

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

ADMINISTRATIVE ASSISTANT

Project:	Regional Off-Grid Electricity Access Project Additional Financing (ROGEAP)
Title:	Administrative Assistant, 2 positions
Contract Type:	Individual Contract
Duty Station:	Abuja, Nigeria and/or home-based (depending on COVID-19 restrictions)
Duration of Assignment:	1-year renewable for a total of up to 5 years

1. Project Background

The Regional Off-Grid Electricity Access Project (ROGEAP) aims to increase access to sustainable electricity services in the fifteen ECOWAS member countries and four additional countries (namely Cameroon, Chad, Mauritania and Central African Republic) for households, businesses, and in some instances public health and education facilities in a pilot program.

While Sub-Saharan Africa suffers from lack of access to reliable electricity services, this deficit is more pronounced in the Western and Central Africa region, particularly in countries such as the Central African Republic (CAR), Chad, Guinea-Bissau, Liberia, Niger, and Sierra Leone. In addition, household access to electricity varies considerably between urban and rural areas. Out of a population of 406 million people in the 19 project countries, it is estimated that 208 million inhabitants have no access to electricity, about 70 percent of whom live in rural areas. Based on the off-grid market assessment of 2018, the average rural electrification rate stood around 18 percent, while that of eight countries—Burkina Faso, Chad, the CAR, Guinea, Guinea-Bissau, Liberia, Mauritania, and Niger—is less than 5 percent. Improving energy access, especially for marginalized and disadvantaged groups and lagging regions is essential in achieving sustainable and inclusive development and poverty reduction.

Stand-alone solar systems have a large market potential in Western and Central Africa. Currently, less than 3 percent of the region is served by stand-alone solar systems, equivalent to roughly 5 million consumers. The market assessment carried out in 2018 identified that about 31 million households could be electrified using stand-alone solar systems in Western and Central Africa. The potential value of the household solar market is estimated to be about US\$6.6 billion. The assessment further identified about 800,000 educational and healthcare facilities that could be electrified with stand-alone solar systems with an investment estimate of US\$1.5 billion. Moreover, the share of the rural population served by decentralized renewable energy sources such as mini-grids and stand-alone systems is expected to reach 22 percent by 2020 and 25 percent by 2030.

Uptake of stand-alone solar systems in Western and Central Africa faces several barriers from the supply side. These barriers stem from the perception that the Western and Central African market is fragmented, implying that many countries have small, dispersed population; lack of appropriate policy and regulatory environments; absence of supporting ecosystems for the solar industry; poor access to finance; and lack of clear information on the demand and customer segments. Moreover, the region has yet to significantly

benefit from the innovative solar photo voltaic (PV) technologies and disruptive business models, such as Pay-As-You-Go (PAYGO), compared to East Africa.

Promoting electrification using stand-alone solar systems requires a harmonized regional approach. This entails establishing a business-friendly ecosystem to attract private sector investments to provide electricity to people without grid connection including female headed households, in a decentralized manner. The projects¹ financed by the World Bank in the Africa region with stand-alone solar components have adopted a market-based approach, implemented by the private sector, to provide access to electricity to the people.

The project has two main components: **Component 1** focused on developing a regional market by establishing enabling business environment and providing technical and financial capacity building support to solar entrepreneurs in 19 project countries. **Component 2** focused on facilitating access to finance for standalone solar system businesses through a line of credit and establishing a guarantee facility to eligible CFIs located in eight West African Economic and Monetary Union (WAEMU) member countries.

ECOWAS will be the implementing agency for Component 1, while the West African Development Bank (Banque Ouest Africaine de Développement or BOAD) will be the implementing agency for Component 2.

To this end, a Project Implementation Unit (PIU) will be established within the ECOWAS Commission. Also, the project has a Steering Committee Secretariat including ECOWAS and BOAD staff.

ECOWAS Commission is recruiting two (2) Administrative Assistants to support the members of the PIU and the Steering Committee Secretariat for Administrative, logistic, protocol, procurement and accountancy assistance issues.

2. Scope of Work

The overall responsibility of the Administrative Assistant will be to provide administrative, logistic and secretarial assistance for the ROGEAP project. The Administrative Assistant will carry out all administrative, logistic and secretarial tasks assigned to him/her at the Steering Committee Secretariat and at the PIU.

3. Functions and Expected Results

- Liaise between the Project PIU and Steering Committee and the other internal and external partners involved in the implementation of the project;
- Organize the agenda of the Senior Advisor to the Commissioner Energy with a view to optimizing time and the efficiency of actions;
- Ensure standard secretarial work (reception and information for visitors, administrative writing, management of incoming / outgoing mail, physical and digital archiving of mail and project documents, management of equipment, office furniture and fuel allocations, mailing services, etc.) and all other project tasks that the hierarchy will entrust to it;

¹ Ethiopia: Electricity Network Reinforcement and Expansion Project (P119893), Niger: Solar Electricity Access Project (P160170), Rwanda: Renewable Energy Fund Project (P160691), Zambia: Electricity Service Access Project (P162760), and Kenya: Off-Grid Solar Access Project (P160009).

- Support the drafting of minutes of meetings and workshops at the request of the Senior Advisor;
- Ensure the translation of documents and interpretation for certain participants during workshops and meetings;
- Support the preparation and organization of the missions of the PIU and the Steering Committee (transmission of documents to the PIUs for information; monitoring of the processing of the mission files by the services of the ECOWAS Commission and BOAD; hotel reservations and other facilitation);
- Undertake small procurement for supply, works and services for the PIU and Steering Committee;
- Support the PIU Procurement Specialist in organizing procurement processes through use of appropriate software, for example World Bank Procurement Dashboard (STEP);
- Manage logistics, equipment and storage of the Office;
- Support the preparation and organization of meetings, workshops and other events of the PIU and Steering Committee (preparation and transmission of letters of invitation to participants, monitoring of the processing of files for meetings / workshops / seminars by the services of the ECOWAS Commission and BOAD, reception and support to the delegates of the beneficiary countries of the project and to the other participants in accommodation, travel and the collection of their care costs; preparation and installation of logistics, etc.);
- Ensure the communication interface with the PIUs, the Steering Committee and other partners of the ROGEAP project, on the instructions of the Senior Advisor of the Commissioner (transmission of telephone messages, emails, reports and other documents; etc.);
- Perform any other tasks requested by the Senior Advisor of the Commissioner Energy and Mines related to achieving the development objective of the ROGEAP project.

4. Expected Output and Deliverables

- Organization of standard secretariat work
- Drafting of meeting, workshops and discussions reports delivered
- Organization of trips and missions of the PIU Staff and members of the ROGEAP Steering Committee
- Small procurement carried out

5. Qualification and Experience

- Must hold a Bachelor Degree in Public Administration, Engineering, Management, Office Secretariat or equivalent with a minimum level of 3 years Polytechnics or University studies (HND or BTS/DUT or BAC+2/3 or equivalent);
- Good command of information and communication technologies and IT tools (Word, Excel, PowerPoint, Internet, etc.);

- Excellent drafting, presentation and reporting skills, filing and management of archives;
 - High organizational skills and ability to manage priorities with discretion and diplomacy;
 - Capacity to work in a team and in a multicultural environment.
- ✓ **Experience**
- Have at least three (3) years of experience in a similar position or in a project management within a government, a private company, a regional or international organization;
 - Have at least on (1) previous experience in a development projects/programs financed by the World Bank or other Development Financial Institutions;
 - A particular experience in the energy sector will be an advantage
- ✓ **Language requirement**
- Candidates must be fluent in French and English (speak and write); Knowledge of Portuguese will be an Asset.

Citizens of an ECOWAS member state are particularly encouraged to apply for this consultancy.

6. Duration and Location of Services

The consultant will be initially engaged for 1 year. At the expiration of this, based on her/his performance, she/he may be engaged for up to 4 more years based on availability of funding. Extension of the duration of services shall be subject to approval from ECOWAS and mutual agreement between the parties.

The services will be provided at ECOWAS. The Administrative Assistant is expected to be available full time.