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Call for Proposals: “Regional Programme Expert – West & Central Africa”

1. Background information

The **Alliance for Rural Electrification (ARE)** is an international business association that promotes a sustainable decentralised renewable energy industry for the 21st century. ARE activates markets for affordable energy services and creates local jobs and inclusive economies in Africa, Asia-Pacific and Latin America. ARE also enables improved energy access through business development support for its Members along the whole value chain for decentralised renewable energy technologies. With more than 200 members, ARE enables sustainable, reliable and affordable electricity services (SDG-7), the creation of green jobs (SDG-8) and climate action (SDG-13) across Sub-Saharan Africa, Asia-Pacific and Latin America & the Caribbean. As part of its UN Energy Compact, ARE strives to enable the private sector to:

- deliver sustainable electricity services to at least 500 million additional people in Sub-Saharan Africa, Asia-Pacific and Latin America & the Caribbean
- catalyse the creation of at least 5 million green jobs
- avoid at least 1 billion tonnes of CO2 emissions by 2030

More information: www.ruralelec.org

CORE enables resilient rural and peri-urban communities by ensuring safety, efficiency and reliability become the cornerstone of decentralised electrification. Key CORE activities include training-of-trainers at university and TVET level, community trainings on productive uses of energy and technical trainings for governments (e.g. on standards, quality assurance...). CORE is an international initiative founded by Alliance for Rural Electrification (ARE), International Renewable Energy Agency (IRENA), Sustainable Energy for All (SEforALL), UN Environment Programme (UNEP), United Nations Industrial Development Organization (UNIDO) and International Copper Alliance (ICA). CORE is managed by ARE.

More information: www.core-initiative.org

GEAR enables improved energy efficiency by increasing the amount of electricity delivered to end-users without increasing emissions, while accelerating socio-economic development. Key GEAR activities include conduction pre-feasibility studies and GEAR is an international initiative founded by Alliance for Rural Electrification (ARE), International Copper Association (ICA), the International Energy Agency (IEA), SEforAll, UNIDO, United 4 Efficiency (U4E), African Forum for Utility Regulators – (AFUR) and Association of Power Utilities of Africa (APUA). GEAR is managed by ARE.

More information: www.gear-initiative.org

In the context of CORE & GEAR, **ARE is seeking a Regional Programme Expert** to manage CORE & GEAR, engage with key stakeholders, well as raise funding for growth of the two initiatives in the region.





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2. Objectives

The objective of this assignment is to support the implementation of CORE & GEAR activities, while contributing to raising funding for the exponential growth of CORE and GEAR, managed by ARE, in West & Central Africa.

3. Scope of work

ARE is seeking an individual expert to support the implementation of CORE & GEAR activities, while contributing to raise funding for growth of both initiatives in the region.

The Regional Expert is expected to deliver the following tasks in 2024:

1. Programme management:

- **CORE:** Identify training opportunities and conceptualize, implement and deliver training-of-trainer workshops for training institutions, governments and/or local communities across the region. The Expert is expected to deliver at least (3) trainings in 2024.
- **GEAR:** Identify opportunities for GEAR TA support to governments and utilities (feasibility assessments, uptake of distribution transformers, policy support) across the region. The Expert is expected to deliver at least (1) one flagship project in 2024.
- **Reporting of impacts** from the two initiatives on a quarterly basis to ARE (and regular meetings to discuss progress).

2. Stakeholder management:

- **Mapping** of key opportunities in the region, including identification of key potential industry, philanthropies, government and funding partners, training institutions, as well as existing and upcoming initiatives on (D)RE in the region.
- **Liaison** with industry, foundations, development banks and international funding partners to ensure engagement in and awareness of CORE and GEAR. A particular emphasis will be placed on engagement with the distributed renewable energy industry.

3. Funding acquisition:

- **Activity-based funding:** Identify and liaise with potential funding partners to secure co-funding and co-implement activities (activity-based co-funding).
- **Long-term funding:** Identify and liaise with industry, foundations, development banks and international funding partners to secure long-term, multi-annual programmatic funding for CORE & GEAR. To this end the Expert is expected to develop and action funding proposals.

4. Ad-hoc tasks:

- Undertake ad hoc tasks and assignments as required to ensure the smooth functioning and success of regional programmes.

This consulting assignment will be for **up to 70 working days** until 31.12.2024.

The Expert will be **working remotely with frequent work missions**.



The working language will be **English and French**. Knowledge of other languages spoken in the region is a strong asset.

The Expert will **report to the Policy & Business Development team** at ARE headquarters in Brussels, Belgium and will be expected to **deliver two (2) quarterly progress reports** highlighted achievements and progress on the above tasks, as well as **one (1) annual report** at the end of the assignment.

4. Required experience and skills

- More than 6 years of experience in the renewables sector
- More than 3 years of experience in managing similar programmes/projects in the sector
- Strong and demonstrated networks and knowledge of industry, philanthropies, governments, funding partners and training institutions in the target region
- Based in and ability to travel in the target region
- Proactive mindset and can-do attitude
- Ability to take ownership of activities and projects
- Attention to detail
- Fluent in written English and French (native speaker or equivalent)
- Knowledge of other languages spoken in the region is a significant asset
- Ability to provide clear and concise deliverables under time pressure
- Higher education degree in business, public affairs, economics, law or other relevant studies or equivalent experience
- Independent consultant and ability to represent ARE as a priority

5. Required documents

Bidders are required to submit the following documents to Jens Jæger, Director of Policy & Business Development, ARE & Manager, CORE & GEAR: j.jaeger@ruralelec.org

- a. **Technical proposal** of maximum two pages in PDF (+candidate video statement, if desired).
- b. **CV** of the expert(s) in format of choice + references to key achievements.
- c. **Financial proposal** of no more than 1 page (in USD) – see details on structure below.
- d. **DUNS number or equivalent** and **proof of incorporation** (if available)

6. Evaluation of proposals

A two-stage procedure shall be adopted in evaluating the proposals. The technical evaluation shall be carried out first, followed by the financial evaluation.

Only proposals whose **technical score is higher than 70 points** (out of 100) will be considered in the next stage, i.e. the financial evaluation.

7. Timeline

The deadline for submissions of proposals is **9 February 2024**.

Shortlisted candidates will be contacted in **February 2024**.

The start of mission is envisaged in **Q1 2024**.

8. Fees

The selected expert(s) will be contracted by ARE and paid a **service fee**. The expert fees quoted in the Financial proposal are **not subject to change**. Travel fees quoted in the proposal are “up to” amounts and will be reimbursed to the expert in the next quarterly invoice based on supporting documentation for the travels. The proposed fee should be filled in the [financial proposal template](#) structured as follows:

- a. **Expert fees** (daily rate in USD). Not subject to change.
- b. **Travel costs** (‘up to’ amount for four (4) regional missions in 2024). Reimbursement of travel costs for regional missions within the specified sub-categories are contingent upon prior approval of the mission by ARE headquarters.

9. Payment schedule and details

Payments to the selected Expert will be made along the following schedule:

- **25% of expert fees** upon contract signature
- **25% of expert fees** by 30 June 2024 upon delivery and acceptance of 1st quarterly progress report + travel costs for approved missions based on supporting document submitted by the expert and accepted by ARE.
- **25% of expert fees** by 30 September 2024 upon delivery and acceptance of 2nd quarterly progress report + travel costs for approved missions based on supporting document submitted by the expert and accepted by ARE.
- **25% of expert fees** by 31 December 2024 upon delivery and acceptance of annual report + travel costs for approved missions based on supporting document submitted by the expert and accepted by ARE.

Payment for services will be made via a valid invoice (VAT number included if applicable) that complies with the deliverables indicated in the payment schedule.

Invoices must be sent in U.S. dollars and the bidder must have a valid account in U.S. dollars. Invoices should clearly indicate the split between fixed expert fees and travel costs.

The Bank Information Statement (BIS) of the bank account of the recipient will be requested, the information of which must also be included on the invoice. Invoices should be addressed to:

Alliance for Rural Electrification AISBL
Rue d'Arlon 63-67
1040 Brussels
Belgium
VAT: BE 0883.277.545

ARE is not responsible for bank charges that are deducted from the receiving banking institution. Payments will be payable within 60 days upon receipt and acceptance of deliverables and invoice (electronic version) indicating the contract number and instalment requested.