

TERMS OF REFERENCE

Recruitment of a Project Coordinator

Project:	Fund for Regional Stabilisation and Development within ECOWAS Member States (FRSD)
Job Title:	Project Coordinator
Contract Type:	Lumpsum Contract (Individual Consultancy)
Duty Station:	Praia, Cabo Verde
Duration of Assignment:	9 Months
Monthly Consultancy Fee:	EUR 5,000

Project Background

The Economic Community of West African States (ECOWAS) region faces numerous political, socio-economic, security and environmental challenges that threaten peace and social cohesion. Neighboring coastal states are suffering multiple consequences due to pressure from armed groups and political instability in the Sahel region. Addressing these challenges is a top priority for the ECOWAS Commission, not least to create promising prospects for the predominantly young population of ECOWAS member states. ECOWAS in collaboration with the Federal Ministry for Economic Cooperation and Development (BMZ, Germany) initiated the Fund for Regional Stabilization and Development in Fragile Regions (FRSD). This Fund is implemented by ECOWAS Commission agencies with support of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ).

The overall goal of the project is to contribute to addressing the abovementioned challenges by contributing to attaining the objectives of FRSD. The project aims to increase incomes and improve livelihoods by the promotion of sustainable energy, and climate-smart food production systems, green jobs in the implementation areas in Benin, Guinea Bissau and Togo. The project aims to alleviate the difficulties faced



by the most vulnerable groups, particularly women and young people, within these communities in Benin, Guinea Bissau and Togo. More specifically will contribute will provide capacity building on Water, Energy for Food for and skill certification on renewable energy.

In light of this, ECREEE intends to hire a Coordinator to undertake all program activities including preparation and implementation of activities in concerned countries.

Scope of Work

The proposed scope of work will include the following activities:

- i. Responsible for the overall and day-to-day implementation of the program including but not limited to:
 - Conduct a kick-off meeting with Stakeholders in Member States,
 - In-country regular technical coordination and project milestones verification and re-assessment,
 - Conduct two (with one in person) Project Steering Committee (PSC) Meeting
 - Coordinate the Implement of communication plan,
 - Draft ToR and conduct hiring process of the Implementation partner in consultancy,
 - Conduct needs assessment and selection of Beneficiaries in Benin, Togo and Guinea Bissau,
 - Conduct training on RE And Green entrepreneurship In Benin, Togo and Guinea Bissau,
 - Conduct Stakeholders consultation on Concept note and criteria focused focus area of intervention for selection of beneficiaries in Benin, Togo and Guinea Bissau
 - Conduct the Training of 25 Technicians in the implementation area in Benin, Togo and Guinea Bissau
- ii. Plan, coordinate, and follow up all the activities assuring timely and economically effective implementation.
- iii. Develop and foster good collaboration relationship with stakeholders from ECOWAS countries
- iv. Liaise and maintain continuous communication with GIZ and ECOWAS.
- v. Ensure regular monitoring of the status of project activities (through the preparation and updating of implementation plans and schedules, operations manuals, disbursement projections, etc.), including preparation and transmission of comprehensive periodical financial and activity reports to GIZ in line with the Protocol Agreements and other relevant documentation.



- vi. Actively participate in any other activities or additional work as may be assigned by ECREEE Management (Executive Director, Director of Operations, and any other designated supervisor).

Expected Deliverables

Key deliverables that the consultant would be required to produce include the following: The consultant will provide the following deliverables:

- Inception report and draft project document during the implementation period, including resource mobilization strategy.
- Draft monthly activity report of tasks performed, and deliverables achieved, including monthly budget and work plans for the forthcoming month, to be submitted on the 15th of each month.
- Quarterly and Annual activity reports and work plan (including progress and financial reports).
- Monitoring and project progress reports, where required.
- Technical reports on workshops and technical assistance activities, where required.
- Back-to-office Mission Reports, where required.
- Other relevant documents.
- Project closing report

Competencies, qualifications, and experience

(a) Profiles of Consultant

- i. The coordinator shall have at least a master's degree in Energy, Engineering, Economics, Finance, Business administration, or similar areas
- ii. at least 10 years post-qualification.
- iii. At least 3 years of specific experiences in Sustainable Energy.
- iv. At least 3 years' experience as project coordinator.
- v. At least 5 years' experience in education or training sector.
- vi. Experience working in the ECOWAS region..
- vii. Proven experience in participating in similar donor-funded projects.
- viii. Service contract and finance management
- ix. Fluency in oral and written expressions in French or Portuguese and knowledge of one additional of the ECOWAS official languages.

(b) Other required skills and competencies include:

- i. Strong planning, organization and time management skills and ability to manage multiple tasks.
- ii. Capacity for conducting capacity building and training activities.
- 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 or orally 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. Ability to prepare written documents.
 - x. Very good interpersonal and communication skills, ability to manage relations with development partners, to work under pressure, and handle politically and culturally sensitive issues.

Duration and Location of Services

The consultant will be engaged for nine (9) months and services will be provided at the ECREEE Secretariat located in Praia, Cabo Verde but will involve travels to the beneficiary ECOWAS Member States.

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: Coordinator@ecreee.org , clearly indicating in the subject line: " Project Coordinator - ECREEE".

Deadline for applications: 09 December 2024, 23:59 (UTC-1)

For any further information/clarification, please contact: Guei Guillaume F. Kouhie at gkouhie@ecreee.org and/or Alcides Oliveira at adeoliveira@ecreee.org

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