

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

PROCUREMENT SPECIALIST

Project:	Regional Off-Grid Electricity Access Project Additional Financing (ROGEAP)
Title:	Procurement 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 Sahelian 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 photovoltaic (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 Procurement Specialist for the ROGEAP Project as personnel of the PIU.

2. Scope of Work

The Procurement Specialist shall support the PIU in all aspects of procurement of programme funds with a view to ensuring a transparent and efficient procurement system for the project. S/he will be responsible for procuring only items that are not procured by the Project Fund Manager (PFM).

The Procurement Specialist will report to the ECOWAS Commissioner for Energy and Mines and will ensure that all procurement transactions are in line with the World Bank Procurement Regulations for IPF Borrowers November 2020. To achieve the core objectives of this assignment, the Procurement Specialist will develop a procurement plan to ensure the completion of the tasks listed below in a manner consistent with Procurement Regulations.

3. Expected Outputs and Deliverables

Advisory Services on Procurement of Goods and Works in the following areas

- Preparation of Project Procurement Plan for Goods, Intellectual Services and Works under Request for Bids, Request for Proposals and Request for Quotations with open, national and limited market approach.
- Maintain awareness of market conditions, including source lists, price availability and competitiveness, and ensure that costs are fair and reasonable prior to approving any purchase.
- Support the Technical Team in the preparation of Technical Specifications for Goods and TORs for intellectual services-In order to ensure compliance with set standards, regulations, procedures and process requisition in accordance with World Bank Procurement Regulations.
- Support the Technical Team in the preparation of bill of Quantities/ technical specifications for Works in order to ensure compliance with set standards, regulations, procedures and process requisition in accordance with World Bank Procurement Regulations.
- Prepare solicitation requests for Bidders/Vendors through drafting letters and Advertising of IFB
- Prepare Bidding Documents in accordance with the relevant method of procuring Goods/Works/Intellectual Services
- Coordinate the Receipt/Opening of bids exercise in line with the World Bank procedures.
- In conjunction with the relevant committee constituted by the Project Coordinator, carry out detailed evaluation of Bids in accordance with the criteria set up in the bidding document.
- Prepare the evaluation report and present same to relevant authorities and the World Bank for “No Objection”.
- Support in preparing Contract Documents for execution between the project and contractors or consultants.
- Support in monitoring implementation of the contracts to ensure that the agreed contract conditions are followed.
- Ensure that efficient procurement filing system is in place. He/she keep track of the status of each procurement activity – from request to receipt by the requester – ensuring that priorities are met.

Advisory Services on Procurement of Services

- Preparation of Project Work Plans and Procurement Plan for Services under QCBS, QBS, CQ, IC, etc.

- Support the Technical Team in the preparation of Terms of Reference in order to ensure compliance with set standards, regulations, procedures and process requisition in accordance with World Bank Procurement Regulations.
- Solicit Consultants through selection method for intellectual services (including EOIs), seeking No Objection of the World Bank.
- Organize Pre-Proposal Conference where necessary
- Preparation of Request for Proposals for No Objection of World Bank.
- Assist in the Evaluation of EOIs and develop shortlist for World Bank No objection.
- Coordinate the Evaluation of Proposals.
- Prepare the evaluation report and obtain No Objection clearance from the World Bank; and provide support during all contract negotiations.
- Monitor proper implementation of contracts
- Assist in building up Consultants database
- Keep track of the status of each procurement activity – from request to receipt by the requester – ensuring that priorities are met.

Advisory Services on Implementation Supervision

- Develop and discuss alternative solutions to identified problems.
- Explore the most viable solution and discuss this with the PMF (PIU)
- Assist in the application of the agreed corrective measures
- Provide hands-on training to the PMU on implementation matters covering procurement, report writing, etc.
- Conduct post-implementation review
- Participate at meetings aimed at improving project implementation
- Any other responsibility relating to the project as required by the project coordinator.

The Procurement Specialist will provide support and capacity building to PIU to ensure that they can prepare and submitting a number of reports including the Procurement plan.

In addition to any submissions that the PIU, ECOWAS, World Bank and other relevant stakeholders may require, the Procurement Expert shall also make submissions to the Project Steering Committee of the following deliverables:

- For each fiscal year, an Annual Procurement Plan for the implementation of the Project activities;
 - Monthly report of tasks performed, and deliverables achieved and next month work plan to be submitted on the 15th of the following month;
 - Quarterly report on the implementation of the Procurement activities.
- Annual report on the implementation of the Procurement activities: The Procurement specialist shall prepare consolidated annual Progress Report covering progress towards achieving the objectives in this ToR as well as identified areas of weaknesses and strategies for improvement of procurement activities. The reports shall provide a brief

but comprehensive end-of-month progress assessment. Tabulated and graphical representations of physical and financial progress compared with the work program and cash flow forecasts, relevant photographs and details of impediment to the works and proposals for overcoming them. The report will be assessed and appraised by the Project Coordinator.

All reports shall be in English and presented in hard and soft copies.

4. Qualification and Experience

Minimum qualifications and experiences required:

- A degree in Management, Engineering, Project Management, Business Administration, Economics, Supply Chain Management, Supply, Logistics, Procurement, Purchasing, Contract/commercial Law or a directly related field(s).
- A first level university degree (Bachelor's) in a relevant technical field (as indicated above) or specialized procurement trainings, in conjunction with minimum of ten years of relevant work experience in purchasing, contracting, administration and/or other related technical fields, may be taken in lieu of an advanced university degree (Master's).
- The candidate must have at least 8 years of experience in Procurement with relevant experience of at least five 5 years in procurement in World Bank assisted projects or similar Multilateral Institution environment such as AfDB, EU, IsDB or similar organizations
- S/he must have experience in preparing bidding documents for large contracts.
- S/he must have carried out similar responsibilities listed above.
- Prior experience in management of energy projects, monitoring and evaluation as well as having attended World Bank training on procurement of goods, works and consultancy services are considered as an added advantage.

Other competencies required:

- Strong planning, organization and time management skills and ability to manage multiple tasks;
- Strong analytical capabilities and proven skills to deal with procurement issues innovatively and independently.
- Capacity to be a member of a multi-disciplinary team, to provide advice and recommend actions;
- Proficiency in preparing and presenting reports, and
- Proficient communication in oral and written English.
- Strong skills in the MS Office suite of applications including Excel, Word, PowerPoint, Project, e-mail and internet programs
- Critical analysis and listening skills
- Excellent ability to prepare reports and documents and comfortably defend them
- Communications skills with a proven ability to convey information clearly and concisely
- Strong organizational skills with the ability to prioritize workload, handle multiple tasks simultaneously and attend to detail

- Demonstrated integrity, objectivity, and confidentiality.
- Language requirements: Spoken and written fluency in English and French. Knowledge of a third other ECOWAS official language will be an added advantage.

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

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 four 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 based in Abuja, Nigeria, or will be initially home-based depending on COVID-19 restrictions. The consultant is expected to be available part-time.