



WEST AFRICAN POWER POOL
SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN
General Secretariat / Secrétariat Général

**MEETING OF THE
STRATEGIC PLANNING AND ENVIRONMENTAL
COMMITTEE (SPEC) OF WAPP**

*Review and adoption of Terms of Reference for the
recruitment of a consultant for the update of the Grid
Emission Factor (GEF) standardized baseline of the
West African Power Pool (WAPP)*

Final Report

August 17, 2020

I. INTRODUCTION

1. The General Secretariat of the West African Power Pool (WAPP) organized on August 17, 2020, a virtual meeting of the Strategic Planning and Environmental Committee (SPEC).
2. The objective of the meeting was to review and adopt the draft Terms of Reference for the recruitment of a consultant to update the Grid Emission Factor (GEF) standardized baseline of the WAPP.
3. It can be recalled that the World Bank has agreed to support the WAPP Secretariat in the implementation of activities aimed at taking advantage of the opportunities offered by climate markets. Among these activities is the updating of the WAPP GEF that was developed in 2017 with a validity period of February 2020 but was exceptionally extended to February 26, 2021. Also, the UNFCCC's Regional Collaboration Centre (RCC) based in Lome, which had assisted WAPP in determining the current GEF, confirmed its availability to continue providing technical support to the WAPP with regards to the GEF update.
4. The following SPEC members participated in the meeting:
 - CEB (Bénin, Togo);
 - CI-ENERGIES (Côte d'Ivoire);
 - EDM-SA (Mali);
 - NIGELEC (Niger);
 - Senelec (Senegal);
 - SOGEM (OMVS);
 - SONABEL (Burkina Faso);
 - TCN (Nigeria).
5. Contour Global (Togo) was absent with apologies.
6. The following SPEC members were absent:
 - GRIDCo (Ghana);
 - SUNNON ASOGLI (Ghana).
7. Experts from the UNFCCC Regional Collaboration Centre in Lomé and in Bonn, Germany also took part in the meeting.
8. The list of participants is attached as Annex A.
9. The welcome remarks were delivered by the WAPP Director of Administration and Finances, Mr. Baba JARJUSEY on behalf of the WAPP Secretary General, Mr. Siengui A. Ki. In his remarks and after presenting the apologies of the Secretary General for not being able to take part in the meeting, Mr. JARJUSEY welcomed the Participants and thanked them for their continued support, in particular, their availability to participate in

the meeting. He also thanked the World Bank and the UNFCCC RCC in Lome for their envisaged support in the activities related to the WAPP GEF update. He then recalled that the updating of the GEF is part of the activities under the World Bank Technical Assistance and shall enable WAPP take advantage of the opportunities offered by the climate markets. He finally indicated that he could count on the usual diligence of the SPEC members for a successful review and adoption of the GEF terms of reference. He wished the meeting successful deliberations and declared the meeting open.

10. The meeting was chaired by Mr. Apho Maïga, Chairperson of the Strategic Planning and Environment Committee (SPEC).
11. The following were appointed as the Rapporteurs:
 - English: Engr. Shehu Abba Aliyu (TCN);
 - French: Mr. Yves Serge AHOUSSOU (CI-ENERGIES).
12. The adopted Agenda is attached as Annex B.

II. PRESENTATION OF THE CONTEXT AND TERMS OF REFERENCE

13. The WAPP Secretariat gave a brief presentation of the World Bank Technical Assistance to WAPP with respect to climate markets. It was indicated in the presentation that the programme has the following main components:
 - a. Monitoring, reporting and verification framework;
 - b. Updating of the WAPP Grid Emission Factor;
 - c. Development of a regional carbon market framework;
 - d. Assistance in the development of the framework and implementation of pilot activities.
14. As an introduction to the Terms of Reference (ToR), UNFCCC RCC gave a general presentation on the Overview of the Standard Baseline (SB), the WAPP GEF, the data and documents required for updating the GEF as well as the process involved.
15. The presentation of the ToRs made by the UNFCCC covered among others:
 - a. The objective of the ToRs;
 - b. The scope of the mission;
 - c. The Duration;
 - d. The Coordination of the activities of the Consultant to be recruited;
 - e. The place of work of the Consultant;
 - f. The qualifications of the Consultant.
16. The presentations are attached as Annex C.

III. DISCUSSIONS

17. The meeting adopted a methodological approach that made it possible to go through and validate the draft ToRs page by page. This approach resulted in a thorough review of the document and the provision of comments by the participants. The comments and amendments made were incorporated directly into the draft ToRs.
18. The main comments are as follows:
- a. Include in the scope of services, a task for the Consultant to take stock of the previous GEF exercise that was done in 2017 in order to incorporate lessons learnt and best practices;
 - b. The creation by the Consultant of a digital platform to enable, among other things, the sharing of information, the database of data collected and reports by the various stakeholders;
 - c. The need to specify that all deliverables should be submitted in French and English although the documents to be submitted to the UNFCCC are exclusively in English;
 - d. The Consultant shall have a good command of English or French with a good working knowledge of the second language;
 - e. The addition to section 8, of the schedule for the delivery of services.
19. The meeting noted that most of the work will be carried out in the Consultant's offices. However, if the constraints related to COVID-19 permit, the Consultant shall be called upon to undertake missions to the concerned ECOWAS member countries, including participation in the report validation and capacity building workshops.

IV. CONCLUSION AND RECOMMENDATIONS

20. At the end of the discussions, the amended ToRs were adopted. The ToRs are attached as Annex D to this report.
21. In addition, the Committee recommends that:
- a. If possible, a consulting firm should be engaged instead of an individual Consultant to ensure that all the skills required for the services are made available by the team of experts;
 - b. In view of time constraints and pending the recruitment of the Consultant, the RCC initiates the data collection activity by preparing and transmitting the data collection forms to the WAPP Secretariat for submission to stakeholders;
 - c. If travel and meeting restrictions related to COVID-19 permit, the Consultant physically participates in the various deliverable validation meetings and capacity building workshops.

V. ACKNOWLEDGEMENTS

22. The members of SPEC expressed their sincere thanks to the World Bank, RCC and UNFCCC for their support in the implementation of the WAPP priority programme in general and the present activities in particular.
23. The Committee expressed its sincere thanks to the WAPP Secretariat for the organization of the meeting and the arrangements made for its success.

Done, this day of August 17, 2020

Chairperson of the WAPP SPEC



Apho MAIGA

ANNEX A :

List of participants

**Strategic Planning and Environment Committee's (SPEC) Meeting
Climate Markets: Update of WAPP's Grid Emission Factor (GEF)**

VIDEOCONFERENCE, AUGUST 17, 2020

LIST OF PARTICIPANTS

No.	Prénom & Nom / Full name	Titre / Title	Organisation	E-mail
1	Baba JARJUSEY	DAF	EEEOA / WAPP	bjarjusey@ecowapp.org
2	Apho MAÏGA	Directeur Technique	SOGEM	apho.maiga@sogem-omvs.org
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ANNEX B:

Adopted Agenda



WEST AFRICAN POWER POOL

SYSTEME D'ECHANGES D'ENERGIE ELECTRIQUE OUEST AFRICAIN

General Secretariat / Secrétariat Général

West African Power Pool (WAPP)'s Grid Emission Factor Update Project

*Validation and adoption of the Terms of Reference
17 August 2020*

Agenda

Cotonou Time

August 17, 2020

09:00	Connection of Participants to the VC
09:30	Welcome remarks by WAPP Secretariat
09:40	Presentation of Participants
09:50	Nomination of Rapporteurs
09:55	Review and Adoption of Draft Agenda
10:00	Presentation of the <i>Climate Market Programme</i> by WAPP Secretariat
10:10	Presentation on the <i>importance of GEF Standardized Baseline, Data Required for the update of the GEF and Draft Terms of Reference</i> by RCC-Lome of UNFCCC
10:50	General Comments on the presentation
11:00	Review of the Terms of Reference document by participants
12:00	Lunch (Off-line)
13:30	Preparation of Meeting Reports Coffee-break (Off-line)
16:30	Examination and adoption of Draft Meeting Reports
17:30	Closing of Meeting

END OF THE MEETING

NB: Benin, Cotonou Time =GMT +1

ANNEX C:

PRESENTATIONS



WAPP CLIMATE MARKET PROGRAMMES





Outlines:

1. Background
2. WAPP's Climate Market Programmes
3. Expected Results

1. Background (i)



1. **Purpose Statement:** Support the West African Power Pool (WAPP) member countries in achieving their Nationally Determined Contributions (NDCs) through the removal of barriers and the development of endowed renewable energy (RE) resources for the benefit of the region.
2. **Baseline:** In the context of a Post 2020 Climate Market, WAPP Climate Programmes are being implemented to bridge the existing capacity gap, to foster the realization of Article 6 of the Paris Agreement through voluntary cooperation among WAPP countries, and to drive the development of sustainable energy market.
3. **Opportunity:** Trading of carbon credits on other Post 2020 markets and Investment (international and national financing) in RE (Solar for which the last 5 years, overpassed USD 110 billion annually (Source: UNEP Centre and Bloomberg New Energy Finance, 2017).

2. Climate Programmes (i)



1. Within the framework of a technical assistance financed by the World Bank (WB), these are the Climate Market Programmes agreed:

WAPP CLIMATE MARKET PROGRAMME Chronogram for 2020 and 2021

S.No.	Activity
1	Monitoring, Reporting and Verification (MRV) Framework <i>Potential for using the ICC for an integrated MRV framework (WBB)</i>
2	Grid Emission Factor (GEF) Update <i>Inputs to the update of the regional GEF for WAPP for quantifying emission reductions from energy projects</i>
2,1	Coordination with BOAD and UNFCCC on current GEF update process
2,2	Preparation of ToR to recruit a Consultant
2,3	Validation of Terms of Reference (ToR) by Strategic Planning and Environment Committee (SPEC)
2,4	Inputs to GEF update process based on the World Bank's forward-looking grid emission factor development

2. Climate Programmes (ii)

WAPP CLIMATE MARKET PROGRAMME

Chronogram for 2020 and 2021

S.No. Activity	
3 Support the Development of a Post 2020 Regional Carbon market framework	
<i>Roles and Responsibilities for operating and participating in a harmonised carbon market (WBB)</i>	
3,1	Recruit a Consultant
3,1,1	Preparation of ToR to recruit a Consultant
3,1,2	Validation of Terms of Reference (ToR) by Strategic Planning and Environment Committee (SPEC) (W0)
3,2	Assignment kick-off (shall coincide with WB's presentations on Article 6 and Sharing of Lessons etc) (W1)
3,3	Consultation with WAPP members on roles and responsibilities and policy framework in domestic context
3,4	Submission by Consultant of interim report presenting outcomes of 3,3, highlighting opportunities for WAPP, and proposing roles and responsibilities at national levels as well as at the WAPP level
3,5	Review and adopt interim report from consultant (W2)
3,6	Submission by Consultant of draft report on Regional Carbon Market Frameworks (RCMF) including Guidelines for its operationalisation
3,7	Review and adopt draft report on Regional Carbon Market Frameworks (RCMF) (W3)
3,8	Submission by Consultant of final report on Regional Carbon Market Frameworks (RCMF)
	Adoption of RCMF by the WAPP Executive Board
3,9	Presentation by Consultant of final report on Regional Carbon Market Frameworks (RCMF) to WAPP donor coordination committee
3,10	If necessary, submission of revised final report on Regional Carbon Market Frameworks (RCMF) taking into account comments from WAPP donor coordination committee
3,11	Adoption of RCMF by the WAPP General Assembly
3,11	Presentation by Consultant of final report on Regional Carbon Market Frameworks (RCMF) to ECOWAS Ministers in charge of Energy
3,12	Adoption by ECOWAS Authorities (Council of Ministers, Parliament, Heads of States)

2. Climate Programmes (iii)



WAPP CLIMATE MARKET PROGRAMME

Chronogram for 2020 and 2021

S.No. Activity

5 Piloting and Roll-out of Next Generation Carbon Market (Detailed Activities TBD after Adoption of RCMF)

Preparations for future market and linking it to others (WBB)

5,1 Piloting of MRV and RCM Frameworks in identified pilot countries

5,2 Implementaion and Roll-out of MRV and RCM Frameworks (reviewed based on pilot results) to the remaining countries

NB: W = Workshops

TBD = To be defined

WBB= World Bank Budgeted

3. EXPECTED RESULT AREAS



RESULT AREA 1:
Operational
and piloted
MRV
Frameworks

RESULT AREA 3:
Updated WAPP's
Grid Emission
Factor (GEF)

RESULT AREA 4:
WAPP members
trained for post
2020 Climate
Market

RESULT AREA 2:
Operational and
Regional Carbon
Market



Thank you

Merci



Centre régional de collaboration – Lomé
Promotion de l'action contre le changement climatique

TERMS OF REFERENCE

PROJECT CONSULTANT FOR THE
UPDATE OF THE GRID EMISSION FACTOR
STANDARDIZED BASELINE
OF THE AFRICAN POWER POOL

Cotonou, Benin 17 August 2020

Objective: Recruit a consultant that will lead the work to update the SB
"ASB0034: Grid emission factor for West African Power Pool"

Scope: Calculation of the collective WAPP GEF for member states that are connected through the interconnected network of transmission

Duration: 80 days spread over a period of eight months

Coordination: WAPP Secretariat, World Bank and RCC Lome (BOAD-UNFCCC)

Location: home based

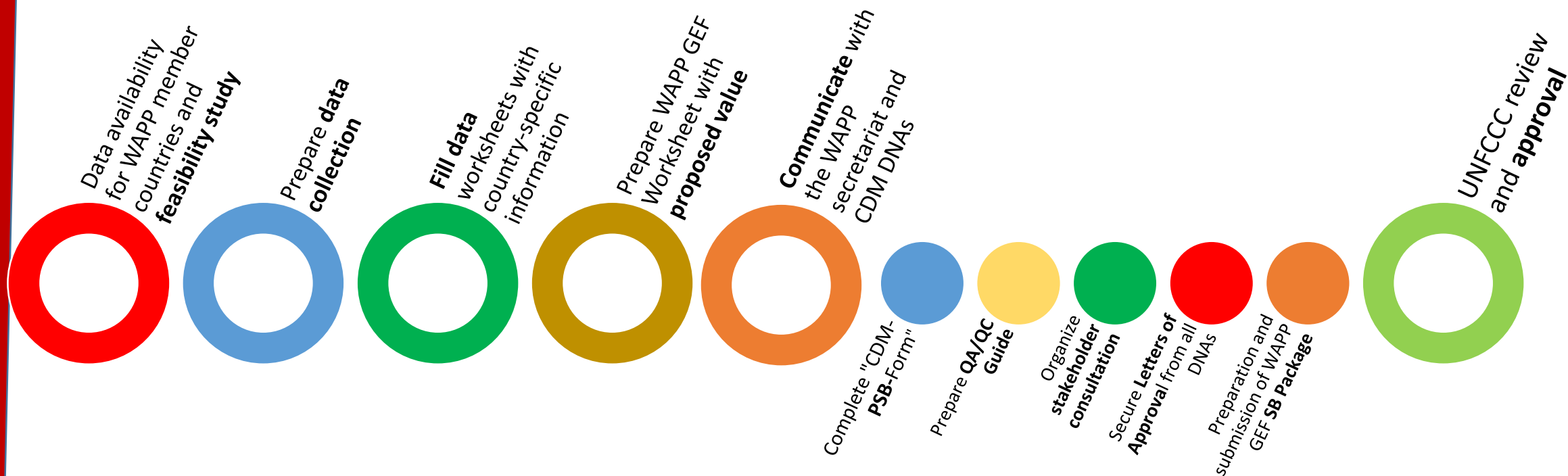


Key qualifications and experience:

- First level university degree (B.A. or equivalent) or higher in **engineering**, environmental studies, natural sciences or a related discipline
- At least **10 years of relevant working experience** with CDM and climate change mitigation
- Good knowledge of the **power sector**
- Good oral and written communication skills in **English and French**
- Experience working in **West Africa**
- Experience in the **development of standardized baselines** is an asset



Tasks overview:



Key deliverables:

1. **Feasibility report** showing WAPP member countries to be included in the regional grid emission factor and a proposed method to calculate it
2. Report on outcome of the **stakeholder consultation process**
3. Updated approved WAPP grid emission factor **standardized baseline**
4. **Framework document** illustrating the data availability and collection process for determining the WAPP GEF, incl. key contact persons, sources and flow of information, etc.
5. **Forward-looking grid emission factor** for WAPP



Merci beaucoup pour votre attention





Centre régional de collaboration – Lomé

Promotion de l'action contre le changement climatique

**Niveaux de Référence Normalisé(NRN)
Aperçu des NRN et du Facteur d'Emission Réseau du WAPP**

Cotonou, Benin 17 Août 2020

Qu'est ce qu'un NRN ?

C'est quoi :

signifie “Niveau de Référence Normalisé” tel un **niveau de référence établi pour une Partie ou groupe de Parties(pour le cas de WAPP, c'est un groupe de parties)**

Pourquoi:

faciliter le calcul des réductions d'émission et des séquestrations et/ou la détermination de l'additionnalité des projets d'atténuation, et fournir une assistance pour garantir l'intégrité environnementale.

Concept

MÉTHODOLOGIES/ OUTILS MDP

- Limite de projet spécifique
- Niveau de Référence du **projet** à définir
- Définition de l'additionnalité pour chaque projet

9 pays avec un réseau électrique interconnecté

9 facteurs d'émission nationaux à calculer

NIVEAU DE RÉFÉRENCE NORMALISÉ

- Normes sectorielles (régional, national, or international)
- Niveau de Référence du **secteur** (pré-déterminé)
- Additionnalité pré-déterminée utilisant une liste positive

Concept : West African Power Pool



1 réseau

1 facteur d'émission à calculer



Contexte

- Nécessité d'assister les porteurs de projets de la sous region;
- Manque de Facteur d'Emission au niveau régional;
- Proximité avec le Centre Regional de Collaboration (CRC) de Lomé;
- Collaboration avec le Secretariat du WAPP sur la mise à disposition des données ;
- Des réunions préparatoires avec le CRC ;
- Etude de faisabilité réalisée par Ecosur Afrique, Climate Focus;
- Validation de la valeur de ce facteur en atelier à Lomé;

L'importance de l'AND

1. Soumettre les propositions de NRN;
2. Etre consulté par le Conseil Exécutif pour les NRN du pays ;
3. Autoriser l'application des NRN dans le pays.

Pourquoi renouveler ce Facteur d'Emission Réseau

Quelques exemples de projets :

Le Facteur d'émission réseau titré <<ASB0034: Grid emission factor for West African Power Pool >> a été soumis par l'AND du Togo et sa Valeur est de 0,56;

- Nova Power Solar Project in Korhogo, Cote d'Ivoire : émissions totale estimées **158 756 tCO2** sur le période de 1er Décembre 2019 au 30 Novembre 2026 (site web de la CCNUCC) ;
- Nigeria Solar IPP Projects: estimations annuelle des émissions pour 20 ans **14 145 615 tCO2** (Site du Fonds Vert pour le Climat);
- FP105: BOAD Climate Finance Facility to Scale Up Solar Energy Investments in Francophone West Africa LDCs : estimation annuelle des émissions **193 393 tCO2** (projet approuvé en 2019 sur 25 ans).



Renouvellement du NRN

Procédures NRN :

- Le Facteur d'Emission du Réseau du WAPP a été approuvé en Février 2017 pour une durée de 3 ans donc , le NRN devrait expirer en février 2020;
- L'AND du Togo représentant les 09 AND a fait une demande de renouvellement et le CE du MDP a prorogé la durée de validité pour une période exceptionnelle d'un an;
- La nécessité de disposer de moyens de renouvellement (les données, expertise, financiers);
- Centre Régional de Collaboration est disponible et fourni une assistance gratuite.

Merci beaucoup pour votre attention



Centre régional de collaboration – Lomé

Promotion de l'action contre le changement climatique

Procedure and data requirement for WAPP Grid emission factor SB update

Workshop on WAPP GEF by ECOWAS, 17th Aug 2020



Outline

- WAPP SB status
- Data requirement for SB update
 - a) Documents to be submitted
- Update process

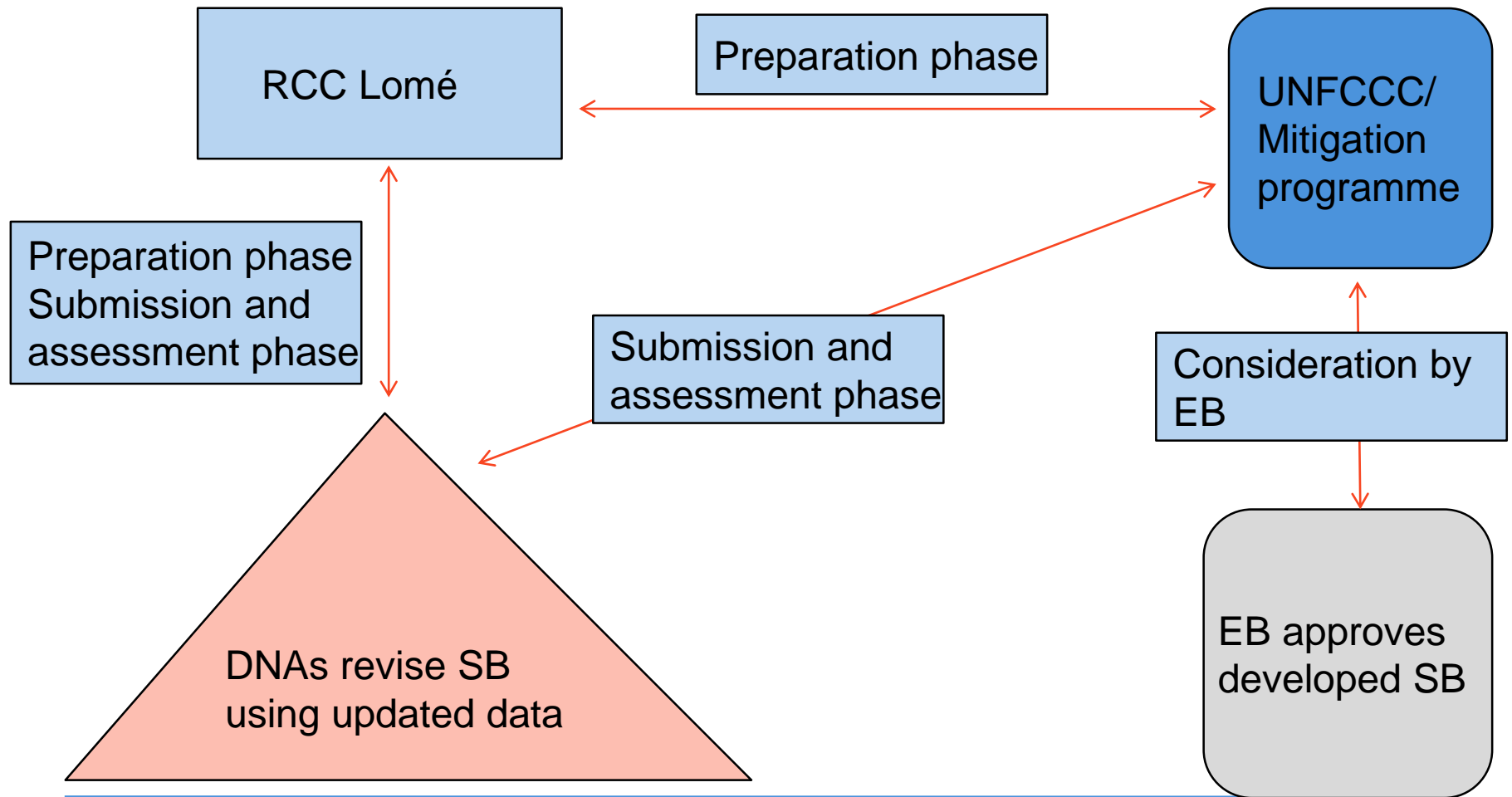


WAPP SB status

- Current SB was
 - **Approved on 27 February 2017** and
 - **Was initially valid up to 26 February 2020**
- Upon request from DNA – Togo, on behalf of WAPP countries EB106 extended **validity** up to **26 February 2021**
- **EB requested the DNA to submit** action plan and timelines to ensure submission of the updated standardized baseline prior to the new expiry date of 26 February 2021 i.e. by **30 Aug 2020**
- After that DNA may submit revised SB
- Current SB uses **data from utilities of 9 member countries for year 2011 to 2013.**



Procedure to update WAPP SB



Key CDM regulatory documents for Power sector SBs

- a) Procedures for development, revision, clarification and update of standardized baselines (**SB procedures**);
- b) Guidelines for quality assurance and quality control of data used in the establishment of SBs (**QA/QC guidelines**);
- c) Standard for determining coverage of data and validity of SBs (**SB Data Standard**)
- d) Tool to calculate the emission factor for an electricity system (**Grid tool**)



Documents required to submit

- ✓ **CDM-ASU-FORM** (Approve SB update form) or CDM-PSB-FORM (For a new SB submission);
- ✓ **Proposed updated SB** highlighting proposed changes to approved SB;
- ✓ **A spreadsheet** containing all data used and the calculations performed for SB development;
- ✓ **Assessment report** from a DOE;
- ✓ **Letter of approval** from all participating WAPP DNA(s);
- ✓ **QA/QC report**; and
- ✓ **Additional documentation** supporting submission such as, Utility reports including annual generation and fuel consumption records, studies related to import and export between various WAPP countries, etc..



Key data for Power sector SBs

- **Data vintage –**
 - a) **Latest 5 years** data i.e. 2015 to 2019 from low cost must run (LCMR) plants to know LCMR share in WAPP **to help determine which option to choose for operating margin** calculation; and
 - b) **Latest 3 years** data i.e. 2017 to 2019 from **all plants including LCMR plants for emission factor calculation** of WAPP using operating margin and build margin
- **Power plant specific data** – such as installed capacity, type, fuel consumption, electricity generation for grid-connected and off-grid plants.
- **QA/QC requirements** – adopted and followed by relevant utilities or operating companies for IPP to monitor electricity generation, fuel consumption by an individual plant and import-export related data at country level managed by utilities from respective countries.



Key data for Power sector SBs

- **Name of the power plants** connected to national / sub-national / regional grid and those working as off-grid;
- **Installed capacity** of each of the power plant mentioned in point above;
- **Date of commissioning** of grid-connected and off-grid power plants;
- **Hourly electricity generation** per plant (MWh), aggregated monthly;
- **Technology type used** for electricity generation such as Coal based power generation, hydro, solar, wind, gas turbine etc.;
- **Type of fuel being used** for electricity generation and its NCV;
- **Hourly fuel consumption data** for electricity generation, aggregated monthly;
- **Hourly data related to import and export** of electricity between two countries connected via WAPP, aggregated monthly, to determine whether existence of **transmission constraints** within WAPP.



SB update procedure

- WAPP updated SB for GEF is submitted using requirements in latest version of the grid tool and SB procedures.
- Who can submit?
 - ✓ Parties - For submission by group of Parties, the **approval of all DNAs from WAPP is required**, however **one of the DNAs** act as focal point and make a submission.
 - ✓ Last submission was made by Togo on behalf of WAPP countries



SB process timeline

- ❖ **Initial assessment** by UNFCCC secretariat – 21 days
 - ❖ Time for **DNA to respond** open issue from initial assessment – 42 days
 - ❖ **Conclusion** of initial assessment by Sec – 14 days
 - ❖ Preparation of **draft recommendation** – 28 days
 - ❖ **Assessment** by two panel members – 7 days
 - ❖ Time for **DNA to respond** open issues from assessment – 21 days
 - ❖ **Assessment** by full panel (if desired by the two members).
 - ❖ Time for **DNA to respond** any open issues – 28 days
 - ❖ **Consultation** with the final version with DNA before sending to Board.
 - ❖ **Board consideration** - 28 days
-



Thank You



SB Statistics

- **69 Standardised Baselines (SB) submitted/developed, 48 SBs approved**
- **Out of 49 approved SBs**
 - ✓ **17 SBs remain valid** (including 1 A/R SB)
 - ✓ **32 SBs expired**
- **Sectors covered:**
 - Power (grid emission factor)
 - Cookstoves (baseline biomass consumption and fNRB)
 - Charcoal production
 - Waste
 - Wastewater
 - Rice cultivation
 - Rice mill power generation
 - A/R
 - Transport
 - Buildings

(as of 15 Aug 2020)



ANNEX D:

Terms of reference amended

DRAFT TERMS OF REFERENCE

FOR THE RECRUITMENT OF A CONSULTANT FOR THE UPDATE OF

THE GRID EMISSION FACTOR STANDARDIZED BASELINE OF THE

WEST AFRICAN POWER POOL (WAPP)

August 17, 2020

PROJECT:	WAPP GEF SB
BENEFICIARY COUNTRIES:	West African Power Pool (WAPP)
DURATION OF PROJECT:	8 months
TYPE OF CONTRACT:	Consultancy Contract
ABBREVIATIONS :	
BOAD	Banque Ouest Africaine de Développement
CDM	Clean Development Mechanism
CDM EB	CDM Executive Board
Co ₂	Carbon Dioxide
COVID-19	Coronavirus disease discovered in 2019
DNA	Designated National Authority
GEF	Grid Emission Factor
QA&QC	Quality Assurance and Quality Control
NGO	Non-Governmental Organizations
RCC	Regional Collaboration Centre of the UNFCCC
SB	Standardised Baseline
UNFCCC	United Nations Framework Convention on Climate Change
WAPP	West African Power Pool
WB	World Bank

1. Background

The West African Power Pool (WAPP) developed a Standardized Baseline (SB) for the power sector which was approved on 27th February 2017 as “**ASB0034: Grid emission factor for West African Power Pool**”¹. This approved SB provided the values for grid emission factors (i.e. the carbon dioxide (CO₂) emission factors) for the WAPP, interconnected electricity system of nine (9) countries: *Benin, Burkina Faso, Côte d’Ivoire, Ghana, Mali, Niger, Nigeria, Senegal, and Togo*. It was derived using the *ex-ante* data vintage option of the “Tool to calculate the emission factor for an electricity system” based on 2011-2013 data vintage. The ASB0034 was originally valid until 26th February 2020.

The CDM Executive Board at its 106th meeting agreed, on an exceptional basis, and after having analyzed the justification provided by the WAPP in their letter submitted to the Board, to extend the validity of the standardized baseline “ASB0034: Grid emission factor for West African Power Pool” (version 01.0) by one (1) year from the date of expiration (i.e. now valid until 26th February 2021).²

The WAPP Secretariat has commenced the work to update the ASB0034. The aim is to complete the updating process before 26th February 2021.

2. Objective

The objective of this consultancy service is to recruit a consultant who will update the SB “**ASB0034: Grid emission factor for West African Power Pool**”, covering the grid emission factor(s) of all member countries of the WAPP.

3. Scope of Work

The Consultant under the supervision of the WAPP Secretariat and with guidance from the World Bank (WB), the West African Development Bank (BOAD), and Regional Collaboration Centre (RCC) in Lome, and in close consultation with the WAPP members utilities and their relevant stakeholders, will undertake all activities related to the update of the grid emission factor SB for the West African Power Pool.

The Consultant has the following principal responsibilities and deliverables, as well as other related tasks that the WAPP Secretariat, WB, BOAD and RCC Lome, may identify as necessary for the success of the Project and for attaining its objectives:

3.1 Inception Phase

- 3.1.1 Liaise with the WAPP Secretariat, CDM Designated National Authorities (DNAs) of the concerned countries, national power utilities and any other relevant authority indicated by the DNA to determine data availability and prepare for data collection;
- 3.1.2 Liaise with the national or international organizations, including the RCC in Lome, as required.

¹ https://cdm.unfccc.int/methodologies/standard_base/2015/sb102.html

² https://cdm.unfccc.int/filestorage/A/V/8/AV836BOL4R5S9HTZEXYIW2NMQF10PJ/EB106_report%20.pdf?t=bWF8cWNibWdzfDBMhQUwCZ9MEdbNeRgtEu5

3.2 Feasibility Phase

- 3.2.1 Take stock of previous GEF exercise and integrate any lessons learned into this update;
- 3.2.2 Analyze the structure of the WAPP grid and data availability within the concerned countries;
- 3.2.3 Support the WAPP Secretariat in the data collection process, do follow-ups with Utilities, Regulators and National Climate Change Focal Points to assure a complete data set;
- 3.2.4 Analyze the data for consistency and assess the feasibility of WAPP GEF development and produce feasibility report showing the concerned countries to be included in the regional grid emission factor and proposed method to calculate the emission factor based on the latest version of the CDM tool 7: ["Tool to calculate the emission factor for an electricity system"](#)³ and other relevant procedures/guidelines³;
- 3.2.5 Support the validation process of the feasibility study by key stakeholders and produce a final feasibility study report including details on next steps.

3.3 WAPP GEF SB Development

- 3.3.1 Plan and organize field missions to concerned countries for data collection, ensuring that the relevant authorities involved are duly notified, prepared and engaged to fulfil the objectives of the mission;
- 3.3.2 Prepare and submit mission reports, as needed. Due to the recent COVID-19 situation, virtual engagement should be pursued to the maximum extent possible;
- 3.3.3 Document the data availability and collection process for the WAPP GEF exercise, including organizations involved, key contact persons, and flow of information;
- 3.3.4 Develop a guidance/guidelines or framework document for an annual or biennial emission factor exercise;
- 3.3.5 Calculate the collective WAPP GEF for the concerned countries that are physically connected through the interconnected transmission network using the latest version of CDM Tool 7;
- 3.3.6 Support the DNA in the development of the QA&QC report, as per CDM guidelines;
- 3.3.7 Draft narrative report of the WAPP GEF, support its validation by stakeholders and produce a final narrative report;
- 3.3.8 Support the submission of the WAPP GEF as SB to UNFCCC by preparing the draft submission letter (for the submitting DNA), draft confirmation letters (for all other DNAs), and complete the "SB Submission Document and Form" (CDM-PSB-FORM).

³ CDM Procedure: Development, revision, clarification and update of standardized baselines

CDM Standard: Determining coverage of data and validity of standardized baselines

CDM Guidelines: Quality assurance and quality control of data used in the establishment of standardized baselines

3.4 WAPP GEF Validation Phase

- 3.4.1 Support the DNAs and WAPP Secretariat in publishing the proposed grid emissions factor for public consultation;
- 3.4.2 Support the validation of the WAPP GEF, by assisting the UNFCCC Secretariat's assessment (the completeness check, validation and quality control);
- 3.4.3 Address corrective action requests (CARs) and Clarification Requests (CLs) and support the resubmission through the submitting DNA;
- 3.4.4 Assist the submitting DNA in preparing and submitting the standardized baseline package to the UNFCCC Secretariat;
- 3.4.5 Respond to any questions from the UNFCCC Secretariat, the CDM Executive Board and/or the Panel on Methodologies regarding the proposed standard reference and related documents.

3.5 Standardized Baseline Updating Procedure Development

- 3.5.1 Draft Standard Operating Procedures (SOP) for the WAPP to facilitate regular updating of the WAPP GEF and the corresponding SB;
- 3.5.2 Support the validation of SOPs by WAPP and produce a final SOP document;
- 3.5.3 Support the data storage by WAPP Secretariat and provide an access point such as SharePoint to all data collected and documents developed under the GEF update.

3.6 Training Phase

- 3.6.1 Develop training materials for the trainees on the development of emission factors. The participants of the training should (i) have an overview of how to collect data required for calculation of GEF; (ii) have a deep understanding of the methods and challenges in the calculation of GEF; (iii) be able to independently calculate GEF and be able to use the emission factors to offset projects costs;
- 3.6.2 Undertake training, among others, for WAPP members utilities and national institutions involved in the development of the emission factors, considering specifically:
 - a. the tools and training materials;
 - b. the comprehensive user manual and the guidelines.

NB: The Consultant will organize two (2) sessions of training. The first training must be in French for Francophone countries and the second training must be in English for English speaking countries. If restrictions related to COVID-19 pandemic are relaxed and travel restrictions removed the meeting shall be organized physically. Venues of all meetings shall be determined in consultation with WAPP, the World Bank and RCC.

3.7 Forward-looking GEF development

- 3.7.1 Calculate the Forward-Looking Emission Factor⁴ for WAPP based on the West African Power Pool's priority projects⁵ with guidance from the WB team.

3.8 Development of a Live Monitoring Concept

- 3.8.1 Develop a concept for a live monitoring system making best use of WAPP's envisaged control system such as reporting live of the average emissions or marginal emissions, support its validation and produce a final version.

Deliverables:

The deliverable of the assignment shall include but not limited to the following:

- a. Inception report on the methodology and implementation plan for executing the GEF update as well as documents and data to be collected and collection templates;
- b. Feasibility study report;
- c. WAPP GEF SB including i) WAPP GEF narrative report, ii) WAPP GEF excel file including all supporting data iii) CDM-PSB-FORM including QAQC documentation iv) submission letter and v) confirmation letters;
- d. Analysis report on the electricity grids for all concerned countries of WAPP;
- e. Standard operating procedures for the updating of the WAPP GEF;
- f. Forward-looking emission factor report;
- g. Report detailing a live monitoring concept for the WAPP;
- h. Monthly reports and Completion Report;
- i. Report to WAPP Secretariat, the WB and the RCC in Lome on monthly basis on the status of the work being undertaken.

4. Qualifications and Experience

The Consultant should be highly motivated and capable of working independently. The ability to work with a wide variety of stakeholders from governments, agencies, private companies, Non-Governmental Organizations (NGOs), and research institutions is essential. The Consultant should be knowledgeable of the process to develop Standardized Baselines in the power sector and have experience working in West African countries. In addition, the Consultant should possess:

- a. First level university degree (B.A. or equivalent) or higher in engineering, environmental studies, natural sciences or a related discipline;
- b. At least 10 years of relevant working experience with CDM and climate change mitigation;

⁴ A modified version of the combined-margin emission factor taking into account the pipeline of power generation projects for the grid.

⁵ Appendix A of the WAPP Generation and Transmission Master Plan. Accessible at www.ecowapp.org/sites/default/files/volume_4.pdf

- c. Good knowledge of the power sector, preferably electrical grid and interconnected network;
- d. Good organizational skills, especially for facilitating meetings, workshops and writing reports;
- e. Experience working with international donors;
- f. Experience working with a variety of stakeholders in the West African region, including government agencies, NGOs, Civil Society, communities, etc. will be an added advantage;
- g. Demonstrated analytical, communication and report writing skills;
- h. Good oral and written communication skills in English or French but a good working knowledge of the other language;
- i. Experience in the development of standardized baselines and calculation of GEF is an asset.

5. Competencies

Corporate Competencies:

- a. Demonstrates integrity by modeling the UN's values and ethical standards;
- b. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- c. Treats all people fairly without favoritism;
- d. Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Technical Competencies:

- a. Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and effective presentations to different audiences;
- b. Skills in facilitating meetings effectively and efficiently;
- c. Ability to develop and maintain partnerships/relationships, including with clients, focusing on results for the client/partner and responding positively to feedback;
- d. A good proficiency in information and communication technology (ICT).

Professionalism:

- a. Excellent analytical and organizational skills;
- b. Exercise the highest level of responsibility and can handle confidential and politically sensitive issues in a responsible and mature manner.

Communication:

- a. Active listening and dialogue (acknowledge and responds constructively to the points of view of others);
- b. Communicate effectively in writing and verbally to a varied and broad audience in a simple and concise manner.

Teamwork:

- a. Projects a positive image and is ready to take on a wide range of tasks;
- b. Focuses on results for the client;
- c. Welcomes constructive feedback;
- d. Good interpersonal and networking skills, ability to establish and maintain effective working relations, supports and encourages open communication in the team, and facilitates teamwork.

6. Duration of Work

Work under this assignment is anticipated to be undertaken within a period of eight (8) months spread over 80 days. Most of the efforts will be spent in data collection, calculation of the grid emission factor(s) and preparation of the submission package, which are expected to occur during the first four (4) to six (6) months of the project. The deadline for the submission of the expected deliverables start from the time of signing of the contract as shown in the schedule in Table 1 below.

7. Location of Work

The consultant will operate from their home base and, when needed, undertake missions within the WAPP region to, among others, visit each country for data collection, engage the DNAs, other relevant authorities as well as take part in the periodic meetings that shall be held within the framework of the study.

8. Expected Deliverable and Schedule

The contract price is a fixed output-based price regardless of extension of the herein specified duration. The Financial Proposal will include all fees and costs associated with the execution of the contract, including professional fees, travel and all other expenses that will be incurred during the execution of the work. Should unforeseen travel to the concerned countries be required which exceeds the 9 missions BOAD/RCC based in Lome will reimburse all related travel costs. Reimbursement will be calculated at the rate for travel and associated expenses established and agreed to within the final contract. It should be noted that justification must be provided by the proponent and prior written approval obtained from BOAD/RCC based in Lome before unforeseeable travel is undertaken.

Table 1: Proposed schedules and expected submission periods are as follows:

		LIST OF ACTIVITIES	EXPECTED COMPLETION DATE	ESTIMATED LOE
		Signature and implementation of the Contract		
1		Inception Phase		3.5
	1.1	Kick-off Meeting for the Study (1 meeting day via Video Conference (VC))	W0	
	1.2	Inception Report	W0 + 2weeks	
2		Feasibility Phase		21
	2.1	Submission of Draft Feasibility Study Report	W0 + 4 weeks	
	2.2	Validation meeting of the feasibility study report (1 meeting day via VC)	W0 + 5 weeks	

	2.3	Submission of the final feasibility study report, including comments received	W0 + 6 weeks	
3		WAPP GEF SB Development		10
	3.1	Submission of WAPP GEF SB calculation spreadsheet with country-specific information for all interconnected countries in WAPP and the regional combined margin	W0 + 7 weeks	
	3.2	Submission of CDM-PSB-FORM "Proposed standardized baseline submission form"	W0 + 7 weeks	
	3.3	Draft report on the narrative of WAPP grid emission factor	W0 + 7 weeks	
	3.4	Virtual stakeholders' consultations	W0 + 8 weeks	
	3.5	Report on the outcome of the public consultation	W0 + 9 weeks	
	3.6	i) Draft submission letter for submitting DNA, and ii) confirmation letters for the DNAs of the other interconnected WAPP member states	W0 + 10 weeks	
4		Validation and Approval of the SB		10
	4.1	Validation and acceptability of SB documentation by the UNFCCC Secretariat (Perform all required tasks and ensure the approval of the WAPP SB GEF)	W0 + 19 weeks	
	4.2	Publication of GEF for public consultation	W0 + 24 weeks	
5		Development of standard operating procedures for updating the WAPP GEF		8
	5.1	Submission of draft Standard Operating Procedures for updating the WAPP GEF	W0 + 15 weeks	
	5.2	Validation meeting (2 meeting days)	W0 + 18 weeks	
	5.3	Submission of the final version of the Standard Operating Procedures Manual for updating the WAPP GEF	W0 + 20 weeks	
6		Forward looking grid emission factor		16
	6.1	Draft report for the forward-looking emission factor /Preparation of the forward-Looking Emission Factor for WAPP based on the West African Power Pool's priority projects	W0 + 22 weeks	
	6.2	Submission of Comments on forward-looking emission factor Report (2 meeting days)	W0 + 23 weeks	
	6.3	Final report for the forward-looking emission factor /Preparation of the forward-Looking Emission Factor for WAPP based on the WAPP's priority projects	W0 + 24 weeks	
7		Training (5 meetings days in French and English for 25 people in Abidjan)	W0 + 32 weeks	10
8		Development of a live monitoring concept for determining the marginal average emissions for a given point in time		9
	8.1	Submission of draft concept	W0 + 26 weeks	
	8.2	Review and validation Meeting	W0 + 28 weeks	
	8.3	Submission of the final version of the Concept	W0 + 30 weeks	
9		Submission of Completion Report	W0 + 36 weeks	2

9. Institutional Arrangements

The Consultant will report directly to the WAPP Secretariat and RCC Lome. At the end of each submission periods, the Consultant shall submit the required project outputs to RCC Lome, which will be assessed for validity and completeness of required information.

10. Reporting Requirements

All deliverables should be submitted in English and French in Source Files including Microsoft Word and PDF format for web publishing. The Consultant will provide via emails, briefs and updates the WAPP Secretariat and RCC Lome focal points on the progress of the work on monthly basis, on challenges encountered, risks foreseen, proposed or taken mitigation measures, and where support from RCC Lome may be required for the entire duration of the contract.

10.1 Main Reports

The Main Reports shall be submitted as follows:

Draft reports:

The draft reports would be submitted for comments as follows:

One (1) electronic copy by email to the WAPP Secretariat, World Bank and RCC of Lome respectively;

Draft final reports:

The draft final reports with stakeholders' comments integrated would be submitted as follows:

One (1) electronic copy by email to the WAPP Secretariat, World Bank and RCC of Lome respectively;

Final reports:

The final report would be submitted as follows:

Three (3) paper copies to the WAPP Secretariat and one (1) electronic copy to the WAPP Secretariat, World Bank and RCC of Lome respectively by email respectively.

10.2 Monthly Reports

To enable the WAPP Secretariat, World Bank and the RCC of Lome follow the progress of the work and make recommendations, at the end of each month, the Consultant will produce a report describing the activities carried out, those in progress as well as the forecast of the following month and the difficulties encountered. These reports are to be issued in English to the attention of the focal points of the WAPP Secretariat and other institutions mentioned above on the 10th day of the month following the end of the month for which the report is issued at the latest. The monthly report will also include an *up-to-date implementation schedule* which the Consultant shall elaborate at the start of the project and maintain throughout the execution of the services. The Monthly Report shall be submitted electronically by email to the WAPP Secretariat, World Bank and RCC of Lome.