



ESEF 2024 AWARDS PROCEDURE

1. AWARDS OBJECTIVE

The awards aim to celebrate and formally recognize the exceptional work of leading companies, institutions, and individuals moving the sustainable energy industry forward. It recognizes implemented actions on energy efficiency and renewable energy, which contribute to clean energy transition at the national and regional levels.

2. THE RECOGNITION COMMITTEE

The Technical Evaluation Committee (TEC) conducts the Award recognition, selection, and nomination process. The committee comprises five (5) technical staff from ECREEE-- two Renewable Energy Experts, two Energy Efficiency Experts, and one Gender Expert.

3. AWARDS CATEGORIES

The awards categories are as described below:

Category	Description	Criteria for selection
Renewable Energy Project of the Year 2022-2023		
1. Clean Mini-Grid	The Award category recognizes enterprises for the development of clean mini-grid projects in terms of quantity (installed capacity, number of projects) and quality in three technologies (solar PV, wind, and small hydro) their impact in terms of job creation, number of households connected), their sustainability and reliability, also learning and innovation for the future projects.	<ul style="list-style-type: none"> • A brief description of the project’s background: Context, rationale, and goal • Number of projects • Capacity installed(kWp) in the region • Energy types: Renewable Energy: Bioenergy, small hydro, solar, wind, geothermal, etc. • Economics and finance: cost of energy, innovative financing mechanisms Learning and innovation for future projects • Impact (The difference being made or likely to be made in the lives of people and the planet, e.g. (i) number and type of users households and /or enterprises; (ii) jobs created, disaggregated by male and female; (ii) amount of Greenhouse Gas emissions avoided, etc.)

Category	Description	Criteria for selection
2. Nexus (Water, Energy, and Food)	The Award category recognizes private companies or public entities that have implemented projects that promote the Circular economy; Waste-to-energy, the Water, Energy, and Food Nexus, etc.	<ul style="list-style-type: none"> • Sustainability of action (A description of what will be done to ensure that the benefits last) • A brief description of the background of the intervention: Context, rationale, and goal • Project developed and type (Circular economy; Waste-to-energy, Water, Energy, and Food Nexus) • Technical Specification of the project • Impact (The difference being made or likely to be made in the lives of people and the planet, including avoided amount of Green House Gases) • Sustainability (A description of what will be done to ensure that the benefits last)
Energy Efficiency Project of the Year 2022-2023		
3. Energy Efficiency Project (Clean Cooking, Building and Industry)	The Award category recognizes clean cooking technologies projects, energy efficiency in building projects, and energy efficiency in industry projects, with high social, economic, and environmental impact.	<ul style="list-style-type: none"> • A brief description of the background of the intervention: Context, rationale, and goal • Project implemented • Technical Specification of the project (Number of clean cookstoves produced or kilowatt-hour saved, kg of CO2 saved) • Expected Impact (The difference being made or likely to be made in the lives of people) • Sustainability (A description of what will be done to ensure that the benefits last)
Cross-Cutting Project of the Year 2022-2023		
4. Capacity Building and Technology Transfer in Sustainable Energy	The category Award recognizes Actors for their contribution toward building capacity in the sustainable energy sector	<ul style="list-style-type: none"> • A brief description of the background of the intervention: Context, rationale, and goal • Number of Sustainable Energy Technology trainees • Number of persons certified in Sustainable Energy • Number of sustainable energy prototypes developed • Impact (The difference being made or likely to be made in the lives of people)

Category	Description	Criteria for selection
5. Gender Mainstreaming in Energy Access	This Award Category recognizes entities that demonstrate through several energy access projects (cooking, electricity, energy policy, and planning) that operationalizing gender approaches can improve performance and increase benefits for both women and men.	<ul style="list-style-type: none"> • Sustainability (A description of what will be done to ensure that the benefits last) • A brief description of the background of the intervention: Context, rationale, and goal • Number of Renewable Energy projects developed in the last three years • Impact (The difference being made or likely to be made in the lives of people) • Sustainability (A description of what will be done to ensure the benefits last.)
6. Young Project developer in sustainable energy (35 yrs. or less)	This Award Category recognizes youth(s) engaged in promoting sustainable energy development	<ul style="list-style-type: none"> • A brief description of the background of the intervention: Context, rationale, and goal • What was/were the intervention(s)/project(s)? • Impact (The difference being made or likely to be made in the lives of people) • Sustainability (A description of what will be done to ensure the benefits last.)
7. Most Innovative Sustainable Energy Project of the Year	This Award Category recognizes an innovative renewable energy and energy efficiency project that has the potential to impact many communities.	<ul style="list-style-type: none"> • A brief description of the background of the intervention: Context, rationale, and goal • What was/were the intervention(s)/project(s)? • Impact (The difference being made or likely to be made in the lives of people.) • Sustainability (A description of what will be done to ensure the benefits last.)

4. ELIGIBILITY AND CONDITIONS FOR PARTICIPATION

- a) The awards are open to any stakeholder based in the ECOWAS region or outside but with an impact in the region.
- b) Projects accepted must focus on renewable energy and energy efficiency.
- c) A stakeholder may submit applications for one or two categories.
- d) In order to be evaluated, an application for an award must contain information under each selection criteria.




- e) Stakeholders who previously won an award are also eligible, provided the project(s) submitted is/are new.

5. LAUNCH OF CALL FOR APPLICATIONS AND SELECTION PROCESS

a) Launch of the Call for Applications

ECREEE will publish a call for applications on its website for six weeks.

b) Application Process

- Out of the seven categories established, an applicant may apply for a maximum of two (2) categories.
- Applicants are advised to thoroughly read the category descriptions and criteria before selecting the category they wish to apply for.
- Applicants are given six weeks to complete their applications.
- Below are the instructions for filling out the form.
 - i. Before filling out the form, ensure you have information on your project(s) as described under the various categories in the Awards Procedure document. In addition, you are required to upload a project document or evidence of execution of the activities submitted for the award.
 - ii. The form is available in the three official languages of ECOWAS -- English, French, and Portuguese. To choose your preferred language, click the **Languages** icon. 
 - iii. Click the **Add record** button on the left side of your screen to start filling out the form. 
 - iv. When done, click the **Save record** button to submit your application. 
 - v. In case you want to withdraw an application and re-send another version, you may email a request to the email addresses provided at the end of the form, i.e. cdiarra@ecreee.org or mrosario@ecreee.org. You may also channel any requests for further clarification about the Awards Application through the same email addresses.

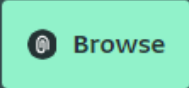
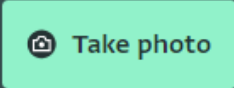
- vi. You are required to upload a project document or evidence of execution of the activities submitted for the award.

C1: Add any supporting documentation.* REQUIRED

Upload photographs, videos, or presentations of your project(s) and any other evidence of project execution here.

In case you have any difficulties contact cdiarra@ecreee.org or mrosario@ecreee.org.

Drag a file into this box or browse for the file.

- vii. [Click here](#) to access the application form.

c) Evaluation

After receipt of Applications, the evaluation is conducted at two (2) stages:

- First Stage: Applicants who do not meet the eligibility requirements will be eliminated.
- Second stage: The applications will be evaluated by the TEC. Information provided as responses to the all criteria mentioned will be reviewed and verified. Applications will be scored based on the criteria defined for each category listed above.

6. PUBLICITY OF AWARD

ECREEE will promote projects mentioned by applicants through its regular channels and network of partners. Photos and videos taken by ECREEE will be shared with the awardees. Nonetheless, ECREEE reserves the right to publish those on its media platforms for publicity purposes. By participating in the Awards competition, the awardees consent to this arrangement without requesting any fees from ECREEE or its partners who may use the material for publicity purposes.

7. NEXT STEPS AND TIMELINES

- Launch of the call: August 21, 2024
- Closing of the call: October 02, 2024
- Opening of the applications: October 03, 2024
- Evaluation period: October 4 to 11, 2024.
- Awards Ceremony: November 29, 2024.

8. OBLIGATIONS OF THE FINALISTS AND WINNERS

By applying for the ESEF 2024 Awards, finalists and winners agree to support the promotion of the Awards and its results by:

- Providing additional information for the development of promotional material, including photos, videos, project information, interviews, etc.
- Participating in and supporting follow-up activities during ECREEE's activities
- Granting ECREEE or any of its partners the right to use the project/initiative for its communication and publicity purposes.