



TERMS OF REFERENCE

Post Title: **Technical Assistance for the development of the ECOWAS Policy for Gender Mainstreaming in Energy Access**

Type of Contract: Consultancy

Duration: November - May

Duty Station: Home Base, with the possibility of travelling to a selected number of ECOWAS countries

1. INTRODUCTION

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) was established through the ECOWAS regulation of C/REG.23/11/08 of the 61st Session of ECOWAS Council of Ministers in 2008, with the mandate to contribute to the sustainable economic, social and environmental development of West Africa by improving access to modern, reliable and affordable energy services, energy security and reduction of energy related externalities (GHG, local pollution). With the support of the ECOWAS Commission, the Austrian and Spanish Governments and technical assistance of UNIDO, as well as other partners, ECREEE has implemented several key actions towards this, including the development of a Regional Policy on Renewable Energy and Energy Efficiency; which was adopted by the ECOWAS Heads of State in 2013.

In addition to this, ECREEE recently launched a flagship programme entitled ECOWAS Programme on Gender Mainstreaming in Energy Access (ECOW-GEN). The programme was established against the background that women's potential, in the ECOWAS region, as producers and suppliers of energy services is under-utilized and that empowering women and men to make significant contributions in the implementation of the adopted policies is necessary for the achievement of the Sustainable Energy for All (SE4ALL) goals in West Africa. In pursuant of this, ECREEE and the ECOWAS Department of Social Affairs and Gender, at the ECOWAS Commission, are in the process of developing a regional policy for Gender Mainstreaming in Energy Access together with an Implementation Plan for the policy. The terms of reference for the development of these key documents are outlined below.

2. BACKGROUND AND CONTEXT

The ECOWAS region is facing an energy crisis. With a population of over 300 million people, equivalent to roughly one third of Africa's total population, household access to electricity is estimated at just 40.5%¹. In the urban areas this figure is estimated at 70%, and for the rural areas, where more than 50% of the population reside, only about 8% of households have access to electricity. The electricity sector, while highly inefficient, depends largely on cost-intensive fuels and is rarely stable. The impacts of climate change mean that wood, the energy source used by over 80% of the population for cooking, is becoming a scarce resource.

The effects of the region's energy challenges affect disproportionately the lives of men and women. In areas where wood is the primary alternative fuel, women are seen to suffer more as a result of energy poverty. In the rural and peri-urban areas, women, who are mainly responsible for procuring and using cooking fuels, experience more directly the negative effects of the lack of access to clean and modern forms of energy. Exposure to respiratory diseases as a result of indoor air pollution from cooking with traditional biomass, safety issues encountered while gathering fuelwood and less time available for productive ventures are some of the challenges faced by a larger number of women in the ECOWAS region.

¹ ECREEE, 2011

Despite this, efforts towards expanding energy access are rather male dominated, in the decision-making and technical arena. Women, who are largely affected by the energy crises, are rarely involved in the development and implementation process of strategies applied to end energy poverty.

It is worth noting that for energy interventions to be effective it must be tailored to the needs of the beneficiaries. Thus, when women, a large part of the society, are not actively engaged throughout the process the interventions can rarely produce effective results².

The ECOWAS community recognizes the need to pursue a development path that promotes social equality and inclusion, improved economic wellbeing, and ecological sustainability. This is well captured in the ECOWAS Gender Policy which emphasizes the “need to develop policies and programmes to provide alternative energy sources, from traditional biomass, which would contribute to women’s health and also alleviate their time burden”.

The establishment of ECOW-GEN is based on the principles laid out in the ECOWAS Gender Policy, and strives to contribute towards the SE4All goals in West Africa and the ECOWAS Regional Policy on Renewable Energy and Energy Efficiency, by placing women at the centre stage of energy development. One of the ways through which ECREEE is achieving this is through the ECOWAS Women’s Business Fund, a facility that awards grants to women groups and associations to start-up or scale-up innovative energy projects (see Annex A). It is envisaged that through a regional policy for Gender Mainstreaming in Energy Access, such as what is being planned, a similar instrument will be developed and implemented in the Member States.

The goal of the ECOWAS Policy for Gender Mainstreaming in Energy Access is to address existing barriers that may hinder the equal participation of women and men in expanding energy access in West Africa and, by the extension, the success of the SE4ALL initiative and the ECOWAS Regional Policies on Renewable Energy and Energy Efficiency.

The ECOWAS Commission, through the ECOWAS Department of Social Affairs and Gender, will be responsible for overseeing the implementation of the regional policy upon its adoption by the ECOWAS Ministers. The national energy ministries will be responsible for implementing and coordinating the strategic country actions contained in the policy. ECREEE will facilitate this process by implementing with Member States programs and projects that achieve the goals stated in the regional policy.

² Clancy (2008)

3. OBJECTIVES OF THE ASSIGNMENT

To develop a regional ECOWAS Policy for Gender Mainstreaming in Energy Access and an implementation strategy that will support the regional energy efficiency and renewable energy policies, as well as the SE4ALL initiative in achieving their goals of universal access to modern energy services.

3.1 SPECIFIC OBJECTIVES

1. To review and analyse the current state of affairs vis-à-vis gender mainstreaming in energy access in the ECOWAS Region. This should result in a good overview of the main barriers and gaps to gender mainstreaming in energy access, of the gaps in gender and energy expertise within the implementing institutions, and of the opportunities available.
2. To develop a policy on gender mainstreaming and energy access for the ECOWAS region, which will include measures to overcome the barriers and gaps that have been identified in the Situation Analysis phase of this assignment. The policy will be concise, have clear objectives and strategic areas of intervention, which will be used as an overall framework and will be implemented by the ECOWAS Department of Social Affairs and Gender, with support from ECREEE.
3. To develop an implementation plan that will put the policy on gender mainstreaming and energy access into practice. The implementation plan will include the main activities under the policy's strategic areas of intervention, the implementing actors, the time schedule, key indicators against which progress can be measured, and a budget.
4. Validation of the Policy and Implementation Plan by the ECOWAS technical experts and their adoption by the Energy Ministers.

4. SCOPE OF SERVICE

Activity 1: Inception report

The consultant(s) will have a debriefing meeting with the ECOWAS Department of Social Affairs and Gender and ECREEE to discuss the assignment in detail and achieve a common understanding of the work ahead and the deliverables required.

The consultant(s) shall then proceed to develop an inception report within 2 weeks, which will describe the clear and detailed concept, analytical framework, methodology, tools, and execution plan for undertaking this assignment. The report will also include a list of documents, data and information needed to analyse the status of gender mainstreaming in energy access in ECOWAS, as well as a list of key stakeholders to be consulted and/or interviewed, which countries will be selected for a scoping mission. ECREEE and the ECOWAS Department of Social Affairs and Gender and the Advisory Group³ shall provide comments on the report. The final inception report would be the guide book for the assignment onwards after approval by ECREEE and the ECOWAS Department of Social Affairs and Gender.

Activity 2: Situation Analysis

Following the methodological framework laid down in the inception report, the situation analysis is to give an overview of the current state of affairs within the ECOWAS region on gender mainstreaming in energy access. It will look at the gaps and barriers that exist to achieving equal access to energy services and technologies by men and women, assess the current expertise levels within the implementing institutions and ministries to implement a gender and energy access policy and action plan, and look at past and existing interventions of mainstreaming gender into energy access policies and actions.

More specifically the situation analysis should include:

1. Assessment of existing gender expertise, competence and identify required capacity building/development with the implementing institutions and national ministries
2. Assessment of currently ongoing gender mainstreaming efforts and their results within ECOWAS and its member countries, as well as key lessons learnt from past efforts
3. Identify barriers that female energy entrepreneurs face and needs that they have to become fully competitive in their work
4. Identify barriers for equal participation of men and women in the energy sector as employees
5. Identify gaps in national policies, budgets, and practice in achieving equal access to modern energy services and technologies by men and women
6. Identify existing gaps within countries in the region of equal access by men and women to key resources, including finances, land, and technology
7. Present recommendations for the way forward.

³ The Advisory group shall comprise of ECOWAS Ministries of Energy, donors and technical partners

Activity 3: Policy Development

Based on the Situation Analysis, develop a practical and concise ECOWAS Policy for Gender Mainstreaming in Energy Access. The policy will serve as the overall framework for implementation at the regional level by the ECOWAS Department of Social Affairs and Gender and at the national level by the energy ministries. ECREEE will have a supportive role, providing assistance to the implementing parties and making sure that the ECOWAS Policy for Gender Mainstreaming in Energy Access is aligned to the overall objectives of the regional energy efficiency and renewable energy policies and the SE4ALL initiative. The final policy document will be validated at the ECOWAS technical experts meeting.

Thus, under this activity, the consultant(s) shall:

1. Develop a concise policy that is in line with the outcomes of the Situation Analysis and hence proposes objectives and measures to address the main gaps and barriers to gender mainstreaming in energy access that were identified in clearly identified strategic areas of intervention.
2. Develop the institutional framework under which the policy will be placed, with a clear definition of roles and responsibilities between the various parties involved.
3. Manage the policy validation process in close consultation with the ECOWAS Department of Social Affairs and Gender and ECREEE. The validation process will consist of several rounds of comments: a) presentation of the first draft policy to the project stakeholders⁴ for comments; b) developing a second draft policy based on the comments received from the project stakeholders, which will be presented for review by a selected group of experts; and c) development and presentation of the final draft policy for final comments and questions at the ECOWAS Ministerial Meeting; and d) making sure the comments are well reflected in the final policy document.

Activity 4: Develop the Implementation Strategy

Also based on the Situation Analysis and in line with the ECOWAS Policy for Gender Mainstreaming in Energy Access, develop a practical Implementation Plan that puts the policy into practice. The Implementation Plan will serve as the guidebook for actions to be taken to achieve the policy goals and objectives. The ECOWAS Department of Social Affairs and Gender will lead the management and monitoring of the implementation plan, with support from ECREEE.

⁴ ECREEE, the ECOWAS Dept of Social Affairs and Gender, and the Advisory Group

1. Develop a concise, clear and practical implementation plan, which is in line with the policy document and the strategic areas of intervention identified. The implementation plan will for each of the areas of intervention list their objectives, the actions to be taken, the responsible actors, and the timeframe and deadline.
2. Set a baseline and develop key indicators for each of the strategic areas of intervention to be able to monitor progress.
3. Provide an estimated break-down budget for the actions to be taken under the implementation plan.
4. The Implementation Plan will be developed alongside the policy document and will be part of the same validation process as the policy document. Both documents are to be validated by ECOWAS technical expert and adopted at the ECOWAS Energy Ministers.

5. TIMELINE OF ASSIGNMENT

The assignment is expected to take about 150 days, starting in November 2014. The consultant would propose appropriate project implementation plan for effectively completing this assignment.

No.	Item	Target delivery date	Indicative number of days	Location
1	Draft inception report	25 November	2	Home base
2	Final inception report	5 December	2	Home base
3	Situation Analysis report	31 January, 2015	40	Home base
4	Draft regional policy and strategy document	30 February, 2015	40	Home base
5	Report of the validation workshop	27 March	16 (including validation workshop)	Home base
6	Final policy document and operational strategy document	6 May	50	Home base
	Total		150	

6. LANGUAGE OF WORK

The documents will be prepared in English and will be translated into French and Portuguese.

7. PROJECT MANAGEMENT

The assignment will be managed and administered by ECREEE based in Praia, Cape, and the ECOWAS Department of Social Affairs and Gender. The Consultant(s) will report to ECREEE.

8. FORM AND EVALUATION OF PROPOSALS

Form of Proposals:

Technical Part:

- Description of the expert or expert team
 - Detailed CV (annexes)
 - List of references of assignments with similar scope and focus (annexes)
- First outline of the inception report
- Description of approach, methodology, process management and reporting
- Implementation plan including expert diagram indicating the working days of the offered experts

Financial Part:

- a. Personnel Costs: budget table according to the expert diagram (showing the individual daily fees of the experts in EUR)
- b. Other costs (e.g. translations; travel cost of selected Member States)

Evaluation of proposals:

The best offer will be determined as following:

1.) 70% Quality of technical part

- Professional experience and profile of consultant/team (see below)
- Quality of technical document (approach, methodology, suggested process and reporting framework)

2.) 30% Financial part

- For the evaluation of the best financial offer only the following costs will be considered:
 - (a) personnel cost
 - (c) other costs

The lead expert (or the team) is expected to have the following profile:

- Advanced university degree in energy, economics, developmental studies or any related field;
- At least 10 to 15 years of experience at the strategic level and high level engagement in strategic planning activities in Gender and Energy; consulting experience in the public and private sectors;
- Relevant experience and involvement in Gender policy development;
- Involvement in complex assignments with similar scope and focus
- Sufficient knowledge of the ECOWAS gender and energy situation, energy (renewable energy and energy efficiency) policies, legal and regulatory frameworks;
- Ability to undertake research and lead strategic dialogue on key development issues;
- Ability to coordinate inter-disciplinary teams and manage complex assignments in a multi-cultural setting;
- Strong problem solving, communication, research and analytical writing skills;
- At least fluency in two ECOWAS working languages required (English, French, Portuguese)

9. PAYMENT TERMS

The consultant will be paid in phases upon completion and submission of key deliverables.

The payment schedule will be as follows:

10% of the contract sum will be paid to the consultant upon submission of a satisfactory Inception report;

15% of the contract sum to be paid upon submission and acceptance by the client of a comprehensive situational analysis report;

20% of the contract sum will be paid upon submission and acceptance by the client of a comprehensive draft ECOWAS policy on Gender Mainstreaming in Energy Access;

25% of the contract sum will be paid upon submission and acceptance by the client of a comprehensive draft Implementation plan on Gender Mainstreaming in Energy Access; and

30% of the contract sum will be paid upon submission and acceptance by the client of the final Policy and Implementation Plan documents.

10. DEADLINE

Offers should be submitted by e-mail in electronic form (PDF-format) at latest by 30 October, 2014 to procurement@ecreee.org