

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT TECHNICAL COORDINATOR

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### 1. Project Background

Motivated by the fact that 174.5 million ECOWAS citizens have no access to electricity (and 77 percent of them live in rural areas) and due to the strategic importance of energy in achieving sustainable development and poverty reduction in the ECOWAS region, ECREEE has designed a regional renewable energy off-grid project called the Regional Off-Grid Electrification Project (ROGEP) whose objective is to increase access to sustainable electricity services in the 15 ECOWAS and 4 Sahel region countries namely Cameroon, Chad, Mauritania and Central African Republic for household, businesses, in some instances, public health and education facilities in a pilot programme.

The project is funded by the World Bank and framed in the ECOWAS Program on Access to Sustainable Electricity Services (EPASES), directly contributing to the goals of the ECOWAS Regional Renewable Energy Policy (EREP) with a target to provide universal access to electricity to the region by 2030.

The project has two main components with subs:

**Component 1:** Develop a Regional Market - Technical Assistance activities to develop a regional market. ECREEE will implement this component in partnership with national governments of 19 project countries. ECREEE will follow a consultative process with its focal persons in the Ministry of Energy of all project countries and other ROGEP stakeholders to implement this component. ECREEE will undertake project launch workshops in all the 19 countries, during the preparatory and implementation phase to ensure participation of national, regional and international stakeholders in each project country. This will also involve providing grants to the private sector to support their growth and entry into new markets in the sub region.

**Component 2:** Access to Finance - This component will facilitate access to debt financing in support of the stand-alone solar systems market. This component will support (a) solar equipment distributors supplying stand-alone solar products to households and productive end users, (b) households and productive end users of solar equipment, and (c) energy service companies electrifying public institutions, such as schools and health centres. This will be implemented by a Regional Development Bank. Women entrepreneurs will have an equal level of access to financing. The key constraint for implementation of such programs has been identified as access to finance; consequently, this component will establish a line of credit facility for eligible private sector solar enterprises access and use to develop the market for off-grid electricity products and services in the project countries. The line of credit facility takes into account the existing challenges in the market related to access to finance such as lack of liquidity, lack of access to foreign exchange, and lender requirements such as collateral.

The first implemented phase has started in April 2019 and continue for a period of 5 years.

A Project Implementation Unit (PIU) has been set up and is being hosted at ECREEE in Praia, Cabo Verde. This assignment is **full time** and the successful candidate will be operating from there. The Project Technical Coordinator will report to the Coordinator of the PIU in accordance with the Project Operational Manual (POM).

## **2. Objectives**

The objective of the consultancy is to provide support to the PIU by coordinating all technical related activities under the supervision of the Project Coordinator. She/he would be responsible for the quality of technical activities needed for efficient project implementation and supervise the work of the Area Technical Specialists.

## **3. The Role of the Technical Coordinator**

The Technical Coordinator shall support the Project Coordinator of the PIU in all technical aspects of the project during the preparation and, implementation phases in all 19 countries through the organisation and supervision of the activities of the Area Technical Specialists.

**Under the supervision of the Project Coordinator, the specific tasks of the Technical Coordinator include, but not limited to the following identified tasks:**

- i. Supervise, co-ordinate and monitor the work of Area Technical Specialists ensure timely delivery of high-quality outputs;
- ii. Support the Project Coordinator regarding the recruitment of individual consultants for various fields as envisaged in Project Operational Manual based on World Bank approved evaluation and selection criteria;
- iii. Provide technical inputs into procurements activities, including sub-contracts for goods and service as per World Bank Procurement Guidelines;
- iv. Support Area Technical Specialists to conduct inter-ministerial stakeholder committee meetings;
- v. Collaborate with Area Technical Specialists to engage different stakeholders including government agencies, non-governmental organizations, international development organizations etc, and with the ROGEP focal points in each of the 19 countries;
- vi. Lead the organization of meetings, workshops, and seminars to raise awareness about the project and to disseminate lessons learnt from the project to a wider audience, as appropriate. This will include all technical aspects of the project and including those relating to environmental, social and gender safeguards;
- vii. Support the Coordinator to develop and facilitate the development and/or utilization of required operational guidelines and manuals for ECREEE;
- viii. Lead the pilot initiative to identify a sustainable solution to electrify public institutions in Niger and Nigeria. This would will be coordinated with the Area Specialists of these countries;

- ix. Support the other PIU consultants, including the Private Sector, Finance, Gender and Social Inclusion, Monitoring and Evaluation, and Communication Experts to ensure that they complete their activities timeously;
- x. Support the Coordinator in defining competencies, setting performance objectives for PIU members and regularly monitoring their performance;
- xi. Support the Monitoring and Evaluation Expert to effectively coordinate the monitoring, evaluation and reporting of project results
- xii. Update the Project Implementation Plan and Strategy (PIPs) per implementation of the activities as and when directed by the Coordinator
- xiii. Carry out other project-related tasks as assigned or instructed by the Project Coordinator and/or Executive Director of ECREEE during the implementation of the project and
- xiv. Provide inputs and support the PIU to prepare and submit a number of reports including:
  - i. Monthly reports,
  - ii. Quarterly interim report, and
  - iii. Annual reports.

**Work implies frequent interaction with the following:**

Representatives and officials in national and local governments, international organizations, regional intergovernmental organizations, non-governmental organizations, technical and scientific organizations, civil society, partners, private sector, commercial finance institutions.

**4. Deliverables**

The consultant will provide the following deliverables:

- Draft work plan and inception report for the entire duration of the assignment;
- Monthly report of tasks performed and deliverables achieved, including Monthly budget and work plans for the forthcoming month, to be submitted on the 15th of each month;
- Contribute to the Project Quarterly interim reports;
- Contribute to the Project Annual report;
- Monitoring and project progress reports, where required;
- Technical reports on workshops and technical assistance activities, where required;
- Mission Back-to-office reports, where required and
- Other relevant documents.

**5. Qualifications and experience**

- (a) The Technical Coordinator shall have a minimum degree of Masters in Electrical/Power Engineering with focus on sustainable energy/renewable energy and
- i. She/he must have at least 7 years of working experience in renewable or sustainable energy at the technical or managerial positions. Experience in solar photovoltaic project management and/or administration, as a Project Manager/Project Lead role, would be preferred;
  - ii. Experience on planning, monitoring and evaluation of solar photovoltaic projects will be an added advantage;
  - iii. Must possess specific experience in off-grid standalone solar photovoltaic systems in at least 3 different countries, specifically in designing, installation, and commissioning of solar photovoltaic (PV) projects (for health centers, schools and potable water) for rural electrification in West Africa;
  - iv. Specific experience in providing technical assistance and off-grid standalone capacity building to end users and entrepreneurs working on access to electricity using Solar photovoltaic technologies;
  - v. Proven experience in participating in off-grid projects with World Bank or equivalent;
  - vi. Proven experience in funds raising with donors
  - vii. Proven work experience in the private sector in renewable energy and understanding of the challenges in the sector (e.g financial and technical barriers in West Africa.);
  - viii. Knowledge of social and gender inclusion for energy project, will be an added advantage.
- (b) Other required skills and competencies include:**
- i. Strong planning, organization and time management skills and ability to manage multiple tasks;
  - ii. As an active member of a multi-disciplinary team, capable of offering recommendations based on observations;
  - iii. Proficiency in preparing and presenting professional reports and analytical papers;
  - iv. Fluency in read, spoken and written English and French is required. Ability to communicate in Portuguese will be an advantage;
  - v. Very good interpersonal and communication skills, ability to manage relations with development partners, work under pressure and handle politically- and culturally-sensitive issues.

Citizens of an ECOWAS member state are particularly encouraged to apply for this consultancy.

## **6. Resources and Facilities**

The Technical Coordinator will work closely with the Coordinator, the Executive Director of ECREEE on the basis of resources provided for under the budgeting system and of Procurement Guidelines of World Bank accordingly agreed upon. In this respect, strong and interpersonal communication skills will be required.

## **7. Duration of services**

- The consultant will be initially engaged for two (2) years.
- At the expiration of this, based on her/his performance, she/he may be engaged for up to four more years based on availability of funding;
- Extension of the duration of services shall be subject to mutual agreement between the parties;
- Travels inside and outside the country will be required and ECREEE shall be responsible for providing the Consultant with return air tickets and per diem for any field mission undertaken during her/his/her assignment in line with ECREEE's travel policy.