

TERMS OF REFERENCES

Consultant services for M&E and Annual Reporting





Project Title: WOCEWA

Type of contract: Individual Consultancy

Duration: 10 working days within 3 years

Duty station: Home based/occasional travel in the region

Scope: West Africa Region

Date: 20th August 2024



I. Background

The ECOWAS Program on Gender Mainstreaming in Energy Access (ECOW-GEN) since its establishment in 2013 has worked to steer ECOWAS Member States towards the direction of mainstreaming gender in policy formulation, legislative drafting, energy project and program design and implementation, with the intention to promote equality in energy development through equal access to resources and equal contribution to the decision-making processes that shape and influence energy expansion in West Africa.

In line with the ECOW-GEN, ECREEE in collaboration with The International Development Research Centre (IDRC) developed Women and Clean Energy in West Africa (WOCEWA) project which specifically works to meet the objective of the policy relating to mainstreaming gender in the private sector and increasing the participation of women as clean energy consumers and suppliers.

WOCEWA will consolidate and build on these initiatives by working with small and medium enterprises (SMEs) in West Africa's energy sector, transforming them into vehicles that empower women and address gender barriers through their business operations.

The project includes the following components:

- Evaluation studies and Gender equality Index (GEI) mainstreaming in clean energy businesses
- Institutionalizing gender-responsive investments in national funding program
- Systemizing gender-responsive information gathering, analysis, reporting, dissemination, and use
- Project management and cross-sectoral implementation

ECREEE needs to recruit a consultant who will collect information on the implementation of the WOCEWA project, ensuring the right data to measure progress and inform decision - making. The consultant will assist in streamlining the annual reporting process, making it easier to create clear, concise, and informative reports for stakeholders. In line with the ECOW-GEN, ECREEE in collaboration with the International Development Research Centre (IDRC)

II. Objectives of the assignments

The purpose of this consultancy is to provide M&E, and reporting, coordination, communication, and technical support to beneficiaries of the WOCEWA project. This consultancy is to provide report writing support to produce an Annual Report that would capture on project's implementation - highlighting businesses and beneficiaries impacted during a period of three years. Thus, the consultant must provide quality and technical support in project management and monitoring.

III. Scope of Work

- ❖ **Provide technical support in the reporting of results:**



- Prepare quality quarterly and annual reports incorporating and synthesizing the inputs of technical contributors.
 - Prepare and upload relevant regional data into the electronic tracking system for annual reporting.
 - Provide feedback to contributors to improve quality and timeliness of reporting.
 - Ensure proper project work planning and monitoring of work plans are undertaken in a timely and quality manner by the project managers.
 - Prepare results-focused project quarterly and annual project implementation reports, highlighting project progress made towards the attainment of outputs, and outcomes with special reference to cross-cutting gender and energy issues.
- ❖ **Provide technical support to ECREEE to implement the findings or recommendations from GEI evaluations in the energy sector**
- Provide technical support to ECREEE for the coordination of SME activities to integrate lessons learned from research results.
 - Generate and analyze information on the project's multi-sectoral sex-disaggregated data and lessons learned.
 - Ensure that appropriate M&E manuals are prepared and utilized to provide systematic and quality project data in line with the project's M&E system and its rollout.
 - Provide guidance to ERERA and WAPP on the project's M&E procedures.
- ❖ **Contribute knowledge building, dissemination and capacity building**
- Identify and disseminate good practices, lessons and knowledge as identified through project implementation, monitoring and evaluation activities.
 - Develop an appropriate training program on data reporting for women entrepreneurs in the energy sector in consultation with stakeholders.
 - Undertake monitoring, interviews with project partners and beneficiaries in developing gender sensitive stories.
 - Lead the engagement and supervision of video producers and other communication specialists to produce audio/ visual material on WOCEWA's work.
 - Finalize a handbook for policymakers on evaluation studies.

IV. Expected deliverables/Renumeration

The consultant will work for 10 working days each year for three years. It should be noted that due to the nature of the project, there will be periods when no actual writing or research will take place as the writer will await the results of the SMEs evaluation study. Fees will be paid according to the deliverables indicated above.

Inception report: showing the consultants' understanding of the TOR in relation to the scope of the assignment, including template of different reports. The Consultant needs to develop a clear schedule of all required reporting, a timeline for the completion of initial and final drafts of each report, and a monitoring and evaluation framework in relation to data collection.



Annual Reports: The Monitoring and Evaluation specialist shall prepare concise annual Progress Reports covering progress towards achieving the objectives in this ToR as well as identified areas of weaknesses and strategies for improvement of said activities. The reports shall provide a brief but comprehensive end-of annual progress assessment. Tabulated representations of the work program, details of impediments to the performance and proposals for overcoming them. These reports shall be submitted to the Project Coordinator within or not later than the 7th day of December in the month of the year.

Handbook for policy makers: The manual will be particularly aimed at governments, civil society organizations, ministries, financial partners, or their stakeholders. It will help to bring together the results of WOCEWA project activities, draw lessons and to provide advice on strategy for gender mainstreaming in the energy sector.

Deliverables	Timeline	Renumeration
Inception report	Within 6 days of signing contract	10%
Annual report 2024	6 workdays in 2024	20%
Annual report 2025	6 workdays in 2025	20%
Annual report 2026	6 workdays in 2026	20%
Handbook for policy markers	6 workdays after annual report 2026	20%

Payments for this consultancy will be based on the achievement of each deliverable and certification that each has been satisfactorily completed. Payments will not be based on the number of days worked but on the completion of each stated deliverable within the indicated timeframes.

V. Duration of the work

The duration of the contract should be of 10 working days each year until the project period. The consultant must travel to the project beneficiary countries at least once per year.

VI. Qualifications and Experience

The consultant should possess the following skills and/or credentials:

- Master's degree in a relevant field such as Communication, social sciences (development planning, economics, or management) or a related discipline.
- At least seven (7) years' experience in designing and implementing M&E frameworks for development projects, preferably in the context of gender, energy, or similar areas.



- At least five (5) years of experience in writing and editing technical reports, preferably in the energy sector.
- Experience in writing reports for organizations of similar scale is an advantage.
- At least two (2) years of similar experience in the energy sector in West Africa
- Fluency in written and spoken English and French or Portuguese is required.

VII. Language of Work

The consultant will prepare reports in English and ensure translation into the two other of official ECOWAS languages (French and Portuguese) using ECREEE resources.

VIII. Evaluation Criteria

The evaluation process will include evaluation of Financial Proposal over 20% (on overall cost effectiveness) and Technical Proposal over 80% taking into consideration the following elements:

- ✓ Relevance of education
- ✓ Experience in editing and report writing.
- ✓ Technical skills in implementing M&E frameworks in gender and energy sector.
- ✓ Experience in developing content for annual reports.

Only candidates obtaining a minimum of 80% of the total technical points would be considered for the Financial Evaluation.

The applicant should include the following elements:

- ✓ Curriculum Vitae, which must include qualifications, experience, and detailed expertise.
- ✓ A methodological note presenting with clarity and precision the organization and work management, procedure, tools, and tasks to accomplish.
- ✓ A calendar of activities, considering the deadline.
- ✓ A financial proposal that includes fees, travel, visa, and other consulting expenses (Lumpsum). All costs will be in Dollars.

IX. Submission of Applications

Electronic offers shall be submitted by e-mail (pdf-format) at latest by **23:59 (UTC-1), 20 August 2024** to: wocewa@ecreee.org. Clearly indicating in the subject: **“WOCEWA: M&E and Annual Reporting”**.

For clarifications/questions, please contact Prisca Zidago; pzidago@ecreee.org and Erica Flan; eflan@ecreee.org

Do not copy any other email addresses but the tender email or your application will be disqualified.



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