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# **Terms of Reference: “Expert to deliver training of trainers on mini-grid technical system design, procurement & installation”**

## **1. Background information**

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The Cornerstone of Rural Electrification (CORE) initiative and the Transforming Energy Access Learning Partnership (TEA-LP) are partnering to support graduate-level university trainings on energy access across Sub-Saharan Africa.

**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.

**TEA-LP** is a partnership of universities committed to delivering local professionals to drive the transition to sustainable energy access for all. TEA-LP has supported eight universities across Africa to develop new postgraduate curricula, that vary, in discipline and content, across universities, aiming to respond to the market needs of this rapidly growing sector in their respective countries. The new phase of the TEA-LP runs from 2022 until the end of 2025 and will see 20 new universities delivering energy access curricula for Masters’ students across Africa and the Indo Pacific.

In the context of the development of **trainings for graduate level students at the University of Energy and Natural Resources (UENR) in Ghana**, **CORE is seeking an expert to deliver “training of trainers on mini-grid technical system design, procurement & installation**. The training of trainers should take place in-person in Sunyani, Ghana in **November 2023**.

It is envisaged that ten (10) trainers from UENR will take part in the training. Subsequent to the training UENR envisages to train at least twenty (20) students annually based on this ToT.

## **2.Objectives**

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The objective of this activity is to support UENR to successfully deliver training of graduate students by supporting with training of the university’s trainers.



### 3. Scope of work

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CORE is seeking an expert to deliver the training of trainers for UENR across the following **modules**:

**Module 1:** Mini-grid technical system design

**Module 2:** Mini-grid procurement & installation

The training materials for the training will be delivered by CORE.

The expert delivering the training of energy access trainers should deliver **up to 16 hours of training**.

The training 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
- **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 this report is **30 November 2023**.

### 4. Required documents

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Bidders are required to submit the following documents to Jens Jæger, Director of Policy & Business Development, ARE & Manager, CORE: [j.jaeger@ruralelec.org](mailto: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)
- c. **CV** of the expert(s) in format of choice.

### 5. Timeline

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

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

The 'training of trainers' sessions should be delivered in **November 2023 (exact date tbc.)**.



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## 6. Fees

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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

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

- 50% upon signature of contract
- 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.

