

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

MONITORING AND EVALUATION (M&E) SPECIALIST

Project:	Regional Off-Grid Electricity Access Project Additional Financing (ROGEAP)
Title:	Monitoring and Evaluation Specialist
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 household, businesses, 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 WAEMU² 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. ECOWAS Commission is recruiting a Monitoring and Evaluation (M&E) Specialist for the ROGEAP Project as personnel of the PIU.

2. Scope of Work

The M&E Specialist will support the ECOWAS PIU in undertaking all activities related to project monitoring and evaluation as listed below. S/he will report to the ECOWAS Commissioner of Energy and Mines.

The proposed scope of work will include the following activities:

- The M&E Specialist will be responsible for data collection, collating, analysis, and reporting. S/he will work in close collaboration with beneficiaries and will support the Project Coordinator to develop appropriate M&E processes and reporting mechanisms.
- With inputs from ECOWAS, BOAD, the PFM and guidance from the World Bank team and sector specialists, map the results chain and Theory of Change (TOC) for ROGEAP including PDOs, outcome and activities, including inputs, activities, outputs, intermediate and final outcomes.
- Review existing M&E systems, tools and indicators in use by the PFM and relevant partners, identify sources of data already available and flow of information.
- Discuss progress and share early drafts of the M&E framework with ECOWAS, BOAD, the PFM and other key stakeholders for inputs and comments, as well as discuss constraints and opportunities, and how sensitive or confidential data are to be handled.
- Under the leadership of the ECOWAS, BOAD, the PFM and guidance from the World Bank team, and with the help of on-the-ground consultant, facilitate a workshop to share the final draft of the M&E framework and associated guidelines to reach consensus.
- Finalize an M&E framework and associated guidelines for dissemination among assigned M&E staff at ECOWAS, BOAD and the PFM.
- Work closely with relevant actors to collect, analyze, and consolidate data as well as verify the internal consistency and validity of data.
- To develop a monitoring system to follow-up the implementation of the project action plan and to evaluate the progress against the indicators.
- Work with the PFM's IT Specialist to develop and maintain an MIS system that tracks progress in all project components.
- M&E Specialist is to produce quarterly and annual M&E reports on the aggregate performance

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).

² West African Economic and Monetary Union.

- and draw lessons and recommendations for the management.
- Lead and facilitate quarterly meeting to discuss the M&E reports with key stakeholders.
- Provide on-the-job mentoring and coaching support for relevant civil servants, training to relevant actors on M&E approaches and tools to improve their capacity to implement effective M&E activities.
- To identify problems, causes of potential bottlenecks in implementation and provide recommendations to Project Coordinator for specific corrective adjustments.
- Oversee the arrangements for results monitoring including a mid- term evaluation and an end-of-project evaluation.

3. Expected Output and Deliverables

An overall monitoring and evaluation and coordination plan with manuals, systems, procedures, tools, database, flow charts for data collection and reporting including:

(a) The *M&E framework* will define and identify:

- expected results based on analysis and consultations with ECOWAS, BOAD and World Bank sector specialists and the PFM; and
- indicators for expected results and for other elements of the results chain with baselines and targets. To the extent possible, an M&E framework will rely on available tools and indicators in the existing M&E systems. Where such indicators are not available, recommendations will be developed in consultation with Bank sector specialists on methodology for data collection and analysis, reporting frequency, and institutional arrangements.

(b) The *M&E guidelines* will be prepared in the form of an operational manual, including:

- monitoring and evaluation principles;
- procedures and templates for data collection and reporting for results indicators; and
- roles and responsibilities for reporting on the results achieved, including format, content, frequency, source(s) of data.

Key Deliverables

Timeframe	Deliverables
First month	Review ECOWAS' and BOAD existing M&E systems Consultations with PFM counterparts and World Bank specialists to identify expected results and indicators Prepare guidelines for safe collection of any primary data collection during COVID-19 including setting up system to ensure these guidelines are adhered to
Second month	Share the first M&E framework draft with counterparts for inputs and comments Facilitate consensus workshop
Third month	Finalize M&E framework and associated guidelines
Fourth month and onwards	Quarterly M&E newsletter to inform beneficiaries of progress of project implementation and achievements. Quarterly progress reports
End of the project	End of the project report

The M&E Specialist will liaise closely with the World Bank Evaluation Specialists regarding evaluation approaches and methodologies, ensuring that project meets the minimum requirements for monitoring and evaluation, including the conduct of mandatory project evaluation.

Under the guidance and supervision of ECOWAS, the M&E Specialist ensures the effective implementation

of the evaluation policy, sets minimum monitoring and evaluation requirements for Project, and initiates thematic and crosscutting evaluations. The M&E Specialist ensures that objective evaluation is designed and managed to assess the program relevance, effectiveness, efficiency, impact and sustainability of results; evaluations carried out in a credible and systematic manner; evaluation lessons and recommendations are used for program design, contribute to implementation of the project development objectives.

4. Qualifications and Experience

Education:	<ul style="list-style-type: none"> • Master’s Degree in related field
Experience:	<ul style="list-style-type: none"> • 5 years of relevant experience in monitoring and evaluating programs and projects mainly funded by donors; • Experience in monitoring and evaluation with a background and interest in development issues; • Strong quantitative and qualitative skills, ability to design templates for data collection and analyze data, understanding of M&E concepts, tools, methods, and strategies, proven ability to undertake program/project evaluations, strong report writing and analytical skills; • Proficiency in GIS software (ArcGIS), statistical software (Stata, R, Python) and/or data collection software (Open Data Kit) preferred; • Experience in collecting primary data on households and businesses; • Act as focal point for research partners and ECOWAS staff for any analytical work conducted during the course of the project • Willingness to undertake regular field visits and interact with project stakeholders/beneficiaries; • Ability to work with little supervision.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English and French with excellent verbal and written skills.

5. 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 mutual agreement between the parties.

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