

Request for Consultancy: Provision of Training of Trainers and Students Services (Off and On-Job Domestic Solar PV System Installation and Maintenance Training) for the Green enterPRIZE Innovation and Development in Zimbabwe Project

Deadline: 25 April 2021

Green enterPRIZE Innovation and Development Project

Consultant: To provide the training of trainers/students services through the installation of Domestic Solar PV System Installation and Maintenance and establishment of Training Partnerships with Technical Vocational and Education and Training (TVET) Institutions.

The International Labour Organization, Country Office for Zimbabwe and Namibia, is seeking a short-term consultancy to provide Training of Trainers and Students Services (Off and On-Job Domestic Solar PV System Installation and Maintenance Training) for the Green enterPRIZE Innovation and Development Project in Zimbabwe.

These Terms of Reference (1) provide background information on the Green enterPRIZE Innovation and Development Project; (2) outline the framework for the assignment; and (3) describe the specific inputs and outputs required from the Consultant(s) and (4) list the terms and conditions of the assignment.

1. BACKGROUND

1.1. Introduction

The review of curricula and training programmes for a green economy is part of the intervention on *“Greening TVET and Skills Development”* of the ILO *“Green enterPRIZE Innovation and Development Programme”*, which is being implemented in collaboration with the Government of Zimbabwe, the Employer Organisations (EMCOZ and CZI), Worker Organisations (ZCTU and ZFTU), the Private Sector and other Business Organisations, NGOs and SMEs, with financial support from the Government of Sweden through the Swedish Embassy in Harare.

The ILO *“Green enterPRIZE Innovation and Development Programme”* is designed to address a series of inter-related development problems, such as high levels of youth unemployment, low levels of formal and growth oriented enterprises, entrepreneurship development, and unsustainable production processes of SMEs in Zimbabwe. The aim of the *Green enterPRIZE Innovation and Development Programme* is to support green and growth-oriented male and female owned SMEs, and to stimulate the market for green products and services through the expansion of access to relevant skills and the greening of

existing enterprises. The ultimate goal of the project is the creation of 2,000 green and decent jobs, especially for young women and men.

Following the preparation of Qualification Standards for a green economy, in the course of 2020, Training Packages were developed for five (5) selected occupations through the following activities:

1. Developing a Curriculum (DACUM) occupational/job profiling to identify the duties and tasks performed by competent workers on-the-job, and the skills, knowledge, worker behaviours, tools, equipment and materials required to perform them, taking into account the future trends, which are likely to cause occupational changes.
2. Development of Qualifications Standards and Skills Proficiency Schedule (SPS), which involved the analysis of tasks on the occupational/job profile, in order to identify steps to be followed when performing the different tasks, performance indicators, related knowledge, workplace essential skills, tools and equipment required to perform the tasks, and health, safety and environmental issues to be considered.
3. Development of competency based modular curriculum based on the Qualification Standards and SPS.

The five training packages cover the following thematic areas:

- Solar Domestic PV Installation and Maintenance
- Solar Sales and Marketing
- Climate Smart Market Gardening
- Solar Agro Processing
- Biogas Systems Installation

To facilitate learning in a Competence Based Education and Training (CBET) environment, the ILO has been conducting a series of Training of Trainers that will lead to training of students across a network of 30 TVET institutions in Zimbabwe.

To support the training of students on Domestic Solar PV Systems Installation and Maintenance, the ILO will facilitate the installation of Domestic Solar PV System on demonstration sites and the establishment of Training Partnerships between domestic solar system suppliers and Technical Vocational and Education and Training (TVET) Institutions.

2. FRAMEWORK OF THE ASSIGNMENT

2.1. The objective of the assignment

The objectives of the assignment are as follows:

1. To demonstrate the design and installation of a domestic Solar PV System at six Technical and Vocational Education and Training (TVET) institutions, as part of the training of trainers and students in a Competence Based Education and Training (CBET) environment. The system should comprise of the following components:
 - 4 x 150 watts solar panels
 - 2 x 100Ah/12v Batteries
 - 1 x 1.5 kva/24 V Inverter

- Installation Materials
2. To establish at least seven partnerships with TVET institutions under the Green enterPRIZE Project to offer on the job training for students participating in the Domestic Solar PV Systems Installation and Maintenance training programme. The work-based learning will complement the classroom training provided at the TVET institutions.

2.2. The tasks of the assignment

The assignment should include the following two broad activities:

1. Support the TVET institutions to deliver training of students through demonstrating the designing and installation of a domestic solar system at six Technical and Vocational Education and Training (TVET) institutions. The service provider will be responsible for the procurement of materials required for the demonstration and of guiding the TVET institutions to prepare for the demonstration. The demonstration will be conducted at the following areas:
 - ✓ One (1) TVET institution in Harare that has participated in the Domestic Solar PV Installation Systems and Maintenance Training of Trainers (ToT)
 - ✓ One (1) TVET institution in Marondera that has participated in the Domestic Solar PV Installation Systems and Maintenance Training of Trainers (ToT)
 - ✓ One (1) TVET institution in Bulawayo that has participated in the Domestic Solar PV Installation Systems and Maintenance Training of Trainers (ToT)
 - ✓ One (1) TVET institution in Gokwe that has participated in the Domestic Solar PV Installation Systems and Maintenance Training of Trainers (ToT)
 - ✓ One (1) TVET institution in Gweru that has participated in the Domestic Solar PV Installation Systems and Maintenance Training of Trainers (ToT)
 - ✓ One (1) TVET institution in Masvingo (20km before Masvingo Town along Harare – Masvingo Road) that has participated in the Domestic Solar PV Installation Systems and Maintenance Training of Trainers (ToT)
2. Establish partnerships with seven other TVETs institutions that has participated in the Domestic Solar PV Installation Systems and Maintenance Training of Trainers (ToT) to provide on-the job training for students complementing the CBET courses provided by TVETs institutions.

2.3. Deliverables

The Service Provider is expected to deliver the following:

- A Workplan outlining schedule of activities to be conducted and proposed timelines,
- A short practical guide with a domestic Solar PV System and Maintenance installation plan for TVETs institutions. The guide should include the bill of quantities
- Seven Domestic Solar PV System installed at six TVET institutions at the various projects sites
- On-the-job training for teachers and students during the six demonstration projects
- Seven Partnership Agreements with TVET institutions confirming the joint provision of on the job training for students under the Solar PV Installation Systems and Maintenance Training
- Inputs to the design of a fully-fledged work-based learning programme on Solar PV Installation and Maintenance

2.4. Profile of the Consultant

The Service Provider should have at the least, the following qualifications:

- A degree in the field of renewable energy, electrical engineering or a related field
- A minimum of five years of professional experience in renewable energy or a related field
- Capability and proven experience in installing domestic solar systems and maintenance providing training services in an academic set up
- Ability and proven experience in multi-tasking, in taking initiative and working effectively under pressure
- Excellent written, oral and interpersonal skills

2.5. Timeframe

The selected consultant shall be contracted from 3 May to 06 June 2021.

2.6. Fees for the Assignment

The fees for the service will be per workday. The selected Consultant will be paid daily fees for the actual contracted days. The rate of daily fee will be determined based on a competitive process, through submissions of expressions of interest by the qualified and interested individuals or companies. In consideration of the same fee per workday for similar assignment(s) with the ILO or other UN and international agencies will be taken into account. Logistical expenses and biogas construction materials where applicable, should be included in the budget to be presented.

2.7. Expression of Interest

Expressions of Interest (EoI) should include:

Technical proposal:

- a cover letter and updated Curriculum Vitae.
- a technical proposal (max. 4 pages) summarizing proposed approach and work plan with the expected number of working days.
- evidence of similar work done and experience to undertake the assignment.

Financial proposal:

- asking rate (fees) in USD per workday and estimated number of workdays required to perform the assignment. Other logistical expenditures including materials, if applicable, must be included in the budget breakdown.

The EoI (financial and technical proposals) must reach the ILO **no later than 25 April 2021** and should be sent to the emails below:

Technical Proposal: greenenterprize@ilo.org and harare@ilo.org

Financial Proposal: FIN_HARARE@ilo.org (note it's FIN_HARARE)

Please consider that:

- The ILO only contracts individuals or companies in its Suppliers Database. Interested bidders should submit at their earliest convenience their filled in supplier's forms. Click on this [Link](#) to access the supplier's forms. Once completed, filled in and signed suppliers forms should be submitted to greenenterprize@ilo.org copying murungu@ilo.org

2.8.Special Terms and Conditions

Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to ILO according to the contract. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorization of the ILO.

Unsatisfactory or Incomplete Work

For the assignment, the ILO's Standard Rules and Procedure for Ex-Col/ Service Contracts shall be applicable. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that it be corrected or modified, or to refus