

Terms of reference (ToR)

Independent Verification of Results for the Regional Off-Grid Electricity Access Project (ROGEAP)

Background and Rationale

The Regional Off-Grid Electricity Access Project (ROGEAP) aims to increase access to electricity through standalone solar systems across ECOWAS member states and selected Sahelian countries. As the operation approaches its current closing date of June 30, 2026, the implementing agencies have requested a one-year extension. To demonstrate that the project results achieved so far are reliable, accurate, credible, and imputable to the project activities and financing, an independent verification of results is required to: (i) validate progress toward the Project Development Objective (PDO) and Results Framework targets, (ii) inform Management's decision on the extension, and (iii) strengthen the integrity of monitoring and reporting systems for the remainder of the project.

Objectives

- Verify, through independent methods and sources, the accuracy, completeness, and attribution of reported results under ROGEAP's Results Framework as of a defined cut-off date.
- Assess the robustness of systems, processes, and controls used by implementing agencies and financial intermediaries to generate, aggregate, and report results.
- Identify material variances and risks of misreporting and provide corrective recommendations and an action plan.
- Provide a verification report and an auditable results dataset suitable for Management's decision on the extension request and for disclosure to the Project Steering Committee.

Scope of Work

The verification will cover all countries and components within ROGEAP's scope and financing windows, including ECOWAS (Component 1) and BOAD (Component 2) managed activities and sub-projects funded through commercial financial institutions (CFIs). BOAD managed activities and CFI sub-project reporting should be given a higher priority than ECOWAS reporting with a more thorough verification process because until now reporting by CFIs has been the weakest aspect of monitoring and evaluation and Component 2 is the greater contributor to the project development objective.

At a minimum, the firm shall:

1. Map results and data flows

- Compile the full Results Framework (PDO/Intermediate indicators, definitions, baselines, targets, disaggregation by gender, country, beneficiary type).
- Document data sources, collection tools, and reporting pathways (implementing agencies, PFIs/CFIs, SMEs, contractors, public institutions, testing labs, training providers).

2. Verify key PDO and intermediate indicators

- Beneficiaries with new electricity access from standalone solar systems (households, MSMEs, public institutions e.g., health centers, schools), with gender disaggregation
- Volume and terms of credit extended under Component 2 (on-lending -from CFIs to end-borrowers), including portfolio quality and crowding-in of private capital.
- Standards and quality assurance milestones achieved (adoption of the regional standards for OGS products up to 350 Wp, supporting member state for its enforcement).
- Capacity building/training outputs and outcomes (participants, certifications, employment outcomes where relevant).

For each indicator, the firm will:

- Confirm definitions align with the PAD/updated RF and any restructuring paper.
- Trace samples from aggregate figures to source documents and to physical verification where feasible.
- Validate time-stamping versus eligibility windows and financing attribution.

3. Sampling and field verification

- Develop a statistically sound sampling strategy covering countries, components, and implementers, with oversampling of higher risk strata (e.g., large credit lines, high claim SMEs, remote geographies). Sampling of CFIs must involve all the CFIs in Component 2, with a statistically sound sample of loans from each CFI.
- Use mixed methods: desk verification; phone surveys; site visits; remote sensing/GIS; photo and metadata audits; device-level telemetry where available.

4. Data quality assessment (DQA)

- Review compliance with agreed indicator definitions, POM, and any IFR/MIS reporting protocols.
- Identify systemic gaps and propose practical fixes (tooling, SOPs, training, contractual clauses).

5. Financial and attribution checks

- For credit lines and RSF-backed loans: confirm with CFIs and sub-borrowers eligibility, loan terms, drawdown dates, and subproject existence and status.
- Detect and report duplicate counting across components, financiers, and co-financed programs.

6. Gender, inclusion, and E&S considerations

- Verify gender-disaggregated targets and participation of women-led enterprises.
- Check that E&S requirements relevant to facilities and on-lending have been integrated in subproject documentation and site practices (spot-check basis).
- Identify any barriers to women and vulnerable beneficiaries reflected in the results.

7. Results reconciliation and adjustments

- Quantify validated results versus reported results at each indicator level, by country and component.
- Propose adjustments (additions, deductions) with documented rationale and evidence.
- Provide a clean, auditable dataset (with unique IDs, GPS, timestamps) for Bank review.

Methodology

- Inception phase: Review project documents; cocreate a verification matrix; finalize sampling strategy and method; confirm protocols for data access and informed consent.-create a verification matrix; finalize sampling frame; confirm protocols for data access and informed consent.
- Data collection: Use standardized instruments; ensure geotagged photos and signed verification forms; maintain a secure chain of custody for evidence.

- Statistical Sampling methodology including sample sizes and country coverage to achieve acceptable confidence limits
- Quality assurance: Independent backchecks, double entry for key variables, and data integrity checks (outlier and duplication detection) checks.
- Ethics and data protection: Comply with local laws, follow consent procedures and WBG data privacy per WBG guidance ; anonymize personally identifiable information in deliverables.

Deliverables and Timeline

- Inception Report (2–3 weeks after contract start): methodology, sampling methodology and plan, verification matrix, data collection tools, work plan.
- Interim Fieldwork Note(s) (monthly): progress, emerging issues, access constraints.
- Draft Verification Report (within 12 weeks of inception approval): executive summary; methodology; verified results (with confidence intervals where applicable); DQA findings; variances and root causes; recommendations and action plan.
- Final Verification Report and Clean Dataset (2 weeks after Bank/IA comments): reconciled results tables by indicator/country/component; geotagged evidence annex; database (CSV/Excel) with data dictionary; list of subprojects/beneficiaries verified.
- Presentation(s) to the Bank and Steering Committee.

Team Qualifications

- Team Lead: Master in relevant field; 10+ years in results verification or M&E of large, multi-country energy access or infrastructure programs; experience with World Bank/IFIs; conducted at least in 2 similar assignments; fluent in English and French;
- M&E/Quant Methods Specialist: Master in relevant field; 5 years' experience in M&E; sampling/statistics; survey design; DQA frameworks; participated at least in one similar assignment, fluent in English and French;
- Energy Access/Technical QA Expert: Master in Renewable Energy, 5 years experiences in stand-alone solar systems, quality standards, testing labs; fluent in English and French;
- Finance Specialist: Master' in Finance, 5 years experiences on lending, credit lines, and financial intermediary operations (BOAD/CFIs); fluent in English and French;

- Field Supervisors/Enumerators across key countries; language coverage (English, French, Portuguese).
- GIS/Remote Sensing and Data Engineer: geospatial verification, data security, and platform integration.
- Gender and E&S Specialist: gender-disaggregated M&E and spotcheck of E&S compliance.

Access to Information and Support

The implementing agencies (BOAD and ECOWAS) will designate an information focal point to ensure efficient exchange of information and close collaboration. Project documents will be shared by the implementing agencies to the Consultant in compliance with Worldbank data security rules.

- Project Appraisal Document, Financing Agreements, Operations Manuals, Restructuring Papers, ISRs, Aide-Memoires.
- Results Framework metadata and reporting tools (e.g., GEMS forms), MIS/IFRs, and PFM reports.
- BOAD and CFI loan files and ledgers, SME grant files, training records, QA/testing reports.
- Contact lists for beneficiaries, SMEs, CFIs, and public institutions.

Data Ownership and Confidentiality

All data and materials collected are the property of the implementing agencies and the World Bank for project purposes. The firm shall maintain strict confidentiality and comply with applicable data protection standards.

Conflict of Interest -supported SMEs/CFI and propose mitigation.

The firm must disclose any actual or potential conflicts, including prior or ongoing assignments with ECOWAS, BOAD, CFIs, or ROGEAP-supported SMEs, and propose mitigation.

Duration and Level of Effort

- Indicative duration: 4–5 months from contract signature to final report.
- Expected LOE: approx. 100–120 person-days, with at least 35% of days spent in country fieldwork across sampled geographies.

Payment Schedule (indicative)

- 10% on Inception Report approval
- 40% upon completion of fieldwork and interim report
- 30% on submission of satisfactory Draft Verification Report
- 20% on approval of Final Report and delivery of clean dataset and evidence annex

Annexes (to be provided by the Client)

- Results Framework with definitions and target table
- Template verification matrix and data collection tools
- List of reported results by country/component and implementing partner
- Protocols for data access, beneficiary contact, and evidence storage