



ECOWAS Renewable Energy Facility (EREF)

Terms of Reference

External evaluation of the received proposals to the second EREF call

I BACKGROUND

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), based in Praia, Cabo Verde, has launched the second call of the ECOWAS Renewable Energy Facility (EREF). The second call of the facility targets the implementation of renewable energy powered mini-grids and the establishment of a management, operation and maintenance system in rural and peri-urban areas of West Africa. The call is open for submissions from 31 May to 10 August 2014.

Proposals covering one or more ECOWAS countries are eligible. The Facility provides a maximum of 200.000 Euro per project, with a range of different renewable energy technologies being eligible for funding - hybrid mini-grids where renewable energy contributes to a significant amount of the electricity produced are also eligible.

By means of the Facility, ECREEE will be contributing to the implementation of the ECOWAS/UEMOA White Paper for Energy Access in Peri-urban and Rural Areas and to the ECOWAS Renewable Energy Policy (EREP). The White Paper foresees that at least 20% of new investment in electricity shall originate from renewable sources and calls for the establishment of an innovation fund to raise funding for at least 200 demonstration projects, while the EREP defines a 22% target by 2020 for off-grid (mini-grids and stand alone) share of rural population served from renewable energy. The Facility also contributes to the achievement of the UN Goal on Universal Access to Clean, Reliable and Affordable Energy Services by 2030 and reduction of Greenhouse gas emissions (GHG).

The EREF Second Call for Proposals is supported by the Austrian Federal Ministry for Agriculture, Forestry, Environment and Water Management (BMLFUW), the United Nations Industrial Development Organization (UNIDO), the Spanish Agency for International Cooperation and Development (AECID) and the Austrian Development Agency (ADA).

More information is available at <http://www.ecreee.org/page/eref2>

II OBJECTIVE OF THE WORK

Three activities will be carried out during the evaluation: administrative check by ECREEE officers, evaluation of the technical quality by ECREEE project officers and independent external evaluation.

In the framework of the process of appraisal, the ECOWAS Center for Renewable Energy and Energy Efficiency (ECREEE) is seeking expert support to conduct an external evaluation of the proposals which has passed the first administrative screening.

The Terms of Reference are based on an estimation of 10 proposals to be evaluated.



III ACTIVITIES, DELIVERABLES AND TIME SCHEDULE

The activities are foreseen to start on 1st September 2014 and the draft final report will have to be submitted for review and approval to ECREEE not later than 19th September 2014.

The following activities and tentative timeline are foreseen as shown in the following table:

| Activities | Tentative timeline |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|
| Kick-off meeting over the phone/ Skype with the members of the EREF ECREEE management team, review of the EREF second call documentation, agreement on the evaluation sheet to be used | 1 st week |
| Evaluation of the proposals which has passed the first administrative screening, using the detailed criteria listed in the chapter "5.2 Project Appraisal and Approval" of the EREF guidelines | 1 st – 3 th week |
| Preparation and submission of the draft final report, including the evaluation sheet and 1 page evaluation of each proposal | 3 rd week |
| Submission of the revised final report including EREF ECREEE management team observations | 26 th September |

IV REPORTING AND COORDINATION

The expert will directly report to the EREF coordinator and will work closely with him and the rest of the Program staff.

Constant communication and knowledge sharing is required.

V LOCATION OF TECHNICAL SERVICES AND MISSIONS

The consultancy is going to be home-based.

No travels are foreseen in the region.

VI LANGUAGE OF WORK

The projects proposals can be written in French, English and Portuguese.

The day to day working language with the project team is English.

The evaluation sheet, the 1 page evaluation of each proposal and the final report will have to be submitted in English.

VII TERMS OF PAYMENT

Payments will be made in accordance with the table below:

| | |
|-----------------------------------|-----|
| Upon signature of contract | 50% |
| Upon approval of the final report | 50% |



VIII FORM AND EVALUATION OF PROPOSALS

Bids shall include a separated technical and financial part:

1. Technical Part:

- Application letter
- Description of the suggested execution methodology and scope of offered services
- Observations to the Terms of Reference (if any)
- Description of the contractor :
 - Detailed CV including contacts of three recent corporate clients;
 - Copy of highest university degree certificates and other technical trainings related to the assignment;
 - Copy of Passport;
- Indicative work Plan of activities, schedule of works;

2. Financial Part:

- Personnel Costs: showing the unitary price per evaluated proposal in Euro and shall be inclusive of all taxes, duties, works contract tax, sales tax, service tax, VAT etc.
- An average of one (1) full working day per one (1) proposal evaluation is foreseen.

| <u>QUALIFICATION REQUIREMENTS</u> | <u>EVALUATION CRITEREA</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>Profile of Consultant</u> ECREEE is seeking a senior project evaluator with at least 5 years of experience in clean energy mini-grids activities, projects and programs implementation in the field.</p> <p>The expert must demonstrate experience in proposals evaluation in the framework of similar competitive calls for proposals, for instance EU-Energy Facility.</p> <p>The expert must have work experience in Sub-Saharan Africa. Experience in the ECOWAS region would be an added value.</p> <p>The evaluator must not have any conflict of interest, meaning he/ she cannot have any connection with any project submitted to the call.</p> <p>Proficiency in reading, speaking and writing English is required. Working ability in reading French and Portuguese is also required.</p> | <p>The best offer will be determined as follows:</p> <p><u>80% Quality of technical part</u></p> <ul style="list-style-type: none"> - Qualification of consultant; - Quality and quantity of track-record of work experience in mini-grids and proposals evaluation; - 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 requirements - Knowledge on the Sub-Saharan/ ECOWAS energy sector and involvement in assignments in the ECOWAS region is demonstrated. - Languages requirements <p><u>20% Financial part</u></p> |

**FORMAL AND LEGAL REQUIREMENTS**

- All working files will become the property of ECREEE;

IX DEADLINE FOR OFFERS

Electronic offers shall be submitted by e-mail (pdf-format) at latest by 5:00pm (UTC-1), 24th August, 2014 to: nbugatti@ecreee.org

For further information on ECREEE and the programmes and units, visit the ECREEE website www.ecreee.org.