



TERMS OF REFERENCE

Project Title: Information and Communication Technology

Statement of Work: Consultancy Services to develop ECREEE's IT Policies and Procedures

Starting Date: 20th December 2021

1. Background

The ECOWAS Centre for Renewable energy and energy Efficiency (ECREEE) was established in 2010 in response to the energy crisis faced by member states in the West Africa region. The overall objective of ECREEE is to contribute to the sustainable economic, social and environmental development in West Africa by improving access to modern, reliable and affordable energy services, energy security and reduction of energy related externalities (GHG, local pollution). More specifically, ECREEE aims to create favorable framework conditions for regional Renewable Energy (RE) and Energy Efficiency (EE) markets by supporting activities directed to mitigate existing technological and financial barriers.

Since its inception in 2010, ECREEE has played an active role in developing region-wide policies related to Renewable Energy (RE) and Energy Efficiency (EE), as well as creating awareness, investment in the energy sector and capacity development.

In pursuit of its mandate, ECREEE have had significant growth in its workforce and business opportunities, which constantly increases the demand for effective IT governance. This is imperative to achieving of the center's mandate.

2. Objective of the Assignment

The objective of the assignment is to develop IT related Policies and Procedures in order to improve the delivery of IT Services at ECREEE, to drive the business goals

3. Scope of Work

This Consultant is expected to produce the following deliverables:

1. IT Assets Decommissioning Policy and procedure.
2. Password management policy
3. User access and Provisioning Procedure
4. IT change Management policy.
5. Policy and Procedures on Privileged Account Management

6. ICT security awareness plan, which entails ECREEE's strategy for raising awareness on security.

4. Technical and Institutional Requirements

The Consultant will take into consideration the ECOWAS IT Policy and Procedures Manual and the ITIL (Information Technology Infrastructure Library).

5. Reporting and Coordination

- The Consultant will report directly to the ECREEE's Information Technology Officer;
- All day-to-day reporting and correspondence shall be in English; and
- The Contractor can undertake the assignment remotely.

Disclaimer: The Consultant must explicitly agree that any information collected and analyzed during the contracting period is subject to a data privacy clause and a non - disclosure agreement. All products and services delivered under this contract shall pass into the exclusive ownership of ECREEE, including all use and distribution rights connected to it.

6. Qualification and Experience

Consultant's profile

- ✓ Minimum BSc. in Information Technology, Business Administration, Computer Sciences, Engineering or related field.
- ✓ At least 5 years proven experience in policy development, strategic planning and monitoring in the IT field.
- ✓ Demonstrated experience working with government, regional or international organizations
- ✓ Demonstrated prior experience in developing ICT policies
- ✓ Excellent proven written and spoken English language proficiency. An advantage is a working knowledge of French and/or Portuguese;
- ✓ Excellent communication and writing skills;
- ✓ Working experience in the ECOWAS region and knowledge or relevant experience in the energy sector is an advantage.

7. Application and Evaluation

Applicants should submit the following in English,

- i. A technical proposal that captures a) the methodology to carry out the assignment and detailed implementation schedule.
- ii. Financial proposal in US\$ including all costs and taxes (i.e., a detailed work-time-expert-diagram indicating daily rates for individual team members).
- iii. The consultant's CV;
- iv. Copies of academic certificates and any other relevant documents

Evaluation will be based on the Consultant's qualification and experiences, quality & substantial responsiveness of the proposal, and cost.

8. Further information

Applicants are requested to submit their proposals using the following email address ONLY: mgmtpolicies@ecreee.org no later than **23:59 hrs (GMT) of 15 December 2021**, clearly indicating in the subject: "DEVELOPMENT OF IT POLICIES AND PROCEDURES"

For any clarification or information, kindly contact jabdulrahman@ecreee.org