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Terms of Reference: “Capacity building -training on qualification and certification frameworks for solar thermal professionals in Praia, Cabo Verde”

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.

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) is a Specialized Agency of the Economic Community of West African States (ECOWAS) Commission, responsible for the development and promotion of renewable energy and energy efficiency. ECREEE’s Mission is to promote renewable energy and energy efficiency in the ECOWAS region through programmes that generate high socio-economic impact. Through collaboration with local, regional, and international stakeholders, ECREEE is committed to advancing sustainable energy development to effectively meet the energy needs of its member states.

The United Nations Industrial Development Organization (UNIDO), the International Solar Alliance (ISA) and the ECOWAS Center for Renewable Energy and Energy Efficiency (ECREEE) through the Global Network of the Regional Sustainable Energy Centers (GEN-SEC) have initiated the "Structuring of an International Network of Solar Technology and Application Resource Centres" project. The primary goal is to enhance qualification and certification frameworks for solar energy product and service markets. The initial phase of the project targets the Economic Community of West African States (ECOWAS), the East African Community (EAC), and the Pacific Community (SPC)/Pacific Islands Forum (PIF) regions.

Based on the assessment report delivered under the “Development of Regional Solar Energy Qualification Frameworks and Curricula in ECOWAS, EAC and The Pacific Community” the International Network of Solar Technology and Application Resource Centres (STAR C), Cornerstone of Rural Electrification initiative (CORE) and the ECOWAS Regional Centre for Renewable Energy and Energy Efficiency (ECREEE) are partnering to support training on regional solar energy qualification frameworks and curricula for professionals in the field of solar thermal energy from the ECOWAS region.





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The first virtual training, “Harmonisation and development of solar thermal curricula and training frameworks for ECOWAS region”, took place on 15-16 April 2024, aimed at professional education centers, vocational education and universities.

In order to collect more input from the main actors operating in the solar thermal market, ECREEE and CORE intend to carry out **two days of face-to-face training for professionals in the field of solar thermal energy**.

The workshop should take place **in-person in the city of Praia, Cape Verde**, at the Renewable Energies and Industrial Maintenance Centre (CERMI) ideally on **5-6 June 2024**.

2. Objectives

The objectives of this capacity building workshop are to support ECREEE to further advance with its regional efforts to harmonise qualification frameworks and curricula related to solar thermal training. This in turn will help ECREEE advance on its regional certification and examination efforts on solar thermal.

By the end of the activity, **5 Solar thermal professionals and 5 ECREEE staff will be trained and certified** in “Solar thermal curricula and training frameworks for ECOWAS region”.

3. Scope of work

CORE is seeking a solar thermal expert to deliver the training.

A report of **up to three pages** is to be submitted by the selected expert to ARE upon completion of the training, 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 mini-grid system design, installation and O&M
- **Full participant list**
- **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 June 2024**.

The selected expert will also be **expected to survey the participants of the training 6, 12 and 18 months after the initial trainings were conducted to monitor the long-term impact** on livelihood improvement, job creation and local development in the region.

4. Expected participants

A total of **12 participants** is expected to take part in the training:





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- 5 from the ECOWAS professional association, based on the selection criteria below.
- 5 ECREEE Staff
- 1 Resource Person
- 1 Solar Thermal Trainer (expert contracted by ARE, managing CORE)

Criteria for participant selection by ECREEE:

- The applicant must be an experienced professional in the of solar thermal energy.
- The applicant must have a level of study equivalent to at least the Baccalaureate in the field of Energy and Building or Industry.
- The applicant must have good speaking and writing in English or French

5. 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, timeline for delivery of materials and experience of the expert(s) in delivering similar trainings.
- 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 ECREEE separately and should not be included in the proposal).
- CV** of the expert(s) in format of choice.

6. Timeline

The deadline for submissions of proposals is **13 May 2024 (23:59 CET)**.

The selected expert(s) will be contacted **between 14 and 16 May 2024**.

The training will be conducted in person on **5-6 June 2024**.

The deadline for submission of the final report and end date of the assignment is **30 June 2024**.

7. Fees

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

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

8. Payment schedule

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

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





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Payment for services will be made via a valid invoice (VAT number included if applicable) that complies with the deliverables indicated in the payment schedule.

Invoices must be sent in U.S. dollars and the bidder must have a valid account in U.S. dollars. The Bank Information Statement (BIS) of the bank account of the recipient will be requested, the information of which must also be included on the invoice. Invoices should be addressed to:

Alliance for Rural Electrification AISBL
Rue d'Arlon 63-67
1040 Brussels
Belgium
VAT: BE 0883.277.545

ARE is not responsible for bank charges that are deducted from the receiving banking institution.

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

