

## Request for Proposals



### Sustainable Energy for All Consulting Services: Women at the Forefront Technical Training Programme

**Bid Deadline: Friday April 2, 2021  
by 17:00 Central European Time, Vienna, Austria.**

# Terms of Reference

## Women at the Forefront Technical Training Programme Consulting Services

23 | 03 | 2021

## Background

The energy sector is behind others in terms of a gender-balanced workforce. A recent IRENA survey of the renewable energy workforce highlighted that only 32% of employees are women. Women in the energy sector tend to lack access to support networks, role models and champions to help advance their career, and public and company policies to help them realize their goals. Equal gender representation in the workforce increases GDP and improves corporate performance and innovation. In other sectors, companies with top quartile gender balance perform an average of 21% above their peers. We cannot hope to meet our SDG7 goals without women's professional contribution to the sustainable energy transition.

With supportive platforms and sponsored career development frameworks, more women will be equipped to enter the energy workforce and rise to leadership positions, bringing unique experiences to their decision-making roles; sustainable energy companies and organizations will diversify their staff, management, and C-suite; and women will occupy more leadership roles in the energy access sector, leading to accelerated, inclusive and gender-sensitive action on SDG7.

### Objective

The objective of this programme is to sponsor short training courses that elevate the skills of women in the sustainable energy sector and equip them as leaders of SDG7.

### Scope of Work

To advance women's contribution to the energy workforce and build the skills necessary to grow their careers, a selected supplier will support women's participation within a dedicated training programme in the energy sector. To avoid duplication of ongoing efforts, SEforALL will sponsor women to participate in current and ongoing technical trainings. Selected participants will have the opportunity to join the sustainable energy workforce and excel in their careers after attending any or all of the offered courses.

The selected supplier shall:

1. Identify trainees and programme participants eligible for trainings. Participants must identify as female and express an interest in working in the sustainable energy sector. The supplier shall determine eligibility in terms

of experience and background for each course offering, according to their existing selection criteria. The supplier may determine if courses will be open to women only or if selected participants will join courses open to other participants.

2. Conduct trainings for a minimum of 45 women. The supplier will be responsible for all aspects of the training, including participation of trainees, assessment of content understanding and issuing a form of certification upon completion of training. Course duration may vary depending on training offering. The offerings should include, but are not limited to, the following:
  - a. **Solar Training (Entry-level):** Provider will offer entry-level trainings on solar technology to women participants. Course will equip trainees to apply for a T2 license in Kenya.
  - b. **Solar Training (Advanced-level):** Provider will offer advanced trainings on solar technology to women participants. Course will equip trainees to apply for a T3 license in Kenya.
  - c. **Energy Management Training:** Provider will offer training on energy efficiency and building energy management to women participants. Course will offer a broad view on the impact of energy efficiency and the resources available to manage facility performance.
3. Provide completion report to SEforALL which will include:
  - a. Final list of training participants and courses completed
  - b. Overall evaluation
  - c. Brief testimonial on relevant lessons learned from the programme
  - d. Financial completion report

## Organization Requirements

All interested suppliers should submit a proposal that demonstrates the following:

- The organization must have over five years of international experience with proven expertise in professional training for renewable energy technicians.
- The organization must have experience in working with women and individuals from varying backgrounds.
- The organization must have experience in partnering with multiple stakeholders and a strong understanding of SEforALL and its mandate and goals.
- The organization must have demonstrated success uplifting marginalized or vulnerable participants, promoting career development and advancement for women, and developing the leadership of women within the energy sector.
- The organization must demonstrate a commitment to sustainability and gender mainstreaming. Eligible methods of commitment can be a statement certifying that the organization has a environment and gender policy in place.

A financial proposal should also be included that is broken down on cost item basis (Level of Effort, Travel, etc).

## Deliverables and Time Frame



The consultant will deliver the services between 4 April 2021 – 31 May 2021, in each case in form and substance acceptable to SEforALL in its discretion.

1. Women identified for participation in course offerings.
  - a. Entry-Level Solar Training: at least 25 women
  - b. Advanced-Level Solar Training: at least 10 women
  - c. Energy Management Training: at least 10 women
2. Conduct training courses (online or in-person, depending on in-country COVID-19 restrictions at time of execution).
3. Provide report on final participation statistics and testimonial on lessons learned.

Deliverable	Timing
1. Kick off Call	Week of contract signing
2. Entry-Level Solar Training	TBD
3. Advanced-Level Solar Training	TBD
4. Energy Management Training	TBD
5. Final Report & Testimonial	31 May 2021 (TBD)

Deadlines subject to change depending on timelines of project partners.

### Schedule of Payments

Payments will be structured following receipt of outputs as follows:

1. 30% upon review of course offerings and signing of agreement
2. 50% upon registration of 45 participants in courses
3. 20% upon completion of all courses and acceptance by SEforALL of the final report

The supplier should send an invoice to SEforALL at the [procurement@seforall.org](mailto:procurement@seforall.org) email address. The invoice shall include the purchase order, number, date of delivery, unit price and total amount. SEforALL will process the payments within 30 days of receipt of the invoice.

### Principles, Ethical and Quality Standards

The principles underpinning all activities shall be consistent with SEforALL's values of partnership, agility, diversity, equity, results, and trust.

### Note on eligibility

Offerors may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding contract with SEforALL. An Offeror shall not have an undisclosed conflict of interest. An Offeror shall be considered to have a conflict of interest if:

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- An Offeror has a close business or family relationship with a SEforALL personnel who: (1) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (2) would be involved in the implementation or supervision of such contract.
- An Offeror is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by SEforALL to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process.
- An Offeror has an interest in other Offerors, including when they have common ownership and/or management. Offerors shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Offeror is involved. This includes situations where a firm is the Offeror in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Offeror must disclose any actual or potential conflict of interest in writing and will be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to a representative of SEforALL's Administrative Board.