



REQUEST FOR APPLICATION

OFF-GRID REGIONAL ENERGY ADVISOR

CEZAM and Associates, Limited (also known as HLB CEZAM) is a Kenya registered private limited company and serves as the technical partner of the United States African Development Foundation (USADF) in Kenya. HLB CEZAM seeks an Off-grid Regional Energy Advisor to assist USADF to manage its energy portfolio and project management responsibilities of off-grid energy projects in East and Southern Africa.

USADF's goal is to increase access to off-grid energy and create pathways to economic prosperity in the communities it serves. Through the Off-Grid Energy Challenge, USADF has provided grants to over 100 small and medium-sized enterprises developing off-grid energy solutions to meet the needs of rural communities. Many of these enterprises are seeking to expand and replicate their off-grid energy businesses in financially sustainable and profitable ways. These enterprises lack the capacity to expand their businesses to attract investment beyond grant funding. Additionally, the complexity and size of the energy projects require long term technical support to ensure successful implementation and sustainability.

The objective of this position is to assist USADF to identify and evaluate off-grid energy opportunities, support the screening and project development process, and provide support to off-grid energy enterprises to be investment ready for follow-on financing. The successful candidate will work closely with the enterprises to submit proposals to financial institutions (commercial, pre-commercial, and grant financing) to obtain follow-on financing to sustainably grow their businesses to deliver benefits to grassroots communities.

This position will be based in Kenya and will cover all USADF energy programs in the East and Southern Africa (EASA) region.

SCOPE OF WORK

The OEA shall perform the following:

Project Identification, Due Diligence, and Pipeline Development (35%): The OEA shall source and identify potential off-grid energy opportunities, support and document the receipt of grant applications, conduct the initial screening and sorting of applications, and present candidate applications to the Off-grid Energy Lead (OEL). In accordance with OEL instructions, the OEA conducts site visits and prepares site visit reports of shortlisted applications. The OEA shall assist with the collection, completion, and/or verification of due diligence information relating to a grant application including monitoring and reporting applicable local policies that may affect project execution or completion. The OEA is responsible for maintaining correspondence with all off-grid energy applicants on the status of grant applications. Under the direction of the OEL, the OEA shall orient grantees to the USADF grant agreement. The OEA may also be asked to conduct outreach activities to publicize USADF's country program and encourage groups to apply.

Monitoring, Evaluation and Project Support (30%): The OEA shall use site visits to gather observations and grantee feedback and report to the OEL on: 1) the quality of the financial management systems implemented by the grantee, including any potential for waste, fraud, or abuse of grant funds; 2) the quality and technical capability of grantee in execution and implementation of project; and 3) the effectiveness of the in-country partner's non-technical support of grantees. The OEA shall conduct at least one site visit to every grantee at least once every two years, or as determined by an annual monitoring plan established with

the OEL. The OEA shall provide a site visit report for each grantee site visit. In special cases, the site visit may also include remediation activities as directed by the OEL. The OEA shall assist grantees with identifying challenges and provide support for troubleshooting and problem-solving. The OEA is expected to be familiar with the status of grantees by reviewing grantee quarterly reports and grantee disbursement requests on a timely basis.

Post-Grant Monitoring & Reporting, and Follow-on Financing (35%): The OEA shall assist with final financial reconciliations, draft grant programmatic close-out reports, and provide other services in support of energy related grant audit follow up and grant close-out activities. The OEA shall also maintain contact information on expired energy grantees for at least three years after grant expiration and collect and report post-grant information on grantee activities and performance as directed by the OEL. The OEA shall conduct an overview of potential funding sources and opportunities – learning about their due diligence process, key underwriting criteria, investment parameters – and advise grantees on applicable funding opportunities. The OEA shall work with grantees, USADF country partners and other USADF staff in supporting the grantees to reach “investor readiness” to be able to receive follow-on finance.

MINIMUM QUALIFICATIONS

The candidate shall have the following minimum qualifications:

- Citizen of a country in sub-Saharan Africa.
- A bachelor’s degree from an accredited university in business administration, management, engineering, finance, accounting, energy sustainability, economics, renewable energy, or a related field.
- Minimum five years of professional experience in business development, engineering, finance, energy development (including renewable energy), investment banking, auditing, business or energy consulting, monitoring and evaluation, and/or management of international development programs in sub-Saharan Africa.
- Experience in energy project development and finance is preferred including sourcing and securing financing for energy projects.
- Experience working with micro, small and medium enterprises (MSMEs), marginalized groups and/or community-based enterprises.
- Experience managing client relationships, especially in grants management, banking, business development, or international development context.
- Experience with financial management/accounting, financial analysis and modeling, project finance, development finance, and preparation of financial reports.
- Experience originating, executing, and implementing energy projects in sub-Saharan Africa.
- Experience auditing, monitoring, or evaluating international development programs.
- High level of fluency in spoken and written English is required. Fluency in Swahili and French are desired.
- Willingness to travel extensively throughout East and Southern Africa.
- High level of motivation, personal commitment, and ethical standards.
- Existing and extensive network of professional contacts in sub-Saharan Africa.
- Demonstrated the ability to operate independently in a high visibility, high-pressure and complex environment, emergency, and/or political crisis situations with minimal supervision.



- Knowledge of community needs assessment, mobilization, community enterprise participatory development, and/or monitoring the implementation of an assistance activity under a grant or cooperative agreement.
- Knowledge and experience in working with renewable energy enterprises will be an added advantage.
- Knowledge and understanding of various renewable energy regulatory frameworks and country to country procedures in the EASA region are also preferred.

About U.S. African Development Foundation

United States African Development Foundation (USADF) is an independent federal government agency focused on community-led development at the grassroots level in Africa. USADF was established to support African-designed and driven solutions that address grassroots economic and social problems. USADF is strategically focused on: (1) improving the operational efficiency and effectiveness of the Agency, (2) being the economic development partner of choice for corporations, countries, and communities, and (3) measuring and increasing programmatic impact in Africa.

USADF invests directly in communities, by providing seed capital and access to technical assistance to agricultural, off-grid energy, and youth-led enterprises. In its \$57M portfolio, USADF supports and invests in African-designed and managed enterprises and works to improve the lives and livelihoods in poor and vulnerable communities in Africa. With an innovative grants program in 20 countries in sub-Saharan Africa, the USADF team is outcome-oriented, evidence-based, and committed to public service. The grants help organizations create tangible benefits such as increasing or sustaining the number of jobs in a community, improving income levels, and addressing social development needs.

About CEZAM and Associates, Limited

CEZAM and Associates, Limited (HLB CEZAM) is a professional accounting and advisory services firm registered in Kenya and is an independent member of HLB International, a global network of advisory and accounting firms.

HLB CEZAM provides business advisory, audit, accountancy, taxation, and company secretarial services to local and international organizations executing business in Kenya with clientele drawn from Small and Medium-Sized Enterprises (SMEs); private and family-owned enterprises; and donor and government agencies.

Your application, consisting of a CV and a cover letter detailing your suitability for and interest in the position, should be sent by email with the job title in the subject line to OEAVACANCY@cezam-usadf.org no later than September 2, 2022.