TERMS of REFERENCE

Authoring of ECOWAS Status Report & Executive Summary

Background

The Economic Community of West African States (ECOWAS)—comprised of 15 countries[1]—is one of the most active regions in Africa for the promotion of renewables and energy efficiency. The region's considerable renewable energy resources are central in helping meet current and projected demand. Renewable energy also presents an opportunity for the region to achieve a globally important position in the renewable energy market, which is likely to become the cornerstone of a low-carbon green economy of the future.

The region is also seeing a growing momentum of support for renewable energy deployment, with an increasing number of targets and favorable policies being implemented (REN21 GSR 2011, 2012, 2013).

In order to meet the ambitious targets that have been set in the region there is also a need to further scale-up policy best practices, cross-border collaborations and domestic, regional and foreign investments in the region. It is therefore critical to capture the full range of renewable energy activities in the region and showcase the information to stakeholders in the region as well as to local and global investors, developers and project promoters, thereby accelerating the deployment of renewable energy. Understanding the region's emerging renewable energy industry, market development and growth in the near and medium term is key to realizing the regional's potential and scale up investment opportunities.

The ECOWAS Renewable Energy (RE) Status Report aims to:

- comprehensively capture the status of renewable energy markets, industry, regulatory frameworks and policy, investments and off-grid energy solutions in the ECOWAS region
- showcase the latest market developments and activities undertaken in the ECOWAS region to facilitate the scale up domestic, regional and foreign investments
- outline policy trends
- discuss regional opportunities in manufacturing, infrastructure and knowledge sharing
- highlight the business case for renewable energy deployment in both fossil fuel-exporting and importing economies in the region

The ECOWAS RE Status Report is commissioned by the ECOWAS Centre for Renewable Energy and Energy Efficiency in partnership with REN21.

[1] The 15 ECOWAS countries are: Benin, Burkina Faso, Cape Verde, Cote d'Ivoire, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone and Togo.

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Elements of ECOWAS Renewable Energy Status Report

The ECOWAS RE Status Report will be mainly drawn from the ECOWAS Observatory For Renewable Energy and Energy Efficiency (ECOWREX) and complemented by other existing research on renewable energy, country case studies and expert interviews and questionnaires, to present the status of renewable energy in the following 15 countries: Benin, Burkina Faso, Cape Verde, Ivory Coast, Gambia, Ghana, Guinea, Guinea Bissau, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo.

The report will address the status of renewable energy through the following sections:

- Regional Market and Industry Overview
- Policy Landscape
- Distributed Energy
- Energy Efficiency
- Investment Flows
- Feature on local manufacturing OR on gender and energy access

Based on experience with similar reports (regional status reports for China, India, MENA region, Global Status Reports 2005 – 2013), the REN21 Secretariat will coordinate the report production. A report author will be contracted to write the report. The draft report will be reviewed by an Expert Group consisting of a selected group of experts selected by REN21 and ECREEE.

The ECOWAS Status Report will be launched in the framework of an upcoming ECOWAS high-level conference (date to be defined). The launch of the ECOWAS RE Status Report will be followed by outreach events organized by ECREEE as well as web-based activities, e.g. in cooperation with Clean Energy Solutions Center. An executive summary of the ECOWAS RE Status Report will also be produced highlighting the report's key findings.

Description of required tasks

1. **Undertake research / collect data necessary to author an ECOWAS Renewable Energy Status Report and prepare an accompanying Executive Summary according to the chapter outline**
   In this context, the contractor will:
   - Draw relevant information from the contributions collected by the REN21 Secretariat from institutional partners and contributors
   - Follow-up with contributors to close data gaps
   - Research additional information to close data gaps. In addition to desk research, the contractor is expected to use his/her network of experts to contribute to the ECOWAS Status Report

1. **Author the ECOWAS RE Status Report**
   The contractor is expected to:
   - Produce a draft of the ECOWAS report based on in-depth research and analysis
   - Consult and collaborate closely with the REN21 Secretariat
   - Incorporate review comments received from the Expert Group

2. **Prepare an accompanying Executive Summary**
   The contractor is expected to

- Draft an executive summary based on in-depth research and analysis stemming from the ECOWAS report,
- Consult and collaborate closely with the institutional partners and REN21 Secretariat and to incorporate review comments received from the REN21 network and the Expert Group

Specific requirements

- All contributions will be **written in English**
- Contractor must ensure that **data** for relevant figures and tables generated are provided
- **References/ citations** are required for all statistics and other information/data, and should be provided by the author in full as endnotes. All references will be included in the final draft report.
- Relevant background information and data should be made available to REN21 for inclusion in the **Renewables Interactive Map system** (www.map.ren21.net). Such information should be sent to data@ren21.net so that REN21 Secretariat can further process it.

Proposal requirements

The contractor should demonstrate:

- a proven knowledge about the renewable energy and energy efficiency sectors
- the ability to process data in French, and English. Knowledge of Portuguese is an asset

The submission should also include:

- a detailed résumé highlighting related work experience in the ECOWAS region
- an overview of written reports covering similar scope and focus
- a writing sample that illustrates the contractor's knowledge of the renewable energy field
- a detailed breakdown of the number of work days and daily rates (it is estimated that the assignment will take approximately 30 work days.)
- a summarised résumé for each additional contributor included in the proposal

Proposals should be addressed to:

REN21 Secretariat
c/o UNEP United Nations Environment Programme
15, Rue de Milan
F-75441 Paris CEDEX 09
France

For submission by email please email: laura.williamson@ren21.net

The **deadline date** for receipt of the proposals is: **Friday, 8th November 2013, 17:00 (CET)**

ECOWAS Report Timeline

BY WHEN	WHAT	BY WHOM
November 2013 – February 2014	Regional data collection	
March 2004	Draft of ECOWAS RE Status Report submitted to REN21	
April 2014	Feedback on draft report	
April 2014	Approval of ECOWAS RE Status Report incorporating and addressing all comments received during the review process by the report author	
April 2014	Production of printed report and Executive Summary in English	
May 2014	Translation of report and/or Executive Summary in French and Portuguese	
TBD	Launch of ECOWAS RE Status Report at ECOWAS High-level forum	
June – December 2014	Outreach in cooperation with institutional partners	

Annex 1: ECOWAS Status Report Chapter Outline
(approx. 40 pages excluding annexes)

CHAPTER 1: REGIONAL MARKET AND INDUSTRY OVERVIEW	10 PAGES
i. **Trends in Final Consumption**: Current situation of RE in the primary energy mix (final consumption) of the country including the trends over the past years	
ii. **Installed Power Capacity**: Current installed power capacity from renewable energy in the region with a focus on projects implemented and projects being developed and planned segregated by type of technology	
iii. **Power Sector:** Current status of RE in the electricity generation mix of the region including recent evolution incl. rural electrification	
iv. **Heating Sector**: Current status of RE in water heating and for productive uses	
v. **Cooking Energy Sector**: Current status of RE applications for cooking	
vi. **Overview of existing regional cooperation(s) in the energy sector**	
CHAPTER 2: POLICY LANDSCAPE	**10 PAGES**
i. **Policy Landscape:** section overview	
ii. **Policy Targets:** a. Renewable Energy targets and their respective breakdown by technology b. Regional Renewable Energy targets	
iii. **Power Generation Policies** a. Technology specific programs being initiated by each government b. Legislation regarding renewable energy power generation c. Electricity pricing d. Grid information: grid adaptability to renewables e. Regional programmes for renewable energy	
iv. **Heating and Cooling Policies** a. Regional programmes for renewable energy b. Technology-specific programmes initiated by each government c. Legislation regarding renewable energy use in heating and cooling	
v. **Transport Policies (to revisit if not enough data are available)** a. Regional programmes for renewable energy b. Technology specific programmes initiated by each government c. Legislation regarding renewable energy in transport	

CHAPTER 3: DISTRIBUTED RENEWABLE ENERGY	**10 PAGES**
i. Trend and current situation of rural electrification and the role of renewable energy	
ii. Distributed energy technologies	
iii. Actors in the field of distributed energy	
iv. Industry trends and financial models	
CHAPTER 4: ENERGY EFFICIENCY	**5 PAGES**
i. Trends and current situation of energy efficiency in the region	
ii. Energy efficiency in electricity distribution	
iii. Energy efficiency standards and labelling	
iv. Promotion of energy efficiency lighting	
v. Energy efficiency in the cooking energy sector	
vi. Energy efficiency in buildings	
CHAPTER 5: INVESTMENT FLOWS	**3 PAGES**
i. Status and evolution of investments in renewable energy project size and investment size – those that are online or in the pipeline	
ii. Strength in RE investment in comparison with investments in other energy technologies where applicable	
iii. Breakdown between private and public investments to showcase the area's where government is investing and the niche area where private developers are investing	
iv. The potential of climate finance	
FEATURE	**2 PAGES**
Discussion on local manufacturing and what needs to be done to meet targets (policy development, resource mapping, more investment, local manufacturing investment, better grid etc.) **OR** Elaborating on the aspect of gender and energy access	