction

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) is implementing a project entitled: Advancing sustainable AGRIculture through off-grid energy and COOLing solutions in Africa (AGRI-COOL) with other organisations. 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 a project assistant who will assist the ECREEE project Coordinator in the implementation of the project. The 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 and post-harvest losses. 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.

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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 the project activities and any other activities assigned by the ECREEE Management.
- The Project Assistant will be supporting all activities aimed at ensuring the efficient execution of various projects in ECREEE
- The 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 Directorate of Operation, the Directorate of Administration and Finance the Project Assistant will report to the Project coordinator

Specific duties and responsibilities

- Support the organization of the AGRI-COOL Advanced Training Course
- Participating in the AGRI-COOL seminars and consortium meetings
- Keep record and document filling and management of the project
- Update the EU Horizon projects folder on the ECREEE Technical Drive
- Assist on all related activities to the AGRI-COOL project
- Any other tasks assigned by the ECREEE management

4. Qualifications and Competencies

i. Must be a citizen of the ECOWAS member states and resident in Cape Verde
ii. A minimum of a Master Degree in Renewable Energy, Energy Efficiency or equivalent professional qualification
iii. At least 3 years of work experience in the sustainable energy sector with any regional agency or institution of the ECOWAS.

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iv. Sufficient knowledge and work experience with the ECOWAS Centre of Renewable Energy and Energy Efficiency is an advantage
v. Experience in project and deliverable validation events organization in the ECOWAS region
vi. Knowledge of 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 the ECOWAS, is a must, while ability and knowledge of more than one official language is an advantage.

5. Expected deliverables

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

- Monthly progress reports that will include a 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 work report including monthly budget and work plans for the forthcoming month, to be submitted on the 25th of each month.
- Technical assistance activities, where required.
- Other relevant documents.

6. Duration and Location of Services

The consultant will be engaged for 6 months. The services will be provided at ECREEE Secretariat Office located in Praia, Cabo Verde.

7. 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 28th April 2026**. For questions related to administrative issues, kindly contact adeoliveira@ecreee.org

For questions related to technical issues, kindly contact Dr Mawufemo Modjinou, Ag. Director, Renewable Energy, Energy Efficiency, Project Development and Fund Mobilisation (mmodjinou@ecreee.org).