

Terms of reference: Readiness Assessment for Sierra Leone

Project Outline/Introduction

Globally, 2.4 billion people cook their food using open fires or inefficient stoves that harm their health, the climate, and the environment. This contributes to 3.2 million premature deaths annually, disproportionately affecting women and children, and costs USD 2.4 trillion in damage to the climate and local economies. Reliance on firewood and charcoal for cooking has also led to forest degradation and deforestation, as forest resources are harvested to meet fuel demand.

The Global Electric Cooking Coalition (GeCCo) was launched at COP28 with the objective of facilitating the Global mass transition from traditional cooking methods to electric cooking (eCooking). Sierra Leone is one of seventeen countries in which the coalition aims to bring together Government, National and International stakeholders, and potential large-scale funders, to strategically plan and implement this change. The formal Letter of Intent from Government of Sierra Leone provides a mandate for GeCCo activities, starting with a readiness assessment.

Aims

Provide a detailed account of Sierra Leone's readiness for the mass scale up of eCooking, presented in language appropriate for non-technical consumption by decision-makers and GeCCo partner organisations. The report will be used to determine the next steps: barriers that need addressing, stakeholders for inclusion in technical working groups, opportunities which already exist and may be suitable for scaling, etc.

Scope of Work

This assessment will characterise market readiness across seven areas. In Step One these areas are: status of the ITMO, the Voluntary Carbon Market, readiness of user demand, electrical infrastructure, supply chain, distributors, and enabling environment. Step Two of the report will: identify the process for stakeholder buy in and scaled delivery via Carbon Finance.

Deliverables

- First draft report
- Interviews with relevant stakeholders
- 2 x progress meetings
- Report summarised in PPT for use by MECS in Sierra Leonean context
- Final readiness assessment report

Deliverables, budget, and duration

The research is expected to commence no later than **15th September** and is expected to take no longer than **four months** to complete. These dates are non-negotiable. The consultant should demonstrate in their response to these ToRs how the work can be completed within the time available.

The total budget is a maximum of £25,000.

Payment is contingent on successful completion of all deliverables.

Deliverable	Payment value
First draft report	10%
Interviews with stakeholders completed	10%
Progress meetings x 2	30%
PPT summary of report	20%
Final report	30%

Responding to these ToRs

Each submission will be evaluated based on the following combination of price and quality.

Quality	Score
Appreciation and understanding of the task.	10%
Quality of proposal and methodology	50%
Skills, expertise and experience of consultant/organisation team members including evidence of similar work completed	10%
Proposed management of the activities including Gantt chart	5%
Price and costs	25%
Total	100%

The University will accept the quotation which is the best value for money i.e. a balance between cost and quality. Shortlisted organisations may be invited to an interview (online) to finalise selection.

Responses should be a maximum of 8 pages (plus up to 3 CVs, 2 pages each).

Please send all responses to mecs@lboro.ac.uk with the subject ‘Sierra Leone Readiness Assessment Proposal’. All proposals must be received by **19th August 2024**.

Contract Management

This contract will be managed by Alicia Butterfield. All deliverables should be emailed to them on or before the date required. Loughborough University reserves the right to request the consultant to make revisions to the deliverables if they do not meet the required quality. The consultant will be required to make these revisions at no additional cost to Loughborough University.

Appointments to discuss the overall progress against the contract will be agreed at mutually convenient times to the consultant and the project manager.

Ethical considerations

All research must be in line with the [Code of Practice for research, Promoting good practice and preventing misconduct](#) (UK Research Integrity Office, 2009).

The UK Research Integrity Office (UKRIO) is an independent charity, offering support to the public, researchers and organisations to further good practice in academic, scientific and medical research. Its confidential advice service is available to free of charge to individuals (members of the public, research participants, patients, researchers and students) and subscribing organisations. Their advice service can be [accessed here](#).

At a minimum, participants must not be subjected to physical, social, legal or psychological harm. Due consideration and ethical steps must be taken into safeguarding all participants, especially the vulnerable. A detailed Participation Information Sheet explaining the full scope of the study, what confidentiality entails, and that no participants will be forced into participating, must be provided at recruitment. Participants are to be made aware that participation is fully voluntary and there are no repercussions if they choose to no longer participate in the study at any point in time. Participants should, ideally, sign a consent form which includes consent for the use of photographs and videos.

Confidentiality must be maintained at all times. With regards to confidentiality and privacy of participation, participants must be informed that their anonymity will be maintained in any outputs and that all identifiable markers will be removed from any data sets that are published. Additionally, due consideration must be made to ensure that participants are safeguarded during the research process in line with the local government issued guidelines around COVID-19.

The consultant will be responsible for securing any research or ethical permissions needed from local authorities in each of the field work locations. There may be additional ethical, or research clearance needed for this kind of user centric design research in the chosen country.

MECS is funded by UK Aid through the Foreign and Commonwealth Development Office. It is a partnership between researchers, innovators, policy makers, and ESMAP drawing on their expertise and relevant work from around the world to co-construct new knowledge with practitioners and the private sector. It is led by Loughborough University, UK.