



REGIONAL CLEAN COOKING ACTION IN WEST AFRICA (RECCAWA)

TERMS OF REFERENCE

Recruitment of a Project Lead/Coordinator



Netherlands Enterprise Agency



Co-financed by:



Ministry of Foreign Affairs of the
Netherlands

Project:	Regional Action for Clean Cooking in West Africa (ReCCAWA)
Position:	ReCCAWA Coordinator
Contract type:	Individual Consultant / Service Contract
Place of work:	Praia, Cape Verde
Duration:	12 months, with the possibility of extension
Monthly fee:	6500 euros
Supervision:	PO EE and DoO

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 **ReCCAWA Coordinator** will lead the Project Implementation Unit (PIU), responsible for the overall coordination, monitoring, and supervision of the implementation of the ReCCAWA Action, with a primary focus on **Component 1 (Policy and Enabling Environment)**. A key mandate will be to ensure the strengthening of the enabling environment for the clean cooking sector in West Africa and in selected countries, through the coordination of the PIU technical team, the supervision of planned research studies, and the preparation of the necessary technical and financial documentation in accordance with EU, AECID, and ECOWAS guidelines and procedures across all intervention areas.

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 Action is implemented over the period 2025–2028. 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.

SO4: **Enable evidence-based clean cooking policies formulation** that is supported through the creation of a West African Regional Cooking energy database and execution of clean cooking studies that add to the regional knowledge base.

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 **specific behaviour change** approach is implemented, which is effective in mobilising new consumers in selected communities;
- R3.2 **Innovative demand-side subsidies** are implemented and made available, ensuring they are accessible to target consumers in selected countries.

Key Results Intervention Area 4 – Data for evidence-based Clean Cooking policies

- R4.1 A **Clean Cooking Energy Database** is built and operational as part of the ECOWAS Energy Information System (ECOWAS EIS) and also embedded in the ECOWREX Platform;
- R4.2 A minimum of three different **clean cooking policy relevant in-depth studies and lessons learnt** are made available for governments and experts to broaden the knowledge base in West Africa.

III. RESPONSIBILITIES

Under the supervision of ECREEE Management, the Coordinator will be responsible for providing specific operational and technical support, as well as for the coordination and general management of activities falling under Operational Objective 1 – Intervention Area 1 of the Action. The Coordinator is expected to act as an executive project lead, ensuring effective planning, team management, and stakeholder coordination. Specifically, the following tasks are envisaged:

- Coordinate the planning, scheduling and implementation of project activities, the involvement of the various stakeholders, and coordination with other initiatives operating in the region.
- Support ECREEE in organising and developing institutional relations for coordination and collaboration with the stakeholders and partners involved in the implementation of the Action, as well as other initiatives that may interact with it.
- Coordinate and supervise the preparation of the technical studies provided for in the Action, ensuring they meet the necessary quality standards and comply with international norms.
- Coordinate and supervise of project's team during phases II and III, including joint planning, convening regular coordination meetings, tracking progress against workplans, and delivery of products from each technical specialist to successfully achieve all expected results in each implementation area.
- Coordinate the Action's monitoring and evaluation system, including the implementation of the Action's funds, in accordance with the budget headings defined in the Delegation Agreement and the Grant Award Resolution, and ensuring the implementation of the Action's activities, with particular attention to the transfer of skills to beneficiaries and the quality control of these activities.
- Ensure compliance with the commitments relating to the Action, as agreed in the delegation agreement signed by AECID with the European Commission and in the external policy grant awarded to ECREEE.
- Prepare periodic technical and financial reports, including progress reports, final reports, justifications, and all required documentation, in accordance with the regulations of ECOWAS and AECID and the agreements concluded between AECID and the European Commission, as well as any additional reports requested by AECID or ECOWAS.
- Organize periodic meetings with AECID Nigeria, Ministry of Foreign Affairs of the Netherlands and Netherlands Business Agency (RVO) or ECREEE/ECOWAS to ensure effective follow-up and monitoring of the Action.
- Promote adequate visibility of the Action through implementation, monitoring, and validation of the communication and visibility plan, in accordance with the EU Communication and Visibility Manual for External Actions and the Corporate Identity Manual for Spanish Cooperation.

IV. EXPECTED DELIVERABLES

The Coordinator is responsible for preparing and submitting all technical and financial reports required under the ReCCAWA Action, in accordance with ECREEE and AECID reporting guidelines and the agreements concluded between AECID, the European Commission, and the Ministry of Foreign Affairs of the Kingdom of the Netherlands. All reports must be submitted in English and French.

The following deliverables are expected within the deadlines and formats established by ECREEE:

DELIVERABLE	DESCRIPTION	DELIVERY TIME
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E.1.- Report of the initial situation	Analysis of the existing situation at contract start and work plan for the next 6 months, indicating the main planned frameworks.	Within 30 days from the start of the contract.
E.M. – Monthly Progress Reports	Status of activity implementation, work plan for the following period, and detailed account of tasks performed (including a record of hours/tasks), serving as the basis for the periodic payments stipulated in this contract. Submission deadlines and format shall follow ECREEE's standard operating procedures.	As per ECREEE SOP.
E.T. Quarterly Performance Reports	Consolidated summary of monthly progress for the quarter, covering technical advancement, budget execution status, and any corrective actions taken. Due within 10 days after the end of each quarter.	Within 10 days after the end of each period.
E.S. – Semiannual reports and E.A. – Annual reports	The content must include, at a minimum, the following: a) Brief description of the project's technical progress (semi-annual and cumulative), including problems encountered, strategies for resolving them, and changes to the grant decision and/or the Delegation Agreement. b) Work plan and budget forecast for the next period. c) Summary of the action's revenues and expenses during the corresponding period, according to the budget items included in the Delegation Agreement and the project formulation document. d) Information on the measures adopted during the execution period in terms of communication and visibility. e) Payment request (if necessary).	Within 15 days after the end of each period.
E.F. – Final Report	The content must include, at a minimum, the following: a) Description of the project's (cumulative) technical progress, with special emphasis on the goals achieved according to the project's logical framework. b) Concise description of the results achieved, including problems encountered, changes in the grant decision and/or the Delegation Agreement, lessons learned, and recommendations. c) Final economic/financial report on the project's execution and the grants/aid in kind/contracts related to it.	During the 30 days following the end of the project execution period, as stipulated in the delegation agreement. The coordinator must first submit a draft of the Final Report, which will be reviewed by ECREEE and AECID. The final version of the Final Report must include a section indicating the comments made by ECREEE and AECID, specifying whether these were included in the report and, if not, the reasons for this.

	<p>d) Summary of the action's revenues, payments received, and expenses incurred by the project, broken down, at a minimum, according to the budget items included in the Delegation Agreement.</p> <p>e) Description of the mechanisms and processes adopted to ensure the sustainability of the achievements and results obtained, as well as the mechanisms for transferring the equipment acquired and the infrastructure built within the scope of the project.</p> <p>f) Description of the communication and visibility activities carried out in the project.</p> <p>f) Payment request, if applicable.</p> <p>f) Any other information stipulated in the Delegation Agreement.</p>	<p>AECID and ECREEE will have a maximum of fifteen (15) days to transmit their comments on the draft of the final report to the client.</p>
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V. QUALIFICATIONS AND EXPERIENCE

The ReCCAWA Coordinator should have

For the execution of the service provision contract, the candidate must meet the following criteria:

1. University education:

- A minimum of a Bachelor's degree in areas related to energy, energy efficiency, industrial engineering, environmental science, project management or related areas.
- Postgraduate studies or certifications in energy efficiency, energy policy, environmental sustainability, economics, sustainable development, or project management.

2. Professional experience:

- Minimum proven experience of twelve (12) years, with at least seven (9) years of experience in the execution and/or accompaniment and control of interventions in the rural development sector (energy efficiency, sustainable economic development), local development policies and women's economic development;
- With at least seven (7) years of proven experience in managing regional projects in Sub-Saharan Africa, and specifically in the West African region, funded by donors such as the EU, official cooperation agencies from its member states (AFD, ENABEL, GIZ, AECID, etc.) or others donors like USAID or GAP.

3. Specific competencies:

- French or English level C1 or higher (certified/proven);
- The second working language (English or French) at minimum level B2 (Certified/proven);
- Proven experience in coordinating and supervising teams, utilising tools for joint planning, monitoring and supervision of tasks;
- The ability to work independently and proactively will be valued;
- Experience in technical and financial reports preparation, systematize information and formulate cooperation proposals;
- Knowledge of Portuguese and/or Spanish will be valued

4. Other required competencies and capabilities include:

- Advanced mastery of the Microsoft Office application suite, especially Excel, Word, PowerPoint, etc.
- Experience using project coordination tools (e.g. workplan trackers, action logs, Gantt charts, MS Project, Planner, or similar) will be valued.
- Strong analytical capabilities and proven competencies to address research questions in an innovative and independent manner.
- Excellent capacity for preparing reports and documents.
- Communication skills with proven ability to transmit information clearly and concisely.

VI. DURATION

The coordinator will initially be hired for a period of one year. The contract may be extended for an additional year, depending on the consultant's performance and funding availability.

VII. SUBMISSION

Interested candidates must submit their CV, together with their respective diplomas, certificates and letter of presentation, to the address projectlead@ecreee.org , by 23:59 (UTC-1) on August 13, 2026. Questions or requests for clarification should be sent to Mr. Alcides de Oliveira, Administrative Program Officer (adeoliveira@ecreee.org), with a copy to Mr. Guei Kouhie, Renewable Energy Program Officer (gkouhie@ecreee.org), up to two weeks before the deadline.