



AFD-EGI-2026-0160 | AT - Programme Management Support and Community Management of the Digital Energy

TERMS OF REFERENCE

Provision of Services for Programme Management Support and Community Management of the Digital Energy Facility

Consolidated version for internal review and procurement preparation

Scope summary. Single assignment structured around two complementary workstreams: (i) Programme Management Support (PMO) for DEF coordination, monitoring and reporting; and (ii) Community Management and Digital Platform Support for stakeholder engagement, website coordination, communication and content production.

1. Background

Agence Française de Développement (AFD), through its Energy Division and with the support of the European Union and ADEME, has launched the Digital Energy Facility (DEF) to support the digitalization and modernization of the energy sector in Africa. The Facility aims to support the integration of renewable energy sources into power systems, improve access to energy, and strengthen the performance of energy sector actors, in particular through the reduction of technical and commercial losses.

The Facility is structured around four components:

- **Component 1 – Digitalization of energy operators:** This component supports technical assistance projects, studies and capacity-building activities for energy operators.
- **Component 2 – Innovation financing:** This component supports operators and start-ups through an annual call for projects combining technical and financial assistance. The Digital Energy Challenge is implemented with the support of an external consortium.
- **Component 3 – Community of actors:** This component supports the animation of a digital energy ecosystem through a dedicated platform providing resources, visibility and networking opportunities for stakeholders and laureates of the programme.
- **Component 4 – Seed capital for innovative solutions:** This component supports innovative companies through seed capital mechanisms managed with specialized partners.

2. Objective of the Assignment

The objective of this assignment is to provide AFD with operational support for:

- the overall coordination and monitoring of the Digital Energy Facility;
- the administrative, financial and reporting follow-up of the Facility;
- the capitalization of knowledge and lessons learned generated by the Facility;
- the animation of the Digital Energy community of actors;
- the coordination and content management of the DEF platform; and
- the production of communication and dissemination materials supporting the visibility and sustainability of the Facility.

3. Scope of Services

The assignment is structured into two workstreams.

Workstream 1 – Programme Management Support

The Service Provider shall support AFD in the operational coordination of the Digital Energy Facility and act as a day-to-day interface between AFD, the European Union, implementing partners and other relevant stakeholders. The Service Provider shall coordinate and monitor the implementation of the Facility, without replacing specialized service providers or operators already contracted by AFD for the delivery of specific activities.

3.1 Operational coordination

- support the implementation and coordination of the Facility's activities across all components;
- serve as a primary operational interlocutor for programme coordination under AFD supervision, including liaison with the EU project officer;
- support coordination with relevant AFD divisions, including operational, legal, procurement and communication teams;
- support the preparation and launch of new DEF activities;
- draft Terms of Reference for new activities, when requested by AFD;
- support contract drafting and contractual follow-up for new activities;
- maintain and regularly update the Facility's project database and contact database; and
- monitor implementation progress, issues and results across the Facility.

3.2 Component-specific coordination

- **Component 1:** follow up on the administrative and implementation aspects of ongoing technical assistance projects and support the organization of training activities where required, including ToR drafting, contractualization and event logistics;
- **Component 2:** coordinate with the consortium implementing the Digital Energy Challenge, support the preparation of the bootcamp, contribute to discussions on eligibility criteria, support selection processes when requested, and monitor project implementation and results;
- **Component 3:** ensure consistency between AFD's communication objectives and community management activities, supervise follow-up arrangements, and monitor website visibility and KPIs;
- **Component 4:** support the follow-up of services implemented with specialized partners, including reimbursement procedures and related financial reporting.

3.3 Financial, administrative and reporting support

- preparation and updating of annual work programmes and activity calendars;
- preparation and organization of annual steering meetings and other programme coordination meetings;
- drafting of agendas, minutes, background notes and follow-up action points;
- regular liaison with the EU project officer under AFD supervision;
- support to the management and monitoring of the Facility budget, including commitments, payments, reimbursements and consumption;
- preparation of technical and financial reporting inputs requested by the European Union;
- support to the preparation of funding requests addressed to the European Union; and
- support to audit and evaluation preparation and follow-up, in coordination with the relevant providers.

3.4 Knowledge management and sector monitoring

- drafting thematic notes;
- preparing minutes of seminars, workshops and events;

- contributing to newsletter content;
- producing synthesis notes and methodological documents based on DEF-funded activities;
- preparing individual presentation sheets for studies, activities and projects funded by the Facility in French and English;
- organizing, documenting and supporting training and capitalization activities funded by the Facility; and
- monitoring relevant technological developments, financing approaches and sector trends related to digitalization in the energy sector, with a particular focus on Sub-Saharan Africa.

Workstream 2 – Community Management and Digital Platform Support

This workstream aims to sustain and structure the DEF community of actors, maintain the visibility of the Facility and support the continued animation of the DEF platform.

3.5 Website and platform management

- ensuring that website content remains up to date, accurate and easy to navigate;
- ensuring that information on DEF activities, budgets, project progress and results is available in a clear and accessible manner;
- relaying news from all components of the Digital Energy Facility on the website in both English and French, where relevant;
- coordinating the publication of articles, event information and communication materials;
- ensuring that the platform reflects the activities carried out since 2019, including the Digital Energy Challenge laureates and the I&P portfolio;
- monitoring website KPIs and proposing action plans to improve visibility, readership and participation; and
- reporting on new website functionalities and relevant platform developments.

3.6 Community animation and event support

- organizing and facilitating workshops, webinars, peer exchanges and online learning activities related to digital transformation in the African energy sector;
- coordinating with AFD Campus or other relevant entities for online training activities;
- supporting annual seminars for start-ups and utilities, including thematic design, logistics, facilitation support and capitalization;
- supporting the preparation and visibility of the Digital Energy Challenge bootcamp, including before, during and after the event; and
- supporting the preparation of a closing event for the Facility in 2027, subject to confirmation by AFD.

3.7 Communication and content production

- drafting and updating a communication plan for the community and the platform;
- coordinating communication actions related to ongoing programme activities;
- coordinating with AFD's internal communication team and any specialized communication agency or subcontractor mobilized under the assignment;
- producing a semiannual newsletter for the DEF community;
- drafting and publishing editorial content for the platform, including news pieces, interviews, testimonials, event coverage, project highlights and sector-related articles;
- supporting communication around the Digital Energy Challenge and other major programme milestones; and
- contributing written, graphic and audiovisual materials as needed.

4. Deliverables

Deliverables shall be produced in French and/or English, as specified by AFD on a case-by-case basis. In addition, the Service Provider shall submit a monthly timesheet detailing the time spent on each activity stream.

Workstream	Main deliverables	Frequency	Format / notes
PMO	Narrative activity report; updated project database; ToR and follow-up notes for new activities; meeting agendas, minutes and action trackers	Quarterly / continuous	Word / Excel / PPT as relevant
PMO	Budget monitoring note; EU technical and financial reporting package; funding request inputs	Semi-annual / annual / ad hoc	Word / Excel / EU templates
PMO	Thematic notes; seminar minutes; synthesis and methodological notes; project presentation sheets	Ad hoc / annual update	Word / PPT
Community & platform	Activity report; website and platform updates; KPI and content performance report	Quarterly / continuous	Word / dashboard / web content
Community & platform	Communication plan update; Facility presentation deck; community animation report	Semi-annual / quarterly	Word / PPT
Community & platform	Monthly newsletter; Digital Energy Challenge communication plan; editorial content and articles	Monthly / ad hoc	Email / Word / web content

5. Duration of the Assignment

The overall duration of the assignment is 18 months, structured as follows:

- Workstream 1 – PMO: 18 months, starting in June 2026;
- Workstream 2 – Community Management: 12 months, starting in January 2027.

6. Governance and Working Arrangements

The assignment will be managed by the Digital Energy project team within AFD's Energy Division (EGI). The main interlocutors of the Service Provider will be the EGI project managers in charge of monitoring the Facility. The Service Provider will also interact, as needed, with other AFD divisions and departments, AFD network agencies and external providers involved in technical assistance programmes in the countries of intervention. AFD will provide the working environment necessary for the proper execution of the services, including office arrangements, IT resources and travel arrangements as applicable.

7. Validation of Deliverables

AFD shall have 10 working days from receipt of each deliverable to validate it or provide comments. Where revisions are requested, the Service Provider shall submit an updated version within 3 working days, unless otherwise agreed with AFD. Deliverables shall be considered validated only upon AFD's approval or, in the absence of comments, after expiry of the 10-working-day review period.

Deliverables shall be assessed against the following criteria:

- clarity and readability;
- compliance with the requested scope of services; and
- operational usefulness of the deliverable.

8. Team Composition and Qualification Requirements

Bidders shall demonstrate that their proposed team covers the following qualifications and areas of expertise:

- extensive and demonstrated knowledge of Anglophone and Francophone African innovation ecosystems and of the utilities sector;
- access to, or integration within, a network of technical experts in the fields of energy and digital technologies;
- demonstrated experience in supporting electricity utility digitalization projects, including projects related to systems such as SCADA, EMS or DMS;
- strong project management and reporting capabilities;
- proven ability to manage and monitor financial envelopes, including support to the financing of start-ups and utilities;
- excellent command of both English and French; and
- demonstrated communication and editorial skills, including communication strategy, social media and press content, and the production of graphic and audiovisual materials.

9. Recommendation before Launch

For procurement clarity, AFD may wish to add the following sentence in the final tender package: “This assignment is tendered as one single lot. Bidders may form a consortium or rely on subcontractors to cover the full scope of services.”