



Call for Expressions of Interest of Individual National Consultants in fifteen ECOWAS Member States (one for each country)

Terms of Reference

Technical Assistance for the development of the National Renewable Energy Action Plans (NREAPs) in fifteen Member States of the Economic Community of West African States (ECOWAS)

1. Country/ Region

Fifteen (15) ECOWAS Countries (Benin, Burkina Faso, Cape Verde, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Liberia, Mali, Niger, Nigeria, Senegal, Sierra Leone, and Togo)

2. Background

The 43rd Ordinary Session of the ECOWAS Authority of Heads of State and Government, held from 17 to 18 July 2013 in Abuja, Nigeria, adopted the ECOWAS Renewable Energy Policy (EREP) and ECOWAS Energy Efficiency Policy (EEEP). The regional renewable energy policy was developed by the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) with support of the United Nations Industrial Development Organization (UNIDO), the Africa-EU Renewable Energy Cooperation Programme (RECP), the Spanish Agency for international Development Cooperation (AECID), the Austrian Development Agency (ADA), and other partners. Both documents were reviewed by the ECOWAS Ministers on Energy during the ECOWAS High Level Energy Forum, held from 29 to 31 October 2012, in Accra, Ghana. The policies foresee that all fifteen ECOWAS Member States shall develop National Renewable Energy Action Plans (NREAPs) and National Energy Efficiency Action Plans (NEEAPs) by the end of 2014. The process will be aligned with road map process of the Sustainable Energy for All Initiative (SE4ALL).

ECREEE in partnership with UNIDO has developed a regional framework for the development, implementation and monitoring of the NREAPs by 2030. The activity is undertaken under the umbrella of the GEF Strategic Programme for West Africa (GEF-SPWA). A comprehensive NREAP template has been developed and will be applied by all ECOWAS countries. The preparatory process will be officially launched at a regional ECOWAS Forum to be held between 3rd and 7th of March 2014. The countries will be introduced to the templates and necessary preparatory steps. It is the intention to finalize the NREAPs in all fifteen countries by the end of 2014. The NREAPs will include a national renewable energy benchmark on the status quo, and will propose attainable targets based on national potential and socio-economic assessments. Moreover, an overview on concrete laws, incentives and measures to be implemented by the country to achieve the targets will be proposed.

In this context, ECREEE seeks technical support from fifteen national energy consultants (one for each ECOWAS country). The experts will assist the respective Ministries of Energy and ECREEE National Focal Institutions during the consultative preparatory process of the NREAPs. The consultants will support the development of the national renewable energy baseline reports and scenarios by using existing country data, models and tools (e.g. ECOWREX, IRENA-WAPP modeling scenario, LEAP, IED scenario tool for the EREP). Moreover, the experts will support ECREEE in the development of other programs and projects (e.g. energy efficiency, ECOWREX).

3. Objectives

The objectives of the assignment are:

- Develop the National Renewable Energy Action Plan (NREAP) on the basis of the National Renewable Energy Baseline and Scenario Report in close cooperation with the Ministry of Energy and other national and regional key stakeholders;
- Contribute to the development of the National Energy Efficiency Baseline Report and the templates of the ECOWAS Energy Efficiency Action Plans (EEEAPs);
- Provide assistance to the ECREEE National Focal Institutions (NFIs) to implement key ECREEE programs and projects (e.g. IRENA Renewable Energy Readiness Assessment);

4. Scope of Work

Tasks	Deliverables	Indicative Timeline
1. Preparation of the inception report for the assignment (including time schedule and milestones for the national NREAP process);	Inception report including ECREEE/UNIDO comments	Two weeks after contract signature
2. Participate in the regional capacity building activities of ECREEE on the templates of the NREAPs, renewable energy scenario modeling and EREP implementation framework; develop a power point presentation and short discussion paper on the proposed national NREAPs process in the respective ECOWAS country;	Certificate of attendance, power point presentation (in national language and English) and short NREAP paper;	As requested by ECREEE
3. Develop the NREAP in close partnership with the experts of the Ministry of Energy and ECREEE National Focal Institutions by executing the following specific activities:	Validated and finalized NREAP document including all comments from ECREEE, UNIDO and validation workshop;	By end of 2014
a) establish a national steering committee (SC) for the development and review of the NREAP in close partnership with the Ministry of Energy and other national key stakeholders; propose working procedures and composition of the steering committee; organize necessary meetings and the NREAP validation workshop on the NREAP; take minutes; facilitate and moderate the national decision-making process;	Documentation on the working procedures and set-up of the steering committee; minutes of the national meetings; agenda, invitations and minutes of the validation workshop (incl. detailed list of proposed changes)	SC to be established in March 2014
b) strengthen the capacities of the experts of the Ministry of Energy on the EREP implementation process, as well as in the use of the NREAP templates and tools for the scenario modeling (e.g. LEAP, MESSAGE);	Agenda and minutes of meetings/workshops; list of participants in the workshops;	Throughout the assignment
c) develop the National Renewable Energy Baseline and Scenario Report: <ul style="list-style-type: none"> - review existing RE potentials, policies, structures, barriers and enabling factors; 	Final Renewable Energy Baseline and Scenario Report; includes filled data sheet and modeling software files (e.g. LEAP, Message or xls); power point presentation	Mid of 2014

	<p>collect information and data required for the modeling of the RE scenario and targets, as well as the national actions envisaged to be implemented under the NREAP;</p> <p>- modeling of the national renewable energy scenario and targets by 2020/2030 and the proposed EREP targets on regional level; make use of tools and models (e.g. IRENA-WAPP Scenario, LEAP, MESSAGE); agree with ECREEE on the used tools beforehand</p>	on the findings; the report shall be handed over to ECREEE edited and ready to be published;	
d)	Draft the NREAP and discuss targets and actions in meetings with key stakeholders; organize a national validation workshop before the document is submitted for approval; participate and contribute to the organization of ECREEE sub-regional country group meetings on the NREAPs; take minutes of the held meetings and workshops;	Agenda and minutes of the workshops and meetings; draft NREAP document;	By the end of 2014
e)	Write, edit and finalize the NREAP document in cooperation with the Ministry of Energy and submit it to ECREEE, UNIDO and its key partners for review (e.g. IRENA, EUEI PDF);	Final NREAP document including all proposed changes in the validation workshop and other involved partners; the NREAP document shall be handed over to ECREEE fully edited and ready to be published;	By the end of 2014
f)	Prepare a brochure and power point presentation on the national NREAP process and results	Brochure and power point presentation in national language and in English;	April 2013; to be updated regularly;
g)	Participate in conferences to present the EREP and NREAP process;	Power point presentations	As requested
h)	Travel to national and international meetings as requested by ECREEE	Power point presentations and travel reports	As requested
4.	Contribute to the development of the National Energy Efficiency Baseline Report and the templates for the ECOWAS Energy Efficiency Action Plans (EEEAPs); assist in data collection for the ECREEE Energy Efficiency Initiatives;	Written contributions for the development of the templates; data sets provided;	As requested
5.	Assist the ECREEE National Focal Institutions (NFIs) in the execution of ECREEE activities (e.g. data collection, monitoring of ECOWAS Renewable Energy Facility Projects)	Report on implemented activities and communication, minutes of meetings with project promoters;	As requested
6.	Collect and provide national energy information and data for the ECOWAS Observatory for Renewable Energy and Energy Efficiency (ECOWREX) and the ECREEE-REN21 Report.	Data sets provided to ECREEE, written contributions provided at ECREEE	Throughout the assignment
7.	Provide inputs for the annual ECREEE Work Plan	Written paragraphs on proposed activities	As requested

8.	Provide regular updates on the status of implementation of the national projects under GEF Strategic Programme for West Africa (GEF-SPWA) to ECREEE/UNIDO	Provide written updates for the GEF SPWA Status Report and hold meetings with project promoters;	Throughout the assignment
9.	Contribute to the IRENA Renewable Energy Readiness Assessment (RRA) and the development of SE4ALL road maps.	Written contributions, minutes of organized meetings	As requested

5. Reports and indicative time schedule

The consultant will be required to deliver the **following project outputs in accordance with the time schedule**:

- Item **Final Inception report** - incl. table of content of baseline report and feasibility study as well as proposed changes to the scope of work made in the inception meeting (take minutes of the meeting)
- Item **Final Report including** the final National Renewable Energy Modelling Scenario Report and National Renewable Energy Action Plan (NREAP)

In addition, the consultant will be required to deliver the following to the partners:

- Item **Final report to be submitted**
- Item **High-resolution photographs (min. 2 MB, at least ten)** – that illustrate the undertaken activities. The consultants will cede all appertaining rights to unlimited use of the respective pictures to the EAC and its partners.

6. Remuneration and Indicative payment schedule

The national consultant will receive a monthly lump-sum payment for a maximum of 12 working months (w/m) by ECREEE. One w/m comprises 20 working days (w/d). The duration of the assignment will be negotiated depending on the needs in the respective ECOWAS country. The monthly rate will be negotiated. The payments will be effected on quarterly basis depending on the achieved progress of the consultant.

7. Coordination and Reporting

The experts/consultants will report to the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) in close partnership with the UNIDO Energy and Climate Change Branch. All documentation is to be provided in English, French or Portuguese.

8. Qualification and Evaluation Criteria

QUALIFICATION REQUIREMENTS	EVALUATION CRITEREA
<p>Profile of Consultant The consultant is expected to have the following profile:</p> <ul style="list-style-type: none"> Individual consultant with permanent residence in the respective ECOWAS country; demonstrates availability throughout the assignment; demonstrates strong academic background in renewable energy technologies, policy and/or energy economics; at least at Bsc. level; Track-record of at least ten years of public 	<p>The best offer will be determined as follows:</p> <p>80% Quality of technical part</p> <ul style="list-style-type: none"> Qualification of consultant (20%); Quality and quantity of track-record of work experience and publications in the respective ECOWAS country (20%); Quality of proposed methodology: shows clear understanding of all technical aspects related to services requested. It provides a plan and gives an outlook on the provided solutions to achieve the set objectives and meet all the

<p>consulting experience in renewable energy particularly with regard to policy development and energy sector planning;</p> <ul style="list-style-type: none"> • Track-record of a minimum of ten years of work experience in the energy sector in the respective ECOWAS country. • Experience with renewable energy modeling tools is a strong added value (e.g. LEAP, MESSAGE); • Strong writing energy policy skills; • Previous involvement in complex assignments with a similar scope and focus; • Ability to coordinate an inter-disciplinary team and manage complex assignments in a multi-cultural setting; • Strong problem solving, communication, research and analytical writing skills; • Fluency in the respective ECOWAS country language (e.g. French, English and Portuguese); English (in case of French and Portuguese speaking consultants) is an added value; <p>FORMAL AND LEGAL REQUIREMENTS</p> <ul style="list-style-type: none"> • The applicant shall be registered as consultant legally authorized to enter into contracts for provision of consulting services. As a proof, the applicant provides evidence on the existence of the company. • The contractor agrees that all working files will become the property of ECREEE (incl. raw data); 	<p>requirements; (40%)</p> <p>20% Financial part</p> <p>For the evaluation of the best financial offer the following costs will be considered:</p> <ol style="list-style-type: none"> a. Personnel Costs: budget table according to the expert diagram (showing the daily fees of the experts in Euro; inclusive of all taxes, duties, contract tax, service tax, VAT etc.). b. National travel costs according to the suggested methodology (do not include international travel cost in the proposal) c. Other costs (telephone, printing etc.) <p><i>The financial evaluation of bids will be done according to the formula $Sf = 20 \times Fm/F$ (SF financial score = offer with lowest price/offer of price under consideration).</i></p> <p>The financiers reserve the right to verify the information provided by the applicant independently.</p>
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9. Application Procedure

Applicants shall upload their written technical and financial proposals in English, French or Portuguese in electronic form latest by 10 February 2014 onto the ECREEE procurement system. The electronic application shall include the following documents:

- CV including a detailed track-record on similar consulting assignments in the respective ECOWAS country and a list for produced energy studies or publications;
- Short Technical proposal (including proposed approach and methodology for the NREAP process in the respective ECOWAS country);
- Short financial proposal in Euro (incl. all taxes) indicating the proposed working days, daily rates, as well as all other costs (e.g. communication, national travel); travel costs to regional or international meetings shall be not included in the proposals;
- Copy of the national passport, university degrees and other relevant documents (e.g. quality certificates);

10. Further documents

- ECOWAS Renewable Energy Policy (EREP), <http://www.ecreee.org/page/policy-development>
- ECOWAS Energy Efficiency Policy (EEEP), <http://www.ecreee.org/page/policy-development>
- ECOWAS Observatory for Renewable Energy and Energy Efficiency (ECOWREX), <http://www.ecowrex.org/>

- GEF Strategic Program for West Africa (GEF-SPWA), <http://www.ecreee.org/page/gef-strategic-program-west-africa-spwa>
- National Renewable Energy Action Plan (NREAP) Template to be published soon, <http://www.ecreee.org/page/policy-development>
- IRENA, West African Power Pool: Planning and Prospects for Renewable Energy Report, <http://www.ecreee.org/page/policy-development> and <http://www.irena.org/menu/index.aspx?mnu=Subcat&PriMenuID=36&CatID=141&SubcatID=333>
- IRENA-ECREEE Renewable Energy Assessments, <http://www.ecreee.org/page/policy-development> and <http://www.irena.org/menu/index.aspx?mnu=Subcat&PriMenuID=35&CatID=110&SubcatID=164>

11. Contact

Requests for clarification can be directed to Mr. Hyacinth Elayo (ECREEE) and Mr. Martin Lugmayr (UNIDO) by e-mail: policy@ecreee.org.

12. Supporters

The process is supported by a broad range of partners:

