

TERMS OF REFERENCE (TOR)

Statement of Work: Recruitment of a consultant or consultant team for the redesign of the Ecowrex platform.

Project Title: UNDP

Type of contract: Project based.

Duration: 50 Days

Duty station: Remote

Date: 12th December 2023

1. PROJECT SUMMARY AND OBJECTIVES

As in many other Sahelian countries, universal access to clean, sustainable, and affordable energy in Burkina Faso, Mali and Niger remains a major challenge, especially for the most vulnerable populations. In 2019, 45 million people, or 72% of the population of these three countries, still did not have access to electricity. Clean cooking has even worse indicators with 88% of the population without access.

To support the efforts of the three governments towards the provision of sustainable energy services to the most vulnerable populations and to capitalize on the very significant potential of solar energy in the region, UNDP and UNOPS in partnership with the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) are implementing, with SIDA funding and under the institutional anchorage of the Liptako-Gourma Authority (ALG), the "Rural Electrification Project through Renewable Energy Systems in the Liptako-Gourma Region - Pilot Phase", for a

duration of 3 years (2021 - 2023). This project aims to (i) provide institutional support in the field of rural electrification to ALG and relevant national institutions; (ii) install six photovoltaic mini-grids with batteries in the Liptako-Gourma region (cross-border region between Burkina Faso, Mali and Niger); (iii) support the revision of the regulatory frameworks of the three countries to promote investment in renewable energy; (iv) support the private sector engaged in the development of solar PV mini-grids; (v) support the development of income-generating activities through the provision of clean cooking in the Liptako-Gourma region. The success of this project will condition the implementation of a second phase aiming at intensifying and scaling up these activities, with the contribution of a larger number of partners mobilized to sustainably address the energy crisis in the Liptako-Gourma region.

Under the first component of the project on institutional support for access to clean energy, UNDP, in partnership with ECREEE, is seeking to provide support to the governments in the region for more informed decision-making in the energy planning process, through improved access to reliable, accurate and up-to-date data. To this end, the project aims to upgrade the datasets included in the online regional energy information system managed by ECREEE, the ECOWAS Observatory for Renewable Energy and Energy Efficiency (ECOWREX), to make them more instrumental and useful for energy sector planning and coordination both at national



and regional levels, in particular with respect to the deployment of renewable energy mini-grids.

2. GENERAL BACKGROUND INFORMATION ON ECREEE

2.1 The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE)

ECREEE was established in 2010, in response to the energy crisis in the ECOWAS region. Over the last decade, the Centre has actively contributed towards improving access to modern, reliable, and affordable energy services by creating favourable conditions and supporting activities directed at mitigate existing technological, financial, economic, business, legal, policy, institutional, knowledge and capacity related barriers. ECREEE played a critical role in the adoption of a community vision of ensuring universal access to energy by 2030, as well as development and implementation of four major regional policies, including the renewable energy policy, the energy efficient policy, bioenergy policy, and gender policy.

3. OBJECTIVE OF THE ASSIGNMENT

ECOWREX is designed to connect ‘people and ideas, building powerful partnerships with the latest technologies to provide up to date, timely and quality information for powering a cleaner and developed energy sector.’ The existing platform contains a wealth of data and information valuable for actors involved in energy sector planning and coordination in the ECOWAS region.

Recent developments in the sector and advances in website design and functionality require that ECOWREX be overhauled to bring it up to date, maintain its relevancy and keep it compatible with other data initiatives in the sector and on the continent at large.

This is also an opportunity to address some of the challenges that have emerged as the site has been used over time that have undermined its usefulness. These include issues with gathering and entering up-to-date information, challenges with site navigation and a lack of inclusion or integration with new and necessary data sets; both third party data sets and those internal to ECREEE.

As such, ECREEE is seeking for the services of a **qualified individual consultant or consultant team to update the ECOWREX website** in order to:

- Improve the data gathering process to make it easier to keep information up-to-date;
- Update the user experience and using a redesigned interface, make it easier for different types of user to find the information they need and for Administrators to show/hide subsets of data;
- Allow integrations with specific National and Regional data platforms, for example:
 - Uploading data from the UNDP Africa Mini-grids Program (AMP) National and Regional data platforms;
 - Sharing data from the ECOWAS Energy Information Systems under development in each member state;
 - Providing API access so that member countries can present ECOWREX data/modules on their own national platforms.



- Add specific, freely available datasets to the site. These include GIS layers and data on, for example national demographics and on-going mini-grid programs;
- Improve site security including Transfer Protocols and access privileges.

This site will be viewable in the three (3) ECOWAS official Languages – English, French and Portuguese.

More detailed information can be found in the Appendices.

4. THE SCOPE OF THE PROPOSED CONTRACTED SERVICES, DELIVERABLES

The proposed assignment is to be completed **50¹ working days within 3 months** from the countersignature of the contract. The assignment has the following scope:

Activities	Outcomes/ Deliverables	Price/Item in EUR ²	Indicative Duration	Location
Stage 1: Project kick-off				
<ul style="list-style-type: none"> ✓ Conduct project kickoff meeting with the ECREEE, the client and the quality assurance consultant. ✓ Review project objectives and requirements. ✓ Develop a detailed project plan and timeline. 	<ul style="list-style-type: none"> ✓ Project plan and timeline. 			
Stage 2: Improve Data Gathering Process				
<ul style="list-style-type: none"> ✓ Confirm in-house ECREEE datasets to include. ✓ Review the existing manual data gathering process and data sources and identify areas for improvement. ✓ Redesign and deploy manual data gathering process (e.g. embedded forms) including necessary validation steps. ✓ Implement automation and data validation processes. 	<ul style="list-style-type: none"> ✓ Short presentation to ECREEE staff to present and receive approval for improved data gathering processes, and process for uploading and displaying selected datasets. 			
Stage 3: User Experience Improvement				

¹ The bidders should state the total number of the expected working days, based on the two separate work packages of this assignment.

² Please explicitly state in your financial proposal the respective costs for each stage, as well as the total cost (please specify the daily rate for each team member).



<ul style="list-style-type: none"> ✓ Define key user journeys (e.g. developer, investor, government staff). ✓ Redesign the user interface for improved usability for each user journey. ✓ Address navigation challenges. 	<ul style="list-style-type: none"> ✓ Redesigned user interface. 			
Stage 4: Integration with Data Platforms				
<ul style="list-style-type: none"> ✓ Develop integration mechanisms with specified national and regional data platforms with a focus on the UNDP AMP and ECOWAS EIS platforms. ✓ Conduct testing to ensure data is being harvested automatically and regularly. ✓ Ensure that alerts are in place in case there are delays or problems with regularly received data. 	<ul style="list-style-type: none"> ✓ Functional data integration. 			
Stage 7: Addition of Specific Datasets				
<ul style="list-style-type: none"> ✓ Collect, validate, and upload specific datasets, including GIS layers and demographic data (see appendices). ✓ Ensure datasets are up-to-date and well-maintained. 	<ul style="list-style-type: none"> ✓ Updated datasets on the website. 			
Stage 8: Testing and Quality Assurance				
<ul style="list-style-type: none"> ✓ Collaborate with the quality assurance consultant to review all deliverables. ✓ Perform extensive testing to ensure quality and usability. ✓ Make necessary improvements based on the consultant's recommendations. 	<ul style="list-style-type: none"> ✓ Quality-assured website with consultant sign-off. 			
Stage 9: User Acceptance Testing and Deployment				



<ul style="list-style-type: none"> ✓ Conduct user acceptance tests to ensure the website meets the client's expectations. ✓ Strengthen website security by implementing secure Transfer Protocols (Https). ✓ Ensure content is available in English, French, and Portuguese. ✓ Deploy the updated website to the production environment. 	<ul style="list-style-type: none"> ▪ Deployed website ready for use. 			
Stage 10: Documentation and Training				
<ul style="list-style-type: none"> ✓ Provide comprehensive documentation: <ul style="list-style-type: none"> ○ website maintenance; ○ data updating and uploading (manual and automatic); ○ managing access privileges. ✓ Train relevant staff on website operation and maintenance. 	<ul style="list-style-type: none"> ▪ Documentation and training materials. 			
Stage 11: Project Closure				
<ul style="list-style-type: none"> ✓ Conduct a project closure meeting with ECREEE and relevant partners. ✓ Ensure all project objectives are met. 	<ul style="list-style-type: none"> ✓ Brief project close-out report. 			

5. Technical and Institutional Requirements

The redesign of the ECOWREX website should consider the best-practice guidelines published by the World Wide Web Consortium. These can be found here (<https://www.w3.org/TR/>).

Additional detailed standards can be found in Appendix 6.

6. GENERAL TIME SCHEDULE

Within a period of 3 months after the countersignature of the contract, the deliverables of the assignment shall be provided for:

Following below, the suggested general schedule (to be adapted to each organization):

Deliverables	Month 1				Month 2				Month 3			
	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
D.1: Project plan and timeline.	x											
D.2: Short presentation to ECREEE staff to present and receive approval for improved data gathering processes.		x										
D.3: Redesigned user interface.					x							



7	Experience in working with regional organization such as ECOWAS and/or international organization in West Africa will be an advantage.	Yes	qualify
		No	does not qualify
Criteria for the Quality Assessment of Technical Offers		value	score
1	Quality and coherence of the overall technical offer and efficiency of the proposed execution modality, team set-up	convincing	40%
		regular	20%
		poor	0%
3	Quantity and quality of the provided track-record of experience in video production;	good	30%
		regular	20%
		poor	0%
4	Scope of experience of the project team/consultant in developing script, cutting and mixing footages following different donors requirements;	good	30%
		regular	20%
		poor	0%
5	Experience with gender-sensitive video production and 1% cost allocated to gender mainstreaming.	good	30%
		regular	20%
		poor	0%
MAXIMUM SCORE			100%

9. APPLICATION PROCEDURE

Applicants shall submit their written proposals in English :

- ✓ A technical proposal that shows I) how the solution being proposed meets the service requirements of this TOR, ii) methodology, iii) detailed implementation schedule, and iv) responsibilities of the service provider's personnel, and UNIDO and ECREEE staff;
- ✓ Track-record of similar work with samples with written endorsements from, at least, two clients of the service provider; and links to videos produced;
- ✓ Financial proposal in EUR including all costs and taxes (i.e. a detailed work-time-expert-diagram indicating daily rates for individual team members);
- ✓ The CVs of the selected team;
- ✓ Copies of certificate and other relevant documents as described in the evaluation criteria.

Applications will be evaluated based on the responsiveness to the TOR. If selected, the service provider will be required to sign a confidentiality agreement.

10. FURTHER INFORMATION

Applicants are requested to submit their proposals no later than 18:00 hrs (GMT) of January 23th, 2024, by sending applications to data@ecreee.org. The mission is scheduled to start at the beginning of February.

Further information is available at:

- <http://www.ecreee.org>
- <http://www.unido.org>