



# ECOWAS FACILITY FOR GENDER MAINSTREAMING IN ENERGY ACCESS (ECOW-GEN FACILITY)

## PROGRAMME DOCUMENT (2016 – 2019)

In partnership with:



Supported by:



## **PILOT PHASE**

Geographical Location -----ECOWAS Region

Total estimated budget: -----Five hundred thousand Euro (500,000 EUR)

Duration: -----September 2015 – June 2016

## **OPERATIONAL PHASE**

Geographical Location -----ECOWAS Region

Total estimated budget: -----Five Million Euro (5, 000,000 EUR)

Programme duration: -----4 Years (June 2016 – 2019)

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## **SECTION A: GENERAL INFORMATION**

### **1. Introduction**

The ECOWAS Facility for Gender Mainstreaming in Energy Access (ECOW-GEN Facility) is a small grant facility which aims to provide technical and financial support to upscale the deployment of projects that simultaneously promote gender equality and improve energy access in the Economic Community of West African States (ECOWAS) region.

The ECOW-GEN Facility is a funding vehicle created for the specific purpose of operationalizing the ECOWAS Policy for Gender Mainstreaming in Energy Access, which aims to address existing barriers to the equal participation of men and women in expanding energy access in the region, and thus contribute to the success of the sustainable Energy for All (SE4ALL) initiative in the ECOWAS region.

Established by the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) and the UN Women, with the support of the Austrian Development Agency (ADA), the Spanish Agency for International Development Cooperation (AECID), the United States' National Renewable Energy Laboratory (NREL) and the Climate Technology Centre and Network (CTCN), the Facility operates through three (3) components namely:

- The ECOWAS Women's Business Fund;
- The Women's Technical Exchange program; and
- Women's Economic Empowerment through Energy for Productive Uses.

The Facility will commence with a pilot phase of 500,000 EUR in grant size. Under this phase, the ECOW-GEN Facility will fund small grants of up to 50,000 EUR and will support about 7 to 10 projects.

Submission of proposals will open on 12 October 2015 and close on 31 December 2015. Successful proposals will adhere to the eligibility criteria established for the ECOW-GEN Facility (detailed later on in this document).

The first operational phase of the Facility will be implemented over a 4 – year period, from June 2016 – 2019. The estimated budget is 5 million euro.

### **2. Objective of the ECOW-GEN Facility**

The ECOW-GEN Facility's primary objective centers on promoting gender-responsive investments and business development by transforming women-led business ideas in energy into real, commercially viable enterprises. Thus the Facility will aid in and contribute towards technology development and transfer; knowledge and skills acquisition; and establishment of sustainable energy businesses.

The Facility will seek to achieve its objective through its distinct components. As previously mentioned, these three components consist of: the ECOWAS Women's Business Fund; the Women's Technical Exchange Program; and Women Economic Empowerment through Energy for Productive Uses.

### 3. Background

Lack of access to clean and modern forms of energy is affecting the ECOWAS region's economic growth and development. Over half of the population do not have access to electricity and access to modern fuels is even lower. Low energy access rates is especially affecting rural areas, where 60% of the population lives and 11 out of the 15 countries in the ECOWAS region are classified as Least Developed countries (LDCs) and Heavily Indebted Poor Countries (HIPC). Given these circumstances and indicators, the prospects for the ECOWAS countries achieving the Sustainable Development Goals, which build further upon the Millennium Development Goals, will be further compromised.

Energy access is clearly a necessity for the region, if it is to eradicate poverty and achieve the desired level of economic growth and development as well as social progression and development. To achieve this, however, developing and mobilizing the necessary human capital; attracting and building up financial capital; tapping into social capital to foster innovation; creating investment opportunities for ECOWAS entrepreneurs and investors; and establishing an enabling environment for inclusive dialogue, are conditions that have been identified in regional and national forums.

However, it is important to note that addressing the causes of gender inequities and inequalities that have led to an unlevelled playing field for the region's male and female population to participate in and benefit from energy development in the region is a prerequisite for the achievement of these conditions. With a significant youth population in the region, the generational impacts associated with prevailing gender inequities and inequalities stands to increase.

In ECOWAS countries, barriers and challenges that limit women's access to the same opportunities and resources, as well as participation in decision making processes that lead to improvements in energy access, as men, remain rampant. The result is that women miss valuable opportunities for contributing to addressing the region's energy crises. Without women's representation and input, programmes and projects which are designed and implemented for them do not comprehensively meet the needs and/or priorities of women, the beneficiaries of these interventions. Likewise, such programmes and projects cannot serve to meaningfully transform the lives of women nor elevate their socio-economic and socio-cultural status in their respective societies and communities.

It is against this background that the ECOW-GEN Facility works to contribute to the region's agenda for universal access to clean and modern forms of energy, by supporting women and men to move from being mere beneficiaries to contributing actively in addressing the energy challenges in the region.

The objectives of the Facility are hinged on the fact that the issue of energy access and that of gender equality are tightly linked to many aspects of society. Energy access has been demonstrated to improve gender equality, notably through releasing female domestic labor for market work and carrying gender empowerment messages via media. Conversely, gender equality has been demonstrated to improve energy access, in particular through inclusive energy programme design. Thus, tackling energy access through the lens of gender equality has the potential of supporting national and regional development in a way that breaks the cycle of energy poverty.

## 4. ECOW-GEN Facility Components

### 4.1 ECOWAS Women's Business Fund

The ECOWAS Women's Business Fund will support female entrepreneurs operating in the formal and informal sectors with innovative business ideas to establish or upscale energy businesses.

Also the Fund includes a component on 'Gender in power generation, transmission and distribution', and will support Government Ministries, Departments or Agencies (MDAs) to incorporate gender dimensions in large scale energy infrastructure projects. To be eligible the project proposal must show how the project's activities will improve women's entrepreneurial capacity and welfare<sup>1</sup>.

The Women's Business Fund started with a pilot<sup>2</sup> covering two countries in ECOWAS, namely: Ghana and Senegal.

Key lessons from these pilot projects include that inclusive and gender-responsive projects (i.e. projects designed to meet the needs of men, women and youth and involve them in the value-chain) are more likely to be commercially viable; the local community where the project is sited must be involved from the inception of the project for there to be buy-in, and such projects are more likely to be replicated in other communities; projects that incorporate training programs and a strong communication strategy are more likely to be successful in the long-term; for gender-responsive projects to lead to sustainable development they must incorporate environmental safeguards.

These key lessons have guided the design of the ECOW-GEN Facility and its components (as reflected in section 6 of this document).

More information on these projects can be found [here](#).

Through the Women's Business Fund, it is expected that:

- Commercially viable energy projects will be initiated and ran by women, with several others replicated throughout the Member States as a result; and
- Women entrepreneurs will gain the necessary technical, financial, and other skills to be competitive as producers and suppliers in the energy sector.

### 4.2 Women's Technical Exchange Program

The Women's Technical Exchange Program is a south-south cooperation framework which aims to facilitate learning and knowledge sharing for the replications and deployments of

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<sup>1</sup>Some of the key known gender impacts around large infrastructure are issues such as displacement, resettlement, loss of livelihood, job creation, benefit sharing, land titles, influx of migrant workers (e.g. STDs) and (mostly) men's exposure to hazardous work (electrical wiring, and chemical handling).

<sup>2</sup> Although the pilot phase accepted projects on cooking energy, with the establishment of a Business Development Fund on cookstoves/cooking solutions under the West African Clean Cooking Alliance (WACCA) Initiative prospective project promoters are encouraged to submit proposals for other energy sub-sectors.

clean energy technologies. Through this Facility, trainers and trainees will be matched up to facilitate knowledge and technology transfer.

The modalities of implementation will include,

**From prospective trainers (Category A):**

- The submission of expression of interest (EOI) by establishments that wish to provide training in specialized areas ranging from business development to technology fabrication and/or application. Applicants are expected to provide evidence of previous training experiences in order to demonstrate that they possess the requisite capacity to serve as trainers.

**From prospective trainees (Category B):**

- The submission of EOI from female entrepreneurs or mixed groups<sup>3</sup> to be trained in a specialized area. Applicants are expected to provide justifications as to how the training will contribute to the growth of the entrepreneur's/group's capacity to contribute to improving energy access in the region, with a plan of how the training will be applied. If funding support is required, a project proposal will be submitted along with the EOI.

Trainers and trainees will be matched based on the needs of the trainees and the proposed services of the trainers.

## **4. 3 Women Economic Empowerment through Energy for Productive Uses**

The objective of the Women's Economic Empowerment through Energy for Productive Uses is to expand energy access to support rural women in agricultural businesses and, thus, contribute towards poverty alleviation, increased employment, and improved health and educational levels of rural women for the sustainable development of the ECOWAS region.

The specific objectives are to:

- Increase the productivity levels of women in agricultural practices through the increased use of renewable energy technologies;
- Build the capacities of women farmers to use and maintain clean energy technologies;
- Raise awareness and educate the public on the use of renewable energy for poverty eradication at the household level and, more broadly, for rural development.

Projects must include a component with a strategy on public education/awareness raising, targeting the general population (men, women and youth), about the social value of women's economic empowerment and gender equality.

In addition, project proposals must include components on promoting lasting results to women's entrepreneurship development through the inclusion of actions for improving functional literacy and vocational training programmes.

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<sup>3</sup> Mixed groups should be gender balanced.

## 5. Modalities for implementation of the ECOW-GEN Facility

### i. Entities eligible for financing

The following entities will be eligible:

- Government MDAs;
- International and local civil society organizations (CSOs)
- Women and Community-based groups and associations (including youth organizations);
- Entrepreneurs
- Private sector organizations
- Academia and research institutions

### ii. Eligible territories

Projects are expected to take place within the boundaries of the ECOWAS Member States, namely:

- Benin
- Burkina Faso
- Cabo Verde
- Gambia
- Ghana
- Guinea
- Guinea-Bissau
- Ivory Coast
- Liberia
- Mali
- Niger
- Nigeria
- Senegal
- Sierra Leone
- Togo

### iii. Selection of Facility components

An applicant may submit separate project proposals for more than one of the Facility's components.

### iv. Beneficiary contribution and ceiling of grants

To ensure ownership and commitment by the beneficiary, it shall be a requirement that, depending on the financial robustness of the applicant, they contribute up to 15-30%<sup>4</sup> in monetary terms of the total cost of the proposed project. This amount will exclude any tax related implications.

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<sup>4</sup> This condition does not apply to applicants for the Trainers component of the Women's Technical Exchange Program, i.e. category A.



The financing structure must point out how the entire project is going to be financed and must specify the quota of financing expected from the ECOW-GEN Facility as well as the amount to be financed by the beneficiary.

#### **v. Eligible of costs included in the budget**

Only “eligible costs” will be taken into account in the calculation of grants. The eligible costs to be included in the budget are the following:

- Purchase of energy equipment and technologies
- Workshops, awareness and sensitization activities
- Development of communication materials
- Personnel cost
- Travel and subsistence
- Services
- Assessments, analysis and reporting
- Evaluation and audit

The following costs are not eligible:

- o Purchase of electronic appliances
- o Items already financed in another framework
- o Purchase of land or buildings
- o Purchase of vehicles
- o Taxes

#### **vi. Financing rules**

Applicants will have to provide in their applications, a detailed explanation of the activities to be implemented and the results to be achieved by the implementation of each activity. Costs must be recorded in the beneficiary's accounts. They should be identifiable and verifiable, and be backed up by the original supporting documents. The contribution of the beneficiary is a mandatory prerequisite to a Project's approval.

The Euro should be used in project application and reporting.

## **6. Eligibility criteria**

Each application will undergo a further screening to assess suitability in terms of the ECOW-GEN Facility objectives. All applications will be subjected to the following criteria which must be met:

#### **a) Sector or Strategic Fit:**

Project is within the priority areas considered by the ECOW-GEN Facility.

**b) Development Impact:**

The project improves the quality of life of the local population.

**c) Regional priority:**

The authorities (e.g. government Ministries, traditional leaders, etc.) are aware and in support of the project as contributing to the country's development goals and agenda.

**d) Institutional Capacity**

The project should currently have capacity or should have credible plans to add capacity towards management and project implementation.

**e) Gender responsiveness:**

The project should demonstrate its gender responsiveness, specifying how the proposal was designed with intent to address gender inequalities or inequities and/or to leverage gender benefits.

**Project Priority Criteria**

It is important to note that applications will also be prioritized against certain additional priority criteria, namely:

1. Project must demonstrate that the grant will be additional in contributing to women's economic empowerment by enhancing employment and self-employment opportunities for women, especially those living below the poverty line.
2. Project should be market oriented, producing services for rural and urban markets and should support the development of the local labour market and improved opportunities for employment and skills development.
3. Project proposals should describe a sustainability strategy which will ensure that the project continues to deliver benefits of poverty eradication and women's empowerment even after the grant.
4. Project proposals should demonstrate how the community will be involved from the inception to the final implementation of the project, particularly the role men will play in the project's activities. Emphasis should be placed on demonstrating how the project benefits the whole community.
5. Proposal should demonstrate practical, immediate results that the project will offer in the short term, e.g. increase in income or greater availability of resources.
6. Proposals should integrate elements aimed at facilitating the monitoring and evaluation of gender responsive results.
7. Proposals should show how the approaches and activities developed in the project are adapted to the needs of the beneficiaries, particularly women.

8. A significant proportion of the heat or electricity generated from the renewable energy technology must be dedicated to income generating activities.
9. Projects for 'women's economic empowerment through energy for productive uses' are projects that lead to an increase in women's income levels and decision making capacity.
10. Projects should have a clear management structure, including structures for the operation and maintenance of the renewable energy installation.
11. Projects should be able to be viewed and visited by others so that it acts as a true demonstration project.
12. Projects must satisfy environmental requirements and should not infringe on nature reserves.

## **SECTION B: PILOT PHASE**

### **7. Evaluation Criteria**

Proposals which fulfil the eligibility and selection criteria indicated above will be assessed according to the evaluation criteria contained in Annex A.

### **8. Submission of the application**

To be eligible for consideration, the application must be submitted using the prescribed application form available at [www.ecreee.org](http://www.ecreee.org) . This will be operational on 12 October 2015.

At the point of application, applicants need to ensure the following (where applicable):

- Registered legal entity or identifiable natural persons (evidence to be attached)
- Established bank account at a registered ECOWAS Region financial institution (evidence to be attached)
- Tax clearance certificate (evidence to be attached)
- No adverse audit findings or disclaimer of audit opinion in last 2 years
- Not barred from participating in government procurement
- Not credit blacklisted through a default judgment or an un-rehabilitated insolvent

### **9. Application Review Process**

ECREEE as fund manager will receive all project applications through the online application process and together with the UN Women and the Proposal Review Committee will review the projects along the criteria set out in the Annexes and will present a report for consideration to the Steering Committee. In brief the process described below will be followed by the ECREEE:

**Step 1:** The Request for Proposals is released for interested parties to apply online for grant funding as per eligible criteria;

**Step 2:** The proposals will be received and reviewed by ECREEE, UN Women and Proposal Review Committee against the eligibility criteria and checked to ensure that the documents are complete and that all necessary information is included.

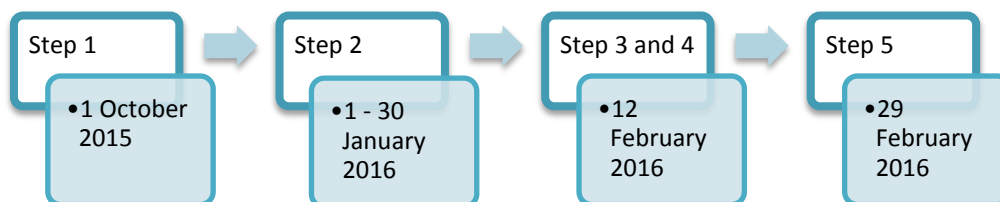
**Step 3:** Eligible and complete applications will either be approved for due diligence or rejected by the Steering Committee. Applicants are updated on the outcome of the process.

**Step 4:** Project proposals accepted from step 3 will undergo a due diligence and an appraisal report will be prepared by the fund manager for final recommendation to the ECOW-GEN Facility Steering Committee to make grant funding available. Pending on information presented, the fund manager could request additional detailed information from the applicant.

**Step 5:** The applicant will be informed of the final decision, and if approved be offered a Grant Facility agreement.

Information on winning projects will be made public on the websites of ECOWAS institutions and announced through other media channels.

**Figure 1: Timeline for Application Review Process (from 1 October 2015 – 29 February 2016)**



## 10. Reservations

The ECOW-GEN Facility Steering Committee expressly reserves the following rights:

- a) To reject all or any proposals.
- b) To waive any or all irregularities in the proposals submitted.
- c) To retain the right not to select any application/s even if meeting all the requirements.

## 11. Contract Negotiations

The successful applicant/s will be required to enter into a written Grant Facility Agreement with Facility implementers (ECREEE and UN Women).

## 12. Validity

All applications will be regarded as valid for a period of 12 months from the closing date. ECREEE may upon evaluation request an updated application or open another request for proposals.

## 13. Closing Date

The Request for Proposals opens at **09h00 Cabo Verde Standard Time (GMT - 1) on the 12 of October 2015 and closes on 31 of December 2015 at 09h00 Cabo Verde Standard Time (GMT -1).**

Applications must be submitted electronically in the prescribed format.

## 14. Additional Information

There will be no briefing sessions held. Only enquiries sent to [ecowgenfacility@ecreee.org](mailto:ecowgenfacility@ecreee.org) will be responded to. Responses to all enquiries will be published on the dedicate page for the Facility at [www.ecowgen.ecreee.org](http://www.ecowgen.ecreee.org) on a weekly basis.

## 15. Corrupt or Fraudulent Practices

ECOWAS requires that the applicant/s observe the highest standard of ethics during the procurement and executions of the project/s. See the ECOWAS Procurement Rules and ECOWAS Tender Code for information on these ECOWAS' Policies.

## Annex A: Assessment/Selection Criteria

Selection criteria			
Criteria	Sub-criteria	Weight	Rating
<b>Project Preparation Quality</b>	<b><i>Technical design and tender documents</i></b>	<b>15</b>	
	- Quality of design	10	
	- State of preparation of tender documents	5	
	<b><i>Market and Economic studies</i></b>	<b>10</b>	
	- Market analysis	2	
	- Marketing strategy	2	
	- Reliability of sales prospects	2	
	- Sensitivity of economic benefits	2	
	- Strength of economic return	2	
	<b><i>Financial studies</i></b>	<b>10</b>	
	- Readiness of financing plan	4	
	- Likelihood of expected revenues	2	
	- Strength of overall financial return	2	
	- Robustness of business plan	2	
	<b><i>Gender and Environmental studies</i></b>	<b>10</b>	
	- Quality of Gender Impact Assessment (GIA)	3	
	- Appropriateness of remedial measures	2	
	- Quality of Environmental Impact Assessment (EIA)	3	
	- Appropriateness of remedial measures	2	
	<b><i>Social studies and Public information</i></b>	<b>5</b>	
	- Public acceptance of project	2	
	- Strength of Awareness and Communication strategy	3	
	<b><i>Risks analysis</i></b>	<b>5</b>	
	- Overall preparedness of project	3	
	- Technical risk	2	
	<b><i>Total</i></b>	<b>60</b>	
<b>Proposal Quality</b>	- Project Presentation	10	
	- Schedule and Cost	10	
	<b><i>Total</i></b>	<b>20</b>	
<b>Applicant Fitness</b>	<b><i>General capacity</i></b>	<b>10</b>	
	<b><i>Previous Experience in similar projects</i></b>	<b>4</b>	
	- Adequacy of Proposal and Implementation personnel	6	
	<b><i>Total</i></b>	<b>20</b>	
	<b><i>Grand total</i></b>	<b>100</b>	

The rating should use the following scale (out of a total of 10)<sup>1</sup>:

- 7 to 10: good to excellent
- 4 to 6: acceptable to fair
- 0 to 3: unacceptable to poor

## Annex B: Minimum criteria for Conducting a Gender Impact Assessment

A Gender Impact Assessment (GIA) is a vital exercise conducted before the onset of an intervention with the aim to identify the potential impacts of the intervention on its male and female beneficiaries. The goal is to ensure that the impacts are equally felt and the benefits are equally shared, thus promoting gender equality<sup>5</sup>.

Adherence to the principle of equal participation in the design, implementation, monitoring and evaluation stages of the project is principal.

The following is recommended:

Define issues and goals

- Identify and define what the project is trying to achieve (this should include the objectives, results and impacts in the near and long-term)
- Identify the inherent issues, such as social norms, perceptions and practices that may pose challenges for the project's benefits being felt and shared equally
- Develop a strategy to achieve equal participation and contribution in defining the project's component's and activities

Data collection and analysis

- Gather gender disaggregated statistics on direct beneficiaries in regards to needs/gaps and challenges
- Consult experts, women and men groups, including youth groups
- Analyses and interpret from different perspectives, with a focus on the perceived needs, challenges and expectations

Develop options

- Determine impact/implications for different groups
- Identify opportunities for the different groups
- Define remedial actions

Communicate (See Annex C for detailed minimum criteria for defining a communication strategy)

- Integrate with development commitments
- Design different strategies
- Use inclusive language

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<sup>5</sup> Gender equality signifies equal access to the "opportunities that allow people to pursue a life of their own choosing and to avoid extreme deprivations in outcomes," including gender equality in rights, resources, and voice. Gender equality does not necessarily mean equal numbers of men and women or boys and girls in all activities, nor does it necessarily mean treating men and women or boys and girls exactly the same. It signifies an aspiration to work towards a society in which neither women nor men suffer from poverty in its many forms, and in which women and men are able to live equally fulfilling lives.

## Annex C: Minimum Criteria for an awareness and communication strategy

### Objective

The specific objectives of the guideline are to enable project promoters develop an awareness raising and communication strategy that:

- Communicates the existence of the project, its mission and objectives to the direct and indirect beneficiaries.
- Creates public awareness of the issues being addressed and build up public support on the strategies to address these issues.
- Generates the support of decision-makers, beneficiaries and other key stakeholders.
- Encourages the identified target groups to adopt behaviors intended to be beneficial to them.
- Through participatory approaches, encourages dialogue about specific components of the project during the project formulation, implementation and evaluation.

The following is recommended:

1. **Have a designation communication expert in the team:** a person with experience in planning and executing awareness raising and communication events should be part of the project team in order to ensure that communication problems are considered at the very early stage and implemented at strategic periods of the project's implementation.
2. **Conduct a communication audit:** identify the main communication channels used in the project location. Channels could include: radio and TV stations, newspapers and magazines, NGOs, places of worship, groups and associations. Also, the communication behavior of the direct beneficiaries should be recorded for monitoring.
3. **Develop a stakeholders list:** identify the likely stakeholders and classify them based on categories of direct and indirect stakeholders, influential and least influential (with regards to the achievement of the project's objectives). Develop a SWOT (strength, weakness, opportunities and threats) analysis based on this categorization.
4. **Develop a baseline:** to track and monitor the effects of the awareness and communication strategy, it is important to develop a baseline of the present situation in regards to attitudes, behaviors and perceptions (this is essentially the level of awareness).



- 5. Design a strategy and activities for awareness raising and communication:** the strategy should outline
- the purpose,
  - the channels that would be used (describe how the message would be transmitted and/or how the stakeholders would be informed)
  - methods or formats (the specific approaches selected, e.g. group meetings, posters or handbooks, radio or TV broadcast)
  - output (the number of events or media which would be conducted or produced)
  - message that would be communicated to the stakeholders should be developed
- 6. Establish monitoring and evaluation procedures:** the impact of the awareness and communication activities should be evaluated and reported periodically, to help refine the strategy if necessary. Note that this should be reported according to stakeholders

## **Annex D: Technical Project Focus**

### **Renewable Energy:**

- Renewable Energy in general (multi-focus)
- Biomass (e.g. improved stoves and charcoaling, co-generation, power generation)
- Bio-fuels (e.g. Biodiesel, Bioethanol)
- Biogas
- Waste-to-Energy
- Geothermal Energy
- Hydroelectric Power (medium, small, micro, pico)
- PV (e.g. grid/off-grid, SHS, lighting, pumping, desalination)
- Solar thermal (water heating, CSP, cooling, process heat, solar cooking and drying)
- Wind Energy (off-grid, grid connected, on- and off-shore, water pumping, for desalination)
- Wave, tidal and ocean thermal
- Hybrids (indicate sources)
- Mini-Grids
- Storage systems (batteries, hydrogen)

### **Energy Efficiency:**

- Sustainable transport
- Efficient appliances
- Building efficiency
- Cleaner production
- Transmission
- Energy conservation and management

### **Energy Services:**

- Electricity for (...)
- Illumination for (...)
- Motive power and transport
- Mechanical power for pumping or grinding
- Heating (space heating, water heating, process heat)
- Cooking
- Cooling (e.g. for refrigeration)
- Drying
- Desalination and sanitation
- Transportation
- Telecommunication

### **Other focus:**

- LPG for cooking

## Annex E: Success stories of Women Energy Entrepreneurs globally

### Box 1: Example of women Energy Entrepreneurs breaking grounds in the sector

- **Wandee Khunchornyakong**

Thailand's solar power pioneer Wandee Khunchornyakong runs SPCG, country's largest solar power firm, which she founded in 1993. It has 36 solar farm projects across 10 provinces, 2 of which are currently operational, supplying 260 megawatts annually to an area covering 2,000 acres in the northeast. She has 54% of the company that counts the International Finance Corporation and Kyocera among its key investors.

(Source: Forbes).

- **Bineta Kamara**

Managing the operations of the EOL Senegal, Bineta Kamara is not only at the center of, but championing, the deployment of appropriate, sustainable energy technologies in Senegal. The work of the EOL Senegal includes manufacturing, installation and maintenance of small wind turbines for rural electrification and water pumping, helping to alleviate issues of energy poverty.

(Source: Company website).

- **Yvonne Faye**

Yvonne Faye is the technical director for EnergieR in Dakar, Senegal—a solar PV business with a successful track record of installing solar systems for remote telecommunications stations. With a master's degree in computer science, electronics and electrical engineering, Yvonne developed expertise in the solar PV systems sector that she used to co-launch EnergieR.

(Source: Changemakers).

- **Fatoumata Souaré**

Fatoumata Souaré and her children own and operate a sustainable charcoal production business that nets some \$2800 every three months. The income has allowed Mrs. Souaré, who lost her husband a few years ago, to build a new house, install a solar panel, send her children to school, and purchase health insurance for her family.

(Source: [World Bank](#)).

- **Mojisola Abdul**

Mojisola Abdul is the president/chief executive officer of MOJEC International Nigeria Limited. The Company, in partnership with a Chinese meter manufacturing company, is setting up a multi-billion naira world-class SKD meter assembly plant in Lagos.

MOJEC International is one of the companies engaged by Power Holding Company of Nigeria (PHCN) to sell and install meters under the newly introduced Credit Advance Payment Metering Implementation Scheme (CAPMI).

(Source: Business Day)

## Annex F: Template for Project Proposal for Women's Business Fund and Women's Economic Empowerment through Energy for Productive Uses

**Note:** Applicants shall prepare their proposals in accordance with the ECOW-GEN Facility Concept note available at [www.ecreee.org](http://www.ecreee.org) and [www.ecowgen.ecreee.org](http://www.ecowgen.ecreee.org)

### PART 1: OVERVIEW

<b>1.1. Project Title:</b>	<i>(full title and subtitle of project)</i>		
<b>1.2. ECOW-GEN Project ID</b>	<i>To be filled by ECREEE</i>		
<b>1.3.1 Name of Applicant:</b>	<i>Name of Applicant</i>		
<b>1.3.2 Type of Applicant</b>	<i>(please select or specify)</i> <ul style="list-style-type: none"> <li>- Government MDAs;</li> <li>- NGOs and CSOs (international and local)</li> <li>- Women and Community-based groups and associations (including youth organizations);</li> <li>- Entrepreneurs/private sector</li> <li>- Academia and research institutions</li> </ul>		
<b>1.4.1 Total Project Cost</b>	<b>1.4.2 ECOW-GEN Grant requested</b>	<b>1.4.3 Applicant's own funding</b>	<b>1.4.4 Co-funding of partners</b>
Euro	Euro	Euro	Euro
100%	in % of total	in % of total	in % of total
<b>1.5.1 Facility Component</b> <i>(select to which ECOW-GEN Facility component applies)</i>	<input type="checkbox"/> ECOWAS Women's Business Fund <input type="checkbox"/> Women's Economic Empowerment through Energy for Productive Uses		<b>1.5.2 Project Duration</b> <i>(max. 24 months)</i>
<b>1.6.1 Country(ies) covered</b>  <i>(select country(ies) and population group(s) targeted – delete the rest)</i>	<ul style="list-style-type: none"> <li>- Benin</li> <li>- Burkina Faso</li> <li>- Cape Verde</li> <li>- Cote D'Ivoire</li> <li>- Gambia</li> <li>- Ghana</li> <li>- Guinea</li> <li>- Guinea-Bissau</li> <li>- Liberia</li> <li>- Mali</li> </ul>		<b>1.6.2 Name of specific location including GIS coordinates if possible:</b>
			(region/city/village)
			<i>(GIS coordinates – Google earth or others)</i>
			<b>1.6.3 Targeted population group(s):</b>

	<ul style="list-style-type: none"> <li>- Niger</li> <li>- Nigeria</li> <li>- Senegal</li> <li>- Sierra Leone</li> <li>- Togo</li> <li>- Regional (<i>covers more than one countries listed above</i>)</li> </ul>	<ul style="list-style-type: none"> <li>- in rural areas</li> <li>- in peri-urban areas</li> <li>- in urban area</li> <li>- in regional impact</li> </ul>
<b>1.7 Project Focus</b>		

## 1.8 Key features and main project concept:

- ✓ *Describe the key features and main concept (project idea or business idea) and rationale for the project.*
- ✓ *Demonstrate how the project is within the priority areas of the grant facility, contributes to the development of the local population, and is a priority of the authority.*
- ✓ *Demonstrate that the project is feasible and viable.*
- ✓ *Summaries should include: the baseline analysis, Gender Impact Assessment (GIA) and Environmental Impact Assessment (EIA),*

*Outline the strengths, weakness, threats and opportunities (SWOT) relating to the propose project*

Strengths	Weaknesses
Opportunities	Threats

## PART 2: PROJECT INFORMATION

### 2.1 Baseline Analysis and Relevance of Project

- ✓ *Describe in detailed the baseline analysis: the existing energy - gender problems, the needs and constraints in the target country (ies) or region(s) in general and of the target groups/final beneficiary groups of the project in particular*
- ✓ *Describe the linkages between the current energy-gender situation and social, economic and environmental problems (e.g. health, education, productivity, income) in rural and peri-urban areas*
- ✓ *Demonstrate the additionality of the project; describe other ongoing efforts (by national authorities or development partners) and how this project complements or supplements.*

### 2.2 Gender Impact Assessment (GIA)

- ✓ *Describe in detail results from the GIA (see Annex B).*

### 2.3 Overall Project Objective(s) and Impact

- ✓ *State the overall objective of the project and demonstrate how this objective will resolve the problems described in the baseline analysis & GIA.*

- ✓ *In the table below outline the positive impact of the project regarding social, economic and environmental sustainable development and describe the expected positive short-term and long-term benefits in general and for the target groups/final beneficiary groups of the project in particular ( See section 5 “Eligibility Criteria – Project Priority Criteria” in Concept Note)*
- ✓ *Be specific and quantify results as much as possible as indicated in the table below.*
- ✓ *Modify or complete the table as needed.*

Table: Impact Indicators of Project

Classification of Impact	Impact Indicator	Measurement Method (Quantitative)	Unit	Expected Project Impact

## 2.4 Specific Objectives and Effectiveness

- ✓ Prepare a list of specific objectives to be reached to overcome the identified problems and contribute to the overall objective. This represents the central focus of the whole project which should be achieved after finalization. Measureable indicators should be provided to verify the achievement of the objectives (according to the indicator table in 2.2).
- ✓ Demonstrate that the most promising, cost-effective and feasible strategy alternative was selected to achieve the overall objective. The rationale of the strategy is logic and realistic. A “with and without project” scenario has been analysed. The proposed technology is the better alternative in relation to others.

## 2.5 Project Results (Outputs)

- ✓ Provide a list of expected results and final products the project will deliver after successful completion of the foreseen activities described in 2.5. In other words, describe the main things produced by the project for each of the main sets of activities. These outputs should be within the control of the project and should generally be the main deliverables of the project. Specific

and measurable quantitative indicators of achievement of the outputs should be provided as much as possible.

Key indicator	result	Baseline	Target	Means of verification	Sampling frequency	Location (target groups)

## 2.6 Main Project Activities

- ✓ List the main activities needed for achieving the main project results described in 2.4 and indicate when they would be completed (see time and expert deployment schedule in annex 2) and who would be responsible. Ensure that the activities are practical, realistic, feasible and coherent. Ensure that the action plan is clear and feasible.

Results	Main activities (extend as needed)	Expected time of completion	Responsible party
1.1			
1.2			
2.1			
3.1			
4.1			
5.1			
6.1			


## 2. 7 Market and Economic Studies

- ✓ Present the results of the market analysis conducted. Provide information on the current and expected Market size for your project's products; Market trends and expected Market growth rate; Market profitability (are you target customers willing and able to pay for the services or products); present your likely distribution channels; and key success factors;
- ✓ Demonstrate the economic efficiency of the project, present results from the cost –benefit analysis (CBA) of the project; demonstrate that the economic benefits and returns are attractive (i.e. any effect which results in an increase in desired goods and services available for society is a positive effect (benefit) and any effect which results in a reduction in quantity and/or quality of goods and services available for other uses (including environmental effects such as reduction in air quality or forest depletion) is a negative effect (cost). Increases or decreases can relate to either or both quantity and quality of goods and services. The goal is to identify all the effects of the project on society).






## 2.8 Financial Analysis

- ✓ *Demonstrate that the applicants and its partners have sufficient management capacity and stable financial sources of finance to implement the project. The applicant and the partners have sufficient management capacity: adequacy of staff (number, qualifications, and expertise), adequacy of the management information system and controlling (to be described also in 4.4).*
  - ✓ *Demonstrate the feasibility and the efficiency of the project's business plan. A realistic and achievable implementation strategy and effective division of labour between the partners is chosen. The activities proposed are appropriate, practical, and consistent with the specific objectives and expected results of the project. Describe the role of the various actors and stakeholders (applicant, (local) partner(s), target groups, local authorities, etc.), their added value and the reasons for which these roles have been assigned to them. The lead applicant and partners have established links to local/national authorities responsible for management and administration of services implicated in the project.*
  - ✓ *The technical feasibility of the project is shown. The project builds on a reliable technology, or replicates a proven energy service delivery model and/or technology. The energy resources/feedstock is available in a long-term view.*
  - ✓ *Present results of the financial analysis (attach excel sheet of cash flow and internal rate of return)*
- 

## 2.9 Stakeholders Analysis and Engagement Plan

- ✓ *Describe the main target groups directly involved or concerned during project design and implementation and the final beneficiaries which will benefit direct and indirectly from the project results. Demonstrate that the benefitting community/target group is in support of the project.*
  - ✓ *Describe how the stakeholders (direct and indirect) will be engaged throughout the project's development.*
  - ✓ *Include a Stakeholder Map and a Stakeholder Engagement Plan*
- 

## 2.10 Sustainability and Potential for regional replication or scaling-up

- ✓ *Explain how sustainability will be secured after completion of the project. As much as possible local capacities are applied during the project implementation. International applicants need either a branch in the respective country or must have a local implementing partner. Projects without local implementing partners will be rejected. Companies with international branches have to prove the engagement of local staff during project implementation.*
- ✓ *All potential users should have adequate access to benefits and delivered services during and after the project. All technical studies produced by the project relevant for knowledge sharing and capacity building will be published on the ECOW-GENetwork [www.ecowgen.ecree.org](http://www.ecowgen.ecree.org)*

## 2.11 Risk analysis

- ✓ *Describe the risk factors that will affect the implementation, completion and sustainability of the project. This should include at least a list of risks associated with each activity proposed accompanied by relevant corrective measures to mitigate such risks. A good risk analysis would include a range of risk types including physical, environmental, political, technical, implementation, economic and social risks.*

Risk type	Risk	Impact on project's objectives	Impact level (High, Medium, Low)	Probability (High, Medium, Low)	Mitigation strategy


## 2.12 Monitoring and evaluation (M&E) Plan

- ✓ *In line with Annex 1, List the M&E activities that will be needed to track and report on the progress of the project by identifying problems and providing timely remedy for such problems.*

Type of M & E activity	Responsible parties	Budget (EUR)	Time frame
<b>TOTAL indicative cost</b>			

## PART 3: FINANCIAL INFORMATION

### 3.1 Total eligible direct project costs and requested ECOW-GEN grant amount: (in Euro)

- ✓ *Provide a detailed budget breakdown of the total eligible direct project costs and funding structure as indicated in the example below. Give a realistic overview on the co-funding from different partners. Projects with a higher co-funding rate will be rated better during appraisal. Use the provided excel budget breakdown sheet for in-detail calculations. Attach the excel sheet as annex 3 to the full project proposal.*
- ✓ *The maximum grant amount provided by ECREEE is 50.000 EUR (fifty thousand Euros) per project. ECOW-GEN shall co-fund projects with a 30% contribution of total direct eligible project costs.*

Total Eligible Direct Costs (all activities)			Indicative Budget Schedule	
Budget Items	Costs	% of total costs	Year 1	Year 2
A. Personnel Costs	€		€	€
B. Travel and Subsistence	€		€	€
C. Equipment and Supplies	€		€	€
D. Services	€		€	€
E. Workshops and Training	€		€	€
F. Other Costs	€		€	€
G. Evaluation & Audit	€		- €	€
H. Contingency Reserve (5%)	€		- €	€
Subtotal Direct Eligible Costs	€	100%	€	€
Administrative Costs (max. 10%)	€		€	€
Total Costs	€		€	€

Funding Structure of Project (ECOW-GEN Grant and Co-Funding)						
Budget Items	ECOW-GEN	Applicant	Partner 1	Partner 2	Funding Gap	ECOW-GEN co-funding in %
A. Personnel Costs	€	€	- €	- €	- €	%
B. Travel and Subsistence	- €	€	- €	- €	- €	%
C. Equipment and Supplies	€	€	- €	- €	- €	%
D. Services	€	€	- €	- €	- €	%
E. Workshops and Training	€	€	- €	- €	- €	%
F. Other Costs	- €	€	- €	- €	- €	%
G. Evaluation & Audit	- €	€	- €	- €	- €	%
H. Contingency Reserve (5%)	€	€	- €	- €	- €	%
Subtotal Direct Eligible Costs	€	€	- €	- €	- €	
Administrative Costs (max. 10%)	€	€	- €	- €		
Total Costs	€	€	- €	- €	- €	%

## PART 4: APPLICANT INFORMATION

- ✓ *A minimum of 3 years of existence of the (lead) applicant is expected. The greater the number of years of existence the better it is. Signed partner agreement(s), letters of co-funding commitment confirming the contributions of each partner to the project and according to the budget breakdown shall be attached to the full proposal (See Annex 3). Indicate the type of organization of all project partners.*

#### 4.1 Applicant and partners

Name of Partner	Type of Organization	Legal Registration No.	Contact Person	Full Address	Post Address	E-mail Address	Office and Mobile Phone (add country code)	Year Establishment of
Applicant								
Partner 1								
Partner 2								
Partner 3								

#### 4.2 Type of partnership

Select one (mark with "x"):

"Private – Private"	
"Private – Public"	
"Public – Public"	

#### 4.3 Capacity and Experience of Applicant and Partners

- ✓ *Provide a brief description of the capacity and experience of the Lead Applicant and Partner(s) to execute the project. Types of projects undertaken, management experience, nature of operations, number of employees, branches (if applicable, experience of companies and particularly of the engaged project team).*

Lead Applicant (specify name):

Partner 1 - (please specify name):

Partner 2 - (please specify name):

--

Partner 3 - (please specify name):

--

#### 4.4 Experience / expertise of project team:

*Highlight experience / expertise of relevance to the proposed project /*

Project team	Name of Expert(s)	Relevant Experience and Education
Lead applicant		
Partner 1		
Partner 2		
Partner 3		
Partner 4		

(Please send also CVs)

#### PART 5: CERTIFICATION BY LEAD APPLICANT

**Signature:**

**Name:**

**Position in organization:**

**Date and Location:**


**Organizational Stamp of Lead Applicant:**

## Annex 1: Logical Framework Matrix

	Intervention logic	Indicators	Sources of Verification	Assumptions/ Risks
		<i>Describe the objectives of the action in an (objectively) verifiable and measurable manner. Define how and based on what evidence the actual occurrence of a planned change can be observed or measured.</i>	<i>Are documents, statistics, reports and other sources of information, that allow checking the indicators</i>	<i>Are external factors that lie outside the control of the project management? Nevertheless they might have an (even decisive) influence on project success.</i>
<b>Overall Objective</b>	1.			
<b>Specific Objectives</b>	1.	<i>Which indicators clearly show that the objectives have been achieved?</i>		
<b>Project Results</b>	1. 2. 3. 4. 5.	<i>What are the indicators to measure whether and to which extent the results have been achieved?</i>		

Activities	Ad expected result 1 (define responsible partner to implement)	Means	Costs	
<i>Tasks that need to be carried out in</i>	1.1 1.2 1.3	<i>What are the means required to implement these activities (e.g. personnel, equipment, studies, supplies)?</i>	<i>What are the costs of the activities and how they are classified (budget breakdown)</i>	
	Ad expected result 2 (define responsible partner to implement)  2.1 2.2 2.3			



## Annex 2: Time and Expert Deployment Schedule

Complete and modify the excel sheet according to your needs and copy and paste the graph into the Full Project Proposal as below

Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
<b>Expected Result 1:</b>																								
1.1																								
1.2																								
1.3																								
<b>Expected Result 2:</b>																								
2.1																								
2.2																								
2.3																								
<b>Expected Result 3:</b>																								
3.1																								
3.2																								
3.3																								
<b>Expected Result 4:</b>																								
4.1																								
4.2																								
<b>Expected Result 5:</b>																								
5.1																								

5.2																								
Name of Experts/Consultant	Working Days per Month (w/month)																							
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Name of Expert																								
Name of Expert																								
Name of Expert																								
External Consultant																								
Duration of Services in w/days	Total																							
Name of Expert																								
Name of Expert																								
Name of Expert																								
External Consultant																								
Total (in w/days)																								

### **Annex 3: Co-finance Commitment Letter Template**

**{Letterhead}**

**Mr. Mahama Kappiah**

Executive Director

ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE)

Praia, Cabo Verde

**Subject: Co-financing Commitment**

By this letter, we wish to inform the Executive Director of ECREEE that (Applicant) will be committing a co-funding of xx EUR ( xx EUR cash and xx EUR in-kind), representing x% of the total project cost, towards the implementation of (project title).

This is to complement the requested grant amount of xx EUR from the ECOW-GEN Facility.

Yours Sincerely,

Signature:

Name:

**Annex No. 4) Attach Budget Breakdown Excel File**

**Annex No. 5) Attach Photos from the Project Site (if available)**

## **Annex G: Expression of Interest for Women's Technical Exchange Programme – category A**

### **Part 1: Organizational profile**

1. Name of Applicant:

2. Type of Organization:

3. Address:

4. Contact Person:

5. Details of ownership structure and directors /key management:

6. Tel :  
Mobile :  
E-mail:  
Website :

7. Registration Details (Place, Year & Act of Registration):

8. Organization Vision and Objectives:

9. Geographical Areas of Operation:

10. Years of functioning and previous experience

11. Organizational Infrastructure (Staff strength, Facilities etc.)

## 12. Details of Major relevant Projects in the Past 3 years

*Indicate up to 3 reference projects that are relevant to this application.*

Project Name		
Country		Project location within Country
Participation	<input type="checkbox"/> As Lead firm <input type="checkbox"/> As associate firm	
Services provided		
Source of Financing		
Start Date:		
Completion Date:		
Name of Associate Firms (if any)		
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed		
Description of the Project (less than 500 words)		
Description of the Actual Services Provided by your Firm (less than 300 words)		

## Part 2: Project Information

### 2.4 Thematic area that training will be conducted:

- ☐ Business Development
- ☐ Technology fabrication/application

### 2.5 Provide details of the training (including the methodology, target groups and expected qualifications):

### 2.6 Training location/working language(s)

### 2.7 Learning Objectives and Outcomes

### 2.8 Expected Learning Outcomes

2.9 Main Project Activities

Results	Main activities (extend as needed)	Expected Duration
1.1		
1.2		
2.1		
3.1		
4.1		
5.1		
6.1		

2.10 Capacity and Experience of Applicant and Partners

*Provide a brief description of the capacity and experience of the Lead Applicant and Partner(s)( If the project is will be executed in partnership with another firm specify the services which will provided)*

Lead Applicant (specify name):

Partner 1 - (please specify name):

Partner 2 - (please specify name):

Partner 3 - (please specify name):

## 2.11 Experience / expertise of project team:

*Highlight experience / expertise of relevance to the proposed project*

Project team	Name of Expert(s)	Relevant Experience and Education
Lead applicant		
Partner 1		
Partner 2		
Partner 3		
Partner 4		

*Attach CVs*

## CERTIFICATION BY LEAD APPLICANT

**Signature:**

**Name:**

**Position in organization:**

**Date and Location:**


**Organizational Stamp of Lead Applicant:**



## **Annex H: Expression of Interest for Women's Technical Exchange Programme – category B**

12. Name of Applicant:

13. Type of Organization:

14. Address:

15. Contact Person:

16. Details of ownership structure and directors /key management:

17. Tel :  
Mobile :  
E-mail:  
Website :

18. Registration Details (Place, Year & Act of Registration):

19. Organization Vision and Objectives:

20. Geographical Areas of Operation:

21. Years of functioning and previous experience:

22. Organizational Infrastructure (Staff strength, Facilities etc.)

12. Details of a major project implemented in the Past 3 years

*Indicate up to one reference project relevant to this application.*

Project Name		
Country		Project location within Country
Participation	<input type="checkbox"/> As Lead firm <input type="checkbox"/> As associate firm	
Services provided		
Source of Financing		
Start Date:		
Completion Date:		
Name of Associate Firms (if any)		
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed		
Description of the Project (less than 500 words)		
Description of the Actual Services Provided by your Firm (less than 300 words)		

## Part 2: Project Information

### 2.1 Training component interested in:

- ☐ Business Development
- ☐ Technology fabrication/application

### 2.12 Describe your expectations for the training (including the methodology , expected duration, preferred language and location)

### 2.13 Expected outcomes

### 2.14 Expected impacts:

### 2.15 Expected application of the training:

### Part 3: Profile of Prospective Trainee(s)

1	Name: Nationality: Date of birth: E-mail:
2	Summary Profile
3	Countries of work experience
4	Educational Qualifications
5	Employment Record
6	Relevant experience
7	Publications
8	Membership of Professional Societies
9	Languages

### CERTIFICATION BY LEAD APPLICANT

**Signature:**

**Name:**

**Position in organization:**

**Date and Location:**


**Organizational Stamp of Lead Applicant:**

