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| **Terms of Reference**  **Technical Assistant to support the implementation of the ECOWAS Certification for Sustainable Energy Skills (ECSES)** |  |

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# Context

## 1.1 General Information

For successful RE and EE installations and projects, there is a need for quality assurance at various levels. This includes quality assurance of equipment e.g. through the establishment and enforcement of product standards. However, high-quality products will only provide the desired services if RE and EE systems are designed, installed and maintained by highly qualified individuals.

As such, ECREEE in cooperation with the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), International Renewable Energy Agency (IRENA) and other partners initiated the establishment of a Regional Certification Scheme (RCS) in 2015 for member states.

The RCS is based on a Job-Task-Analysis (JTA) and initially focusing on certifying the competencies and skills of off-grid photovoltaic systems technicians but will gradually covers other RE and EE professions. By certification of skills, there is a reassurance that a technician/professional has the competencies required to complete a job safely and effectively. Lastly, certification requires (i) regular training that forces the practitioner to stay current, and (ii) work on multiple types of jobs, learn new skills, and network with peers.

The RCS will provide quality credentialing for practitioners who will be participate and be successful in these competency-based examinations. These credentials will be recognized in all ECOWAS Member States and promote mobility of these Certified Sustainable Energy Practitioners (CSEP). Again, in order to strengthen the reputation of the Scheme at the regional level, ECREEE as the Regional Certification Body will seek accreditation to the international standards such as ISO/IEC 17024:2012 norm “Conformity assessment - General requirements for bodies operating certification of persons”. Persons who want to acquire these credentialing of the RCB must meet all the requirements set by the Scheme and pass the regional competency-based examinations that will be hosted by selected Partner Examination Centres (PEC) in each member state. Inexperienced persons that want to be certified will be trained in Partner Training Centres (PTC) selected by the RCB.

As the RCB is created and operational, ECREEE seeks to recruit a Unit Coordinator of the implementation of regional certification activities in the areas of renewable energy and energy efficiency.

## 1.2 Objective

The objective of the consultancy is to provide support to ECREEE and its partners in the implementation of regional certification activities in the areas of renewable energy and energy efficiency.

# Detail of the Assignment to be performed by the contractor and period

## 2.1 Detail of the Assignment

The duties of the RCB Programme Coordinator shall include but not limited to the following:

Implementing the programme to the point where RCB reach the level of other international certification schemes;

Development of RCS business plan;

Preparing Memoranda of Understanding or agreements for the signature of the Executives and supervising all National Focal Point Coordinators;

Developing, implementing, managing and maintaining activities related to granting, maintaining, recertifying, expanding, reducing the scope of certification and suspending or withdrawing certification;

Managing impartiality and identifying possible threats to maintaining impartiality and how to mitigate these threats, and; receiving balanced input from all stakeholders in the design and operation of the certification requirements;

Ensuring that assessors do not serve as an examiner of a specific candidate they have trained for two years from the date of the conclusion of the training activities.

Coordinating and scheduling the certification examinations being conducted in consultation with the partner institutions and stakeholders including:

Fixing dates using the timeline and making the necessary preparation for the certification exams,

Publishing and advertising the certification examination through all possible and relevant communications channels for the country and centre conducting the examination,

Receiving applications and direct payment to authorized the bank account of RCB, organize application review and the examination with the partner examination centre,

Ensuring all applicants and candidates are notified appropriately and timely of her/his exam results,

Organizing the signing and awarding of certificates and ID cards to successful candidates,

Mobilizing any funding via grants or other similar sources;

Oversee the creation of the examination papers, organizing and reviewing examination applications and results with the Application, Examination and Approval Certification Committee and then award the certificates;

Coordinate registration of additional partner institutions that have adequate equipment and competent staff to organize training and certification examinations;

Manage the performance of all activities and personnel involved in the certification exam process as per the requirements of ISO17024;

Promoting the RCS to governments and donors to establish it as a requirement for the future sustainable energy market in member states;

Promoting the RCS to the target group including industry associations and multinational companies and list them on the www.rcb.ecreee.org;

List the contacts of partner institutions and successful candidates that are certified by the RCB on the website of the programme for easy identification for examination, for training or for projects;

Reviewing complaints as detailed in the Complaints and Appeals procedures and when a complaint is proven making recommendations on actions to be undertaken to the Executives;

Liaising with the technical committee, organizing meetings of the TC and working with the technical committee to inform the Complaints Sub-committee when required;

Planning and managing the updating and continuous improvement of the RCS. Review annually the Certification Guidelines and JTA to determine whether they require updating;

Designing and implementing a communication strategy and overseeing the upkeep of the website;

Managing the introduction of additional certifications schemes for different skills and advanced levels;

Coordinate all RCS committee’s activities.

## 2.2 Period of assignment

The period assignment is one year.

# **Concept**

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

## 3.1 Technical-methodological concept

**Strategy**: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

## 3.2 Deliverables

In addition to the reports required by ECREEE, the contractor submits the following:

* Brief monthly reports on the implementation status of the project (5-7 pages);
* RCS Business Plan;
* Signed Memoranda of Understanding or agreements with institutions partner;
* Publishing and advertising list of the certification examination;
* Reports of exams organised;
* Examination papers;
* List of additional partner institutions that have adequate equipment and competent staff to organize training and certification examinations;
* Reports of Promoting the RCS to governments and donors;
* Reports of the promoting the RCS to the target group;
* List of the contacts of partner institutions and successful candidates that are certified by the RCB on the website;
* Reports of the Complaints and Appeals;
* Reports of the technical committee and others committee meetings;
* Documents of the updated Certification Guidelines and JTA;
* Communication strategy.

# Profile of Contractor

* Education/training: University qualification for at least Master degree in energy engineering, energy economics, or any relevant C area.
* Language: Proficient communication in oral and written in one of the ECOWAS official languages (English, French or Portuguese). Knowledge of a second language will be an advantage.
* General professional experience: 10 years of professional experience in the Renewable Energy and Energy Efficiency sector.
* Specific professional experience: 2 or 3 years in the implementation of the skills certification process, or Conformity Assessment in Renewable Energy and Energy Efficiency or similar sector.
* Leadership/management experience: 5 years of management/leadership experience as project team leader or manager in a company.
* Regional experience: 5 years of experience in projects in Africa (region), of which 2 years in projects in ECOWAS (Sub-region/country)
* Development Cooperation (DC) experience: 3 years of experience in DC projects
* Other: Evidence of participation in the implementation of the skills certification process, in Conformity Assessment, training, experience in financial management of substantial local subsidies and participation in the animation of workshops and meetings.

# Costing requirements/Financial proposal

Please calculate your price bid without the travels costs.

# Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English or in French.

The complete bid shall not exceed 10 pages (excluding CVs).

The CV proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CV shall not exceed 4 pages. The CVs must clearly show the position and job the consultant held in the reference project and for how long. The CV can also be submitted in English or in French.

# Submission of proposals

Interested candidates should send their technical and financial offer to ECREEE by email on or before 11 February 2020 using the following address: [Tender@ecreee.org](mailto:Tender@ecreee.org) . The individual email size should not exceed 10 MB.