

Terms of Reference: “Training of trainers on solar home system electronics for Kigali Independent University”

1. Background information

CORE is an international initiative with the **mission** is to enable resilient rural and peri-urban communities by ensuring safety, efficiency and reliability become the cornerstone of decentralised electrification.

CORE was initiated by the Alliance for Rural Electrification (ARE), International Renewable Energy Agency (IRENA), Sustainable Energy for All (SEforALL), UN Environment Programme (UNEP), United Nations Industrial Development Organization (UNIDO) and International Copper Alliance (ICA) and is managed by ARE.

In line with the initiative’s ambition to support African universities with training of trainers (ToT), **CORE is seeking an expert to deliver training at Kigali Independent University on solar home system (SHS) electronics**, including:

- a) teaching SHS electronics and coding;
- b) providing hands-on learning for lecturers and students;

The training of trainers should take place at the latest in **Q3 2023**.

2. Objectives

The objective of this activity is to support Kigali Independent University to successfully **train at least 10 lecturers** employed by the university to deliver trainings to at **least 100 students**.

3. Scope of work

CORE is seeking an expert to develop training materials and deliver the training of at least 10 lecturers for the **Kigali Independent University**.

The trainings will be delivered in **English**.

A final report of **up to two pages** is to be submitted to ARE upon completion of the trainings, including the following:

- **Pre- and post-training** survey results (to trainers participating in the trainings)
- **Number of trainers trained**: monitored before and during training of trainers sessions
- **Number of students/entrepreneurs trained by trainers**: monitored after training of trainers sessions, also monitored on a regular basis (e.g. on a quarterly or half-yearly basis)
- **Number of students/entrepreneurs trained by trainers that gained employment**: Monitored by surveys and direct inquiries to students on (e.g. on a quarterly or half-yearly basis)

- **All of the above is disaggregated into gender-specific data** (e.g. number of female & male students trained, number of women that gained employment)

The deadline for submission of the final report is **30 June 2023**.

Additionally, the selected expert will be required to report on the job situation of the students trained 6, 12 and 18 months after the trainings were conducted.

4. Required documents

Bidders are required to submit the following documents to Jens Jæger, Director of Policy & Business Development, ARE & Manager, CORE: j.jaeger@ruralelec.org

- Technical proposal** of maximum three pages on the proposed methodology (including long-term impact measurement), timeline for delivery of materials and experience of the expert(s) in delivering similar trainings
- Financial proposal** of no more than 1 page (in EUR or USD)
- CV** of the expert(s) in format of choice.

5. Timeline

The deadline for submissions of proposals is **6 January 2023 (23:59 CET)**.

The selected expert(s) will be contacted in **mid-January 2023**.

The 'training of trainers' sessions should be delivered at the latest **Q3 2023**.

6. Fees

The selected expert(s) will be paid a service fee for the delivery of the trainings.

The fees quoted in the Financial proposal are all-inclusive and not subject to change.

7. Payment schedule

Payments to the selected expert will be made along the following schedule:

- 25% upon signature of contract
- 25% upon submission of interim report
- 50% upon submission of final report

Payments will be payable within 60 days upon receipt and acceptance of deliverable and invoice (electronic version) indicating the contract number and instalment requested.