 **ECOWAS REGIONAL ELECTRICITY REGULATORY AUTHORITY**

**AUTORITÉ DE REGULATION RÉGIONALE DE L'ÉLECTRICITÉ DE LA CEDEAO AUTORIDADE REGULADORA DE ELETRICIDADE REGIONAL DA CEDEAO**

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**TERMS OF REFERENCE (TOR)**

**Project Coordinator – Project Implementation Unit (PIU)**

**PROJECT ON THE “REGIONAL HARMONIZATION OF REGULATORY FRAMEWORKS AND TOOLS FOR IMPROVED ELECTRICITY REGULATION IN ECOWAS”**

## **1. Introduction**

1.1. The ECOWAS Regional Electricity Regulatory Authority (ERERA) has received financing from the African Development Bank toward the cost of the "**Regional Harmonization of Regulatory Frameworks and Tools for improved Electricity Regulation in ECOWAS**" (“The project”) and intends to apply part of the proceeds for consulting services.

1.2. This TOR is prepared to engage an Individual Consultant for a consultancy Services as a **Project Coordinator** under the auspices of the African Development Fund (ADF) technical assistance Grant for the Project implementation unit (PIU), to support the effective implementation of the project.

## **2. Background**

2.1. Reference is made to the General Procurement Notice published by both the AfDB and ERERA. ERERA has received a grant from the African Development Fund (ADF) to fund the harmonization of electricity regulatory frameworks in the ECOWAS region.

2.2. ERERA intend to undertake studies and develop appropriate tools and instruments to facilitate the harmonization of regional regulatory frameworks. The Regional Harmonization of Regulatory Frameworks and Tools for Improved Electricity Regulation in ECOWAS (the “Project”) is a regional initiative designed to enhance the sustainability of the electricity sector of the region through effective, uniform, transparent and enforceable regulatory frameworks that set out clear principles, rules, processes and standards for the ECOWAS region.

## **3. Context**

3.1. ERERA was created in January 2008 by the Conference of Heads of State and Government to ensure the regulation of cross-border electricity exchanges and therefore to provide support to national regulators of the electricity sector of ECOWAS Member States. The main mission assigned to ERERA is to establish a transparent, predictable, and harmonized regulation in the region to foster an enabling environment for the necessary investments for the development of an electricity market in the region and to ensure the maximum benefit to electricity consumers.

3.2. The ECOWAS region is currently experiencing a growth in electricity trade due in particular to the realization of regional energy infrastructure projects undertaken within the framework of WAPP. Hence, to avoid the lack of harmonized regulatory frameworks which could be a major bottleneck in cross-border electricity exchanges, ERERA needs to accelerate the harmonization of regulatory principles and tools between member countries that it has undertaken to ensure a uniform application of rules and standards relating to electricity trade in the region.

## **4. Objectives of the project**

4.1. The principal objective of this project is to: facilitate the efficient utilization of regional energy infrastructure to further enhance regional electricity trade. Through these activities and the resulting tools, ERERA will assist national regulatory bodies to acquire adequate knowledge that would enable them to carry out the necessary regulatory work in developing the regional market at the national level.

4.2. The grant will fund technical assistance to promote the development andadoption of regional electricity regulatory principles**,** enhance capacity tomonitor utility performance across the region, conduct a cross-border analysis of electricity tariffs, and develop a centralized database management system.

4.3. The Project seeks to provide tools for harmonizing regulatory frameworks to facilitate the efficient and timely completion and utilization/operation of regional energy infrastructure. This will further enhance regional electricity trade, which is critical to the ECOWAS region.

## **5. The Assignment**

5.1. The aforementioned project has many activities such as meetings, studies, and procurements activities which are key for the successful implementation of the project. It is against this background that ERERA would like to engage the services of an experienced project coordinator to ensure the overall delivery of the objectives of the Project. The objective of the assignment is to manage the project in compliance with the AfDB and ECOWAS policies, standards and procedures. The Consultant will be expected to facilitate the timely delivery of quality studies, activities and services following the aforementioned procedures.

## **6. Scope of Work**

6.1. The Consultant will coordinate project implementation. In addition, ERERA’s Chairman and Project Manager may assign additional responsibilities related to the project.

6.2. Carries out programmatic/administrative tasks necessary for the implementation of the project, including preparation of annual and monthly work plan, monitoring and evaluation of activities implementation, reporting on budget/programme performance, preparation of inputs for results-based budgeting, supervising activities implementation, etc.

6.3. Contribute to providing programmatic and substantive reviews of drafts and report prepared during the implementation of the project.

6.4. The Consultant will work with other ERERA Staff, and the PIU in planning and implementing project activities effectively and efficiently and completing the activities within the agreed due dates. The work shall be completed in compliance with the applicable rules of the Bank and the ECOWAS, and will consist, among others, of the following tasks:

6.4.1. Support the ERERA in developing work plans, schedules, and activity budgets for the Project.

6.4.2. Work closely with the ERERA Staff in planning, reviewing work plans and programme budgets, supporting programme logistics and liaising with consulting firms.

6.4.3. Coordinate the day-to-day implementation of the Project including preparation and submission of project quarterly progress reports, interim quarterly financial reports, and audit reports to the Bank.

6.4.4. Facilitate stakeholder engagements for smooth implementation of the project.

6.4.5. Facilitate project monitoring and evaluation activities including compliance with the Bank’s procurement, financial management and control requirements.

6.4.6. Coordinate and facilitate the procurement and orientation of all consulting firms for the project components and related activities.

6.4.7. Support the consulting firms in delivering, reviewing, and assessing the effectiveness and efficiency of activities executed under the Project.

6.4.8. Schedule and organize meetings/events and maintain agenda/programme.

6.4.9. Keep updated records and create reports of the project and its activities.

6.4.10. Ensure technology is used correctly for all operations (video conferencing, presentations, etc.).

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6.4.11. Ensure effective communication between consultants, PIU staff and the ERERA’s Project Manager.

6.4.12. Performs other functions as may be required by the Chairman of ERERA, and Project Manager from time to time.

## **7. Reporting**

7.1. The position will report directly to the Project Manager or any other officer that may be designated by ERERA’s Chairman.

## **8. Duration**

8.1. The Consultancy service shall span a period of twelve (12) months and shall commence immediately upon signing the contract by both parties. The Consultancy may be renewed or extended, subject to satisfactory performance and availability of funds.

## **9. Deliverables**

9.1. Monthly project implementation report.

9.2. Quarterly updated project activities Planning to show the status of all activities.

9.3. Evaluation reports for each activity (workshop, meeting, procurement).

## **10. Qualifications**

10.1. The Consultant shall have the following qualifications:

10.1.1. Must hold at least a master’s degree in an energy-related discipline or engineering or economics/finance/management or any related field, a postgraduate degree in any one of those fields or business management, accountancy or law, or any other relevant field will be an advantage.

10.1.2. Minimum six (6) years of project management, and development cooperation experience (in areas including policy, planning, and monitoring) in the energy sector preferably, or in the public or private sector.

10.1.3. Work experience in energy project implementation in developing countries.

10.1.4. Work experience in providing technical assistance in energy-related policy and regulatory areas would be an advantage.

10.1.5. Ensures that the outputs produced by PIU maintain high-quality standards; that reports are clear, objective and based on comprehensive data. Ensures that all outputs produced by the Unit meet required standards before completion to ensure they comply with the relevant mandates.

10.1.6. Proven experience in projects under donor and multilateral development Banks (MDBs) or Regional Investment Banks such as World Bank, AfDB, Asian Development Bank, Inter-American Development Bank etc. Demonstrating in-depth knowledge and proficiency in the use of the Regulations and administrative systems of any of these bodies with particular experience in project cycle management is required.

10.1.7. Experience in supervising and effectively managing the implementation of development projects and programmes.

10.1.8. Demonstrate good networking skills, judgment, and ability to work in multi-cultural and multi-disciplinary project teams.

10.1.9. Ability to communicate effectively (written and oral) at a high level. Knowledge of at least 2 ECOWAS languages will be an added advantage.

10.1.10. Able to work with minimum supervision in multicultural, multi-ethnic settings in teams.

10.1.11. Advanced skills in the use of MS Office software (Word, Excel, PowerPoint), preferably combined with knowledge and experience in SAP operations.

10.1.12. Perform other related duties as required.

## **11. Evaluation of Offers and Performance**

11.1. The eligibility criteria, the establishment of a shortlist and the selection procedure shall conform with the Bank’s Rules and Procedure for the Selection of Consultants. Interest expressed by a consultant does not imply any obligation on the part of the Bank to include him/her in the shortlist. Interested individuals should provide information on their qualifications and experience demonstrating their ability to undertake the assignment (CV, reference to similar services, experience in similar assignments, etc.). The consultants on the shortlist will be judged on the following criteria based on their updated resumes.

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| General Education, Qualification and Relevant Training | 20% |
| Experience and Technical Expertise | 60% |
| Experience in the Region | 20% |
| **Total** | **100%** |

11.2. Only consultants scoring a mark of 70 points or more will be considered for the assignment. All consultants will be ranked and the first on the list will be selected for the assignment if his/her fee rate is within the budget.

**11.3 Applicants would also be registered as Consultants of the AfDB on the “DACON Register”. The register can be accessed on the DACON window of the Bank’s website.**

**11.4 The Technical and Financial Proposals must be delivered via separate e-mails or regular/courier mail.** Please note that the financial proposal must be clearly labelled, submitted separately from the technical proposal and also as hard copy in a sealed envelope

## **12. Fees and Payments**

12.1. The Expert should submit his/her financial proposal consisting of his/her professional fees. The consultant shall meet the cost of any insurance and medical examination, or treatment required by him/her while performing the Services. The consultant shall seek and obtain any visas or resident permits that he/she may be required to carry out the Services and perform his/her obligations under the Contract. ERERA shall, as necessary, assist the consultant(s) in obtaining such visas and/or permits.

12.2 The Consultant shall be paid a monthly fee upon acceptance by the Client of monthly outputs. Payments shall be made by direct disbursement by the AfDB, as per the Project Appraisal Report of the AfDB Institutional Support Project.