

## TERMS OF REFERENCE

### Individual Junior Consultant for Technical Support of Projects

**Location: Onsite (Praia, Cabo Verde)**

<b>Programme:</b>	Renewable Energy Programme
<b>Job Title:</b>	Junior Technical Assistant
<b>Contract Type:</b>	Individual Consultancy Contract – Lump Sum
<b>Salary:</b>	Monthly 2500 Euros / 12 installments
<b>Duty Station:</b>	Praia, Cabo Verde
<b>Duration of Assignment:</b>	01 year, renewable annually for a total of 26 months, subject to fund availability and performance requirements

#### 1. Introduction

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) became operational in 2010 with funding from the ECOWAS Commission and donors such as the Austrian Development Agency (ADA), Spanish Agency for International Development Cooperation (AECID) and technical assistance from the United Nations Industrial Development Organization (UNIDO). Since then, ECREEE has expanded its network of donors and partners to more than twenty (20) organizations covering both financial and technical areas of partnerships.

ECREEE's work could be divided into 12 programs that fostered and supported the promotion of Renewable Energy and Energy Efficiency in the ECOWAS Region. As a result of the continuous adaptation of the centre to the new tendencies and ways of addressing the needs of the communities, some new areas of work need to be strengthened, as may be the



capacities to work on topics related to the **Water, Energy and Food Nexus, Circular Economy and their link to Climate Change**.

Two projects in these areas were launched in the first quarter of 2023 in line with an MOU recently signed between ECREEE and one of his supporting partners, Spanish Agency for International Development Cooperation (AECID). These projects, “*Regional Pilot Project on Circular Economy. Transition to a clean energy circular economy through the optimization of energy-intensive value-chains in the high-impact sectors*” and “*Water and Energy for Increased Food Security and Socio-Economic Development*”, will require the support of a Junior Technical Assistant that will work with the Project Coordinator for the preparation and implementation of project activities in various ECOWAS countries. S/he will report to the Project Coordinator and the Executive Director of ECREEE.

It is against this background that ECREEE is launching this tender **for the hiring of an Individual Consultant for technical support of projects**.

## **2. Background**

The project “*Regional Pilot Project on Circular Economy. Transition to a clean energy circular economy through the optimization of energy-intensive value-chains in the high-impact sectors*” is a 26 month project to be deployed in 4 different countries of ECOWAS region, that is, Benin, Burkina Faso, Nigeria and Senegal. Through this project, ECREEE and AECID intend to enhance livelihood in targeted rural communities and improve the source of economy by improving energy efficiency in energy-intensive agribusiness sectors, creating employment and through the adoption of technological innovations in circular economy in value-chains where women are well-represented.

Additionally, the project “*Water & Energy for Increased Food Security and Socio- Economic Development. Promoting Clean Cooking Solutions and Solar Technologies*” is a 30 month project to be deployed in 3 different countries of ECOWAS region, that is, Cabo Verde, Guinea Bissau and The Gambia. Through this project, the transition to sustainable energy solutions will support the development and improvement of agriculture value-chains, health and educational facilities. This will contribute to the socio-economic development of local communities in urban and peri-urban areas.

A summary of the main activities that are planned for the two projects is:

1. Provision of clean energy solutions (different type of equipment and services depending on the project).
2. Capacity building in the use of clean technologies.
3. Awareness-raising on alternative energy, energy efficiency.
4. Communication materials for scale-up and replication.



Since these two ECOWAS/AECID funded projects will spur the adoption of low carbon technologies in the communities, they will contribute to building resilience and mitigating the negative effects of climate change in the region, one of the main objectives of ECCP.

The ECCP contributes towards the achievement of the sustainable development goals of the ECOWAS sub-region by supporting ECOWAS countries to mitigate the impacts of climate change through the deployment of renewable energy and the implementation of energy efficiency measures while enhancing the social, economic and energy security benefits.

Through the program, ECREEE promotes low carbon development (LCD) taking into account that LCD gives rise to opportunities to carry out socio-economic development in a more sustainable manner, via the deployment of clean and modern renewable energy technologies thus meeting the sub-region's energy access and energy security challenges.

In the backdrop of recent climate change developments, particularly relating to advancement of discussions on loss and damage and the increasingly recognized role of adaptation, the ECCP is taking a stronger position on supporting ECOWAS Member States to strengthen their adaptive capacity in the renewable energy sector. In addition, the ECCP will prioritize activities that enable Member States to attract and mobilize investment and financial instruments (e.g. insurance) for climate smart solutions in the sustainable energy sector and sectors intersecting with energy (agriculture, water, infrastructure, etc.). Under the ECCP, the expert will contribute to devising and implementing initiatives that increase awareness of, and build capacity for implementing, adaptation opportunities in the renewable energy sector, developing a pipeline of sustainable energy adaptation projects, among others.

### **3. Job Description**

The primary responsibility of the Technical Expert recruited for this project is to support the Project Coordinator in the execution of ECREEE's responsibilities under the aforementioned projects in a timely manner and maintaining the highest quality. In addition, the Technical Expert will work in ongoing initiatives of ECREEE that complement this project.

The specific duties and responsibilities of the Technical Energy Expert include:

- i. Assist in the preparation of terms of reference for national and international consultants and subcontractors as needed.
- ii. Support in the evaluation of proposal of national and international consultants responding to ECREEE's calls of tenders.
- iii. Monitor and guide the subcontractors for compliance with the agreed work plan.
- iv. Develop periodic project progress reports, as well as any other reports requested by the Project Coordinator and by ECOWAS Monitoring & Evaluation Unit.
- v. Organise and attend to stakeholders' engagement meetings and specific trainings and capacity building workshops required for the project.



- vi. Produce Back-to-office reports and Monthly reports of tasks performed and deliverables achieved.
- vii. Develop Technical reports on workshops and technical assistance activities, where required by the Project Coordinator.
- viii. Undertake any other duty that may be assigned to him/her by his/her supervisor and the Executive Director.

#### **4. Competencies, qualifications, and experience**

The candidate must meet the following criteria to opt for the position:

1. The Technical Expert shall have at least a master's degree in Engineering in Energy or similar areas with a strong focus on sustainable energy. One (1) year minimum experience working in the energy sector in ECOWAS Member States or with ECOWAS institutions.
2. The candidates must prove residence in Cabo Verde.
3. Maximum age of 35 years.
4. The candidates must be fluent in French, both oral and written, with excellent communication and presentation skills, particularly in the preparation of written documents. Domain of other languages will be a plus.

Other required skills and competencies include:

- i. Experience in participating in similar donor-funded projects would be an advantage.
- ii. Strong planning, organization and time management skills and ability to manage multiple tasks.
- iii. Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions.
- iv. Proficiency in preparing and presenting professional reports and analytical papers;
- v. Able to communicate effectively in writing to a varied and broad audience simply and concisely;
- vi. Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- vii. Excellent analytical and organizational skills.
- viii. Works well in a team.
- ix. Very good interpersonal and communication skills.

Qualified female applicants are highly encouraged to apply - ECREEE's work environment is woman / diversity-friendly.



## **5. Duration and Location of the Services**

The consultant will be initially engaged for 1 year. At the expiration of this, based on her/his performance, s/he may be engaged one more year based on the availability of funding and performance. Extension of the duration of services shall be subject to mutual agreement between the parties. The services will be provided at ECREEE Secretariat located in Praia, Cabo Verde.

## **6. Application instructions**

Interested candidates should submit their application containing the following documents:

- Cover letter;
- Detailed CV;
- Scanned copy of university certificate and any other certificates they deem relevant.

Applications should be sent by e-mail ONLY: [techassistant@ecreee.org](mailto:techassistant@ecreee.org) , clearly indicating in the subject line: "Junior Technical Assistant - ECREEE".

**Deadline for applications: August 13, 2024, 23:59 (UTC-1)**

For any further information/clarification, please contact: Vanesa M. Pozo [vmartos@ecreee.org](mailto:vmartos@ecreee.org) and/or Alcides Oliveira [adeoliveira@ecreee.org](mailto:adeoliveira@ecreee.org)

**When submitting proposal, please do not copy any other email addresses but the tender email or your application will be disqualified.**

*Obs: The selection procedure will be in accordance with the "ECOWAS Procurement Code.*