

Terms of Reference: “Expert(s) to deliver training on mini-grid system design in Philippines, with an emphasis on RE optimisation, evaluating feasibility studies and solar hybrid mini-grid project proposals”

1. Background information

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

National Electrification Administration of Philippines (NEA) is a revitalized corporation focused on strengthening its partners in the rural electrification program of the Philippines, the electric cooperatives, by ensuring that they become more efficient, reliable and globally competitive. In line with this, the NEA Board of Administrators unanimously approved NEA’s new mandate, vision and mission statements and corporate credo on June 28, 2004. The redefined M-V-M and corporate credo puts a face to the new and reengineered NEA as a result of the EPIRA and reflect the agency’s enhanced role in the power industry. The said statements and credo were formulated to serve as guiding philosophy for NEA as its gears towards global competitiveness in partnership with the electric cooperatives. The new M-V-M Credo reads: *“NEA is a highly competent, globally competitive Filipino government-owned and controlled corporation, working with our partners, the Electric Cooperatives, committed to the ideals of the Rural Electrification Program. NEA takes pride in remaining to be the prime mover in the rural electrification sector, by providing quality financial, institutional, and technical services to the ECs and promoting competence enhancement in a deregulated environment aiming towards a strong republic.”*

With the joint objective to advance sustainable national electrification in the Philippines, **CORE and NEA are partnering to conduct training to electric cooperatives across the Philippines on solar hybrid mini-grid system design**, with an emphasis on renewable energy optimization, evaluating feasibility studies and solar hybrid mini-grid project proposals.

The envisaged training will be conducted over two legs:

- **Leg 1:** Training-of-trainers (ToT) conducted by the selected CORE expert(s) for an estimated 10 key members of NEA in December 2023. The training is envisaged to take place in-person in Manila over 3 days (Tuesday-Thursday).



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Leg 2: Training of 30 electric cooperatives (2 participants per cooperative for a total of ~60 participants) conducted by the 10 key members of NEA trained by CORE under Leg 1. Leg 2. Leg 2 will be conducted in Manila in January 2024. The selected CORE expert(s) will provide in-person supervisory support during this second leg, also envisaged to take place over 3 days.

The exact dates of the trainings in December 2023 and January 2024 may be co-defined with NEA and the selected expert(s) from CORE.

2. Objectives

The objective of this activity is to support NEA's mission of assuring affordable and sustainable electrification for all in the Philippines. Specifically, CORE will offer support to NEA in conducting trainings to Filipino electric cooperatives on system design for solar hybrid mini-grids, and in particular optimizing renewable energy resources, developing feasibility studies and evaluating solar hybrid mini-grid project proposals from private sector.

3. Scope of work

CORE is seeking one or several experts to deliver the training workshop to NEA in December 2023 and subsequently supervise the training conducted by NEA for electric cooperatives in January 2024.

The training will focus on solar hybrid mini-grid technical system design, including renewable energy optimisation, evaluating feasibility studies and evaluating solar hybrid mini-grid project proposals.

The basic training materials on mini-grid system design will be delivered by CORE and will need to be refined and tailored for the Philippines context in collaboration with the selected expert(s). The development of materials is envisaged to be a collaborative process with NEA to ensure the most tailored content possible for the Philippines context.

The expert selected is expected to deliver an **in-person training of trainers for NEA across 3-days in Manila for Leg 1 in December 2023.**

The expert selected is equally expected to deliver **in-person advisory support for NEA across 3-days in Manila for Leg 2 in January 2024.**

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

A **training report of up to three pages** is to be submitted by the selected expert to ARE upon completion of the trainings, including the following:

- **Training conducted, key outcomes and lessons learnt**
- **Results of a pre- and post-training survey results**, conducted by the CORE expert(s), which should test pre and post training knowledge on solar hybrid mini-grid system design, feasibility studies and evaluation of mini-grid projects) for both the NEA experts and EC participants
- **Full participant list** from Leg 1 and Leg 2 trainings.

The deadline for submission of this report is **31 January 2024.**



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

- a. **Technical proposal** of maximum three pages on the proposed methodology, timeline for delivery of materials and experience of the expert(s) in delivering similar trainings.
- b. **Financial proposal** of no more than 1 page (in USD). Financial proposals should only include expert and travel fees for the trainer(s) (logistics for the trainings will be covered by NEA separately and should not be included in the proposal).
- c. **CV** of the expert(s) in format of choice.

5. Timeline

The deadline for submissions of proposals is **13 October 2023 (23:59 CET)**.

The selected expert(s) will be contacted by **20 October 2023**.

Leg 1: 'Training of trainers' session for NEA should be delivered in **December 2023**.

Leg 2: Supervisory support for NEA to conduct training for the ECs should be delivered in **January 2024**.

The deadline for submission of the final report is **31 January 2024**.

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 after contracting.

7. Payment schedule

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

- 25% upon signature of contract
- 75% 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.