

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

SENIOR ADVISOR TO THE COMMISSIONER OF ENERGY AND MINES

Project:	Regional Off-Grid Electricity Access Project Additional Financing (ROGEAP)
Title:	Senior Advisor to the Commissioner of Energy and Mines
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 is 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. Also, the project has a Steering Committee Secretariat including ECOWAS and BOAD staff. The ECOWAS Commission is recruiting a Senior Adviser to the Commissioner Energy and Mines as member of the Steering Committee Secretariat.

2. Scope of Work

The objective of the consultancy is to give Advisory services and to vet all documents sent by the ROGEAP PIU to the ECOWAS Commissioner for Energy and Mines for approval. The Advisor shall advise and assist in all technical, administrative, financial, monitoring and evaluation aspects during the implementation of ROGEAP in all 19 countries. The Advisor will sit in the Steering Committee Secretariat, reporting directly to the ECOWAS Commissioner for Energy and Mines. The Advisor will work closely with the ECOWAS PIU, BOAD and the World Bank ROGEAP task team to facilitate clarification and ensure efficient coordination across different stakeholders.

3. Functions and Expected Results

- Follow up on all the activities to be reviewed by the Commissioner and assure timely and economically effective implementation of the project according to the finalized Project Operations Manual (POM);
- Assist in the review of the ROGEAP work plan and budget on a semi-annual basis;
- Assist in implementing the activities related to annual performance audit of ROGEAP;

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.

- Assist in the review of the procurement of goods and works, and for selection of consultant documents from the PIU before requesting no objection from the World Bank;
- Follow up on behalf of the Commissioner, the PIU and PFM related matters, including HR decisions, such as extension/termination/changing terms of staff contracts before requesting no objection from the World Bank;
- Assist in the review and approval process of the quarterly and annual project progress reports before submitting the reports to the World Bank;
- Follow up on the preparation and submission of periodical financial and activity reports to the World Bank, including the submission of the Interim Financial Reports (IFRs) to the ECOWAS Commissioner for Finance for approval before submitting it to the World Bank;
- Assist the Commissioner, Energy and Mines of ECOWAS in his role of ensuring functionality and effectiveness of the ROGEAP Grievance Redress Mechanism (GRM);
- Ensure the effectiveness of the implementation of ROGEAP POM;
- Ensure the Steering Committee report during its sessions;
- Follow up on the preparation and submission of withdrawal requests to the World Bank;
- Participate in other related activities as may be assigned by the Commissioner, Energy and Mines related to ROGEAP Project.

Work implies frequent interaction with the following:

Representatives and officials in national and local governments, international organizations, regional intergovernmental organizations, non-governmental organizations, technical and scientific organizations, civil society, partners, private sector, commercial finance institutions, BOAD, World Bank.

The Advisor will review the following reports and will ensure timely submission to the project stakeholders:

- Quarterly Interim reports
- Annual Report
- Project Audit Report (Financial and Performance)

4. Expected Output and Deliverables

The consultant will provide the following deliverables:

- Draft work plan and inception report for the entire duration of the assignment;
- Monthly 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 project interim reports (incl. the consolidation of reporting contributions from PFM, BOAD and other relevant project partners and stakeholders);
- Annual report;
- Monitoring and project progress reports, where required;
- Technical reports on workshops and technical assistance activities, where required;
- Mission Back-to-office reports, where required;
- Other relevant documents;

5. Qualification and Experience

- At least a Master's degree in engineering, Business Administration, Management, Economics or similar areas with a strong focus on sustainable energy;
- At least 10 years post qualification experience in project management and five years of project management experience in a similar project will be preferred;
- Deep experience as project Team Leader particularly in the energy sector;
- Specific experience in off-grid standalone renewable energy projects in Western and Central Africa, specifically in providing technical assistance and capacity building to public and private stakeholders, in improving policy and regulatory framework and business promotion;
- Proven experience in participating in similar donor funded projects (proven experience in working in World Bank projects would be an advantage);
- Strong planning, organization and time management skills and ability to manage multiple tasks;
- Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions;
- Proficiency in preparing and presenting professional reports and analytical papers;
- Proficient communication in read, oral and written English and French; ability to communicate in Portuguese can be an advantage;
- Excellent interpersonal and communication skills, ability to manage relations with development partners, to work under pressure and handle politically and culturally sensitive issues.

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

The Advisor will work closely with the ECOWAS Commissioner, Energy and Mines and the ECREEE Executive Director. In this respect, strong communication skills will be required.

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 mutual agreement between the parties. The services will be provided at the ECOWAS Commission, Office of the Commissioner, Energy and Mines in Abuja, Nigeria.

The consultant is expected to be available full time.

Travels inside and outside the country will be required and ECOWAS shall be responsible for providing the Consultant with return air tickets and per diem for any field mission undertaken during his assignment in line with ECOWAS's travel policy.

7. Performance Evaluation

The performance of the Advisor will be appraised biannually by the ECOWAS commissioner, the Project Steering Committee members and World Bank Task Team Leaders.

The Advisor may seek clarification to ensure any performance issues raised through the above evaluations are justified, legitimate and will be resolved in a collaborative and timely manner, and eventual capacity gaps and needed adjustments of the annual work plan addressed immediately.