



ECREEE
Towards Sustainable Energy

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TERMS OF REFERENCE

CONSULTANCY TO DEVELOP INFORMATION TECHNOLOGY STRATEGY AND ACTION PLAN





Title: Information Technology Strategy and Action Plan
Type of Contract: Individual Consultant
Start date: 01 July 2023

1. Background

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), was established in 2009 in response to the energy crisis in the ECOWAS region. The Centre was officially inaugurated on the 6th of July 2010 in Praia Cape Verde, with support of the Governments of Austria, Cape Verde and Spain, and the technical assistance of the United Nations Industrial Development Organization (UNIDO). The overall objective of Centre is to contribute to the sustainable economic, social, and environmental development of West Africa by improving access to modern, reliable and affordable energy services, energy security and reduction of energy related GHG emissions and climate change impacts on the energy systems.

In pursuit of its mandate, ECREEE have acquired various Information and Communication systems and services, to effectively support its business operations. With the growth of its workforce and business opportunity, there is need to continually improve its operations through effective use Information Technology (IT). As a result, ECREEE resolved to improve IT governance and Operations through strategic planning, to align its actions and strategies with the business objectives. Part of its first action was the establishment an IT Steering Committee, to provide oversight on the operations, strategy, and investment in IT.

Considering the recently concluded Strategic Plan for 2023 – 2027 which is expected to drive the Institution’s interventions and activities in the next five years, ECREEE intends to engage a consultant to prepare an IT strategy and action plan for the same period.

2. Objectives

The objective of the consultancy is to develop an Information Technology Strategy and Action Plan for the period 2023-2027. This will align the Information Technology actions and strategies with the overall goals and objectives of ECREEE.

3. Scope of Work

The work will cover a complete assessment of ECREEE’s strategic objectives, its implications for IT and the current state of the ICT systems. The work will be divided into three phases as given below which can be revised or modified with justifications.



Proposed Development Stages	Time frame (estimated)	Cost
<p>Stage 1:</p> <p>Assessment of the ECREEE strategic objectives and current IT system and environment</p> <ul style="list-style-type: none"> a) Review the implementation of recommendations from information system audits. b) Conduct a survey of IT needs in the different business units, to identify the main problems and expectations in these units in relation to IT. c) Assess ECREEE’s Strategic Plan and its implication to IT. d) Assess the existing resources necessary to achieve the objectives of the IT Unit. e) Assessment of the current IT infrastructure and architecture, existing information systems, network, procedures, processes, policies, governance structure, and security technologies. f) Evaluation of the IT component of communication tools (website, social networks, etc.). g) Identify capacity building needs of ECREEE staff h) conduct a SWOT analysis to identify Strengths, Weaknesses, Opportunities and Threats in the IT Unit. 	1 weeks	
<p>Stage 2: Development of the strategic Plan</p> <ul style="list-style-type: none"> a) Defining a vision mission, principle, goals, and objectives of ECREEE’s IT unit. b) Recommend appropriate organizational structure, IT governance and architecture model and a framework for continuous business process improvement. c) Propose innovative technology, programs, activities, and their priorities to meet the business needs identified in Stage1. 	2 weeks	



<p>d) Recommend actions to enable ECREEE and its partners operate with secure IT systems & networks, and to stay ahead of evolving cyber threats.</p> <p>e) Develop a 5-year action plan - make recommendations for IT initiatives and actions with the respective budgets, schedules and resources allocation.</p> <p>f) Develop a framework for performance monitoring.</p>		
<p>Stage 3: Acceptance procedure, handover, and training</p> <p>a) Ensure all comments from ECREEE are incorporated into the final Strategic and Action Plan.</p> <p>b) Prepare a final report of the work.</p> <p>c) Organize training for staff to sufficiently manage and maintain the Plan's life cycle.</p> <p>d) Make final presentation to handover. The presentation should include information about the assessment, the summary of the strategy and action plan, with recommendations therein.</p>	1 weeks	
<p>Total:</p>		

- The Strategy and Plan must align with ECREEE's Strategic Plan 2023-2027.
- The consultant must adopt a standard methodology for the work.
- The Consultant must follow guidelines and recommendations from the ITIL and COBIT 5 framework and the ISO 27000 family standards, in developing the Plans.

4. Deliverables

The following outcomes are required:

1. Assessment Report
2. Proposed Strategy and Action Plan 2023-2027
3. A final report (including the outcome of assessment, the plan development and all references used) and presentations.
4. Training conducted for identified Staff of ECREEE.

5. Qualification and Experience

Minimum requirements

- ✓ Master's degree in computer science, Management Information Systems, business management, engineering, or similar relevant field
- ✓ Over (5) years of experience in IT governance, development of IT strategic plans, master plans, IT processes or project management etc.



- ✓ Proven Experience implementing similar projects.
- ✓ Excellent experience in IT Services and Operations, Standards, Applications and Systems review.
- ✓ Ability to communicate and write effectively in English and/or French with good working knowledge of the other language. Fluency in Portuguese will be considered an advantage.

Preferred requirements

- ✓ Relevant certifications as a Cobit5, CGEIT, ISO, ITIL® Expert, PMP, CBPP® etc.
- ✓ Demonstrated experience working with government, regional or international organizations.
- ✓ Working experience in the ECOWAS region.
- ✓ Experience in the energy sector.

6. Application and Evaluation

Applicants should submit the following in English, French or Portuguese.

- i. A technical proposal that includes Consultants experience, qualifications/certificates, 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).

7. Evaluation Criteria

The best technical offer will be determined based on the following:

s/n	Evaluation Criteria	Rating
1	Bidder's qualifications/certifications	15
2	Proposed methodology, approach, and implementation plan	15
3	Similar Verifiable project experience	40
4	Language	10
	Total	80%

ECREEE reserves the right to verify the information furnished by the applicant independently.

8. Application Deadline

Applicants are requested to submit their proposals no later than **23:59 GMT on 13th June 2023**, to it-strategy@ecreee.org.

For more information, send an email to procurements@ecreee.org