

Terms of Reference

Implement the certification of sustainable energy trainings in Morocco and Tunisia based on international standards and design of a regional quality scheme “Credentialing Program”



Regional Center for Renewable Energy and Energy Efficiency
 المركز الإقليمي للطاقة المتجددة وكفاءة الطاقة

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1 Background

The Regional Center for Renewable Energy and Energy Efficiency (RCREEE) is an independent regional organization, which aims to enable and increase the adoption of renewable energy and energy efficiency practices in the Arab region. RCREEE partners with regional governments and global organizations to initiate and lead clean energy policy dialogues, strategies, technologies and capacity development in order to increase Arab states' share of tomorrow's energy.

The German Federal Ministry for Economic Cooperation and Development (BMZ) commissioned GIZ to implement the project "Promoting Development and Employment through Renewable Energy and Energy Efficiency (RE/EE) in the Middle East and North Africa (MENA) (RE-ACTIVATE)".

RE-ACTIVATE helps identifying and exploiting complementarities and synergies across national and/or sectorial borders in promoting sustainable energy technologies and sustainable local development. It serves as a bridge and links supporting activities of like-minded actors, helping bridge gaps, providing targeted knowhow regarding the inter-linkages and inter-dependencies between sectors and countries.

The analysis of current capacity development context conducted by RCREEE highlighted the pressing need for high-quality training programs that requires well-qualified instructors and training centers with appropriate equipment, based on that RCREEE initiates and proposes credentialing and certification programs to ensure the efficiency and reliability of capacity development programs for sustainable energy market in the Arab Region.

In that respect, RCREEE and RE-ACTIVATE entered into a cooperation agreement to support national and regional cross-border cooperation and to establish certified training activities and develop quality and competency standards for clean energy educators, training centers, trainers and programs at regional level. Based on the market investigation study.

Within the framework of this initiative RCREEE and RE-ACTIVATE conducted two studies to assess the current context and prospects at regional and international level entitled: RE & EE CD Market investigation study and Worldwide RE/EE Quality Assurance Schemes & Training Programmes/Market Assessment & Benchmarking.

In addition, RCREEE and RE-ACTIVATE create synergies between sectors and countries concerning establishing training offers and quality insurance mechanisms and work in close collaboration with bilateral projects. This include : Morocco with the Project "Support for the Moroccan Solar Plan" (commissioned by: German Federal Ministry for Economic Cooperation and Development (BMZ)), that also supports the introduction of vocational training offers in the field of RE/EE; Tunisia with the project "Human Capacity and Resource Development for the development of the Tunisian solar market RCH-DMS; commissioned by the German Ministry of Foreign Affairs (AA)" in order to ensure the qualifications for PV installers to respond to growing demand and RE-ACTIVATE project that aims to introduce training offers in EE field.



2 Objective

The Credentialing initiative goal is to ensure the efficiency and reliability of capacity development programs (CD) in the MENA Countries and to raise performance, coherence and quality of skills training provision.

In these regards, the present assignment aims to design a regional credentialing program based on quality and competency norms, standards and certification programs for clean energy educators, trainees, training centers and programs, and assist MENA countries to build a quality-trained sustainable energy workforce adapted to their local context.

The mission also includes the support and assistance of Morocco and Tunisia to develop and introduce certification processes for training offers.

3 Scope of Work

Under this assignment, the Expert(s) in cooperation with one (minimum) Tunisian and one (minimum) Moroccan expert will perform the following key activities (Work Packages 1 to 4 that will be conducted in parallel and are non-consecutive).

The assignment requires at least four missions to Tunisia and Morocco and an effective coordination with national consultants that will ensure the regular meetings with national partners. The expert will be in charge of contracting and selecting the national consultant.

Work Package 1: Support Morocco and IFMERE in the conception and implementation of a national certification process in close cooperation with the concerned national partners and GIZ projects. This will include

Task	Description	Expert days
1.1	Assessment and gap analysis of national context and evaluation of work progress in QM/CD related to pre-audit preparation for certification.	3
1.2	Adaptation of defined internationally acknowledged standards and quality assurance mechanisms for trainees, training center facilities, training programs and training providers to the local level and needs.	3
1.3	Preparing a national guideline of quality and competency standards, accreditation and certification program for clean energy trainers, trainees, training centers and training programs adapted to Moroccan context and according to the national needs and request and based on international standards.	10
1.4	Assistance in the process implementation and national endorsement of standards and quality management (macro and meso level)/ Accompanying at least one certification process of an accredited institution.	10
1.5	Dissemination of the pilot project findings at national and regional level.	5



Work Package 2: Support Tunisia in the implementation of a certification process based on international standards for training programs in the PV and EE sectors in close cooperation with the concerned GIZ projects (namely RCH-DMS and RE-ACTIVATE) and their national partners. This includes:

Task	Description	Expert days
2.1	<p>Assessment of the national context and national work progress related to ensuring the quality of existing and planned RE/EE training programs:</p> <p>Review of the deliverables produced by the local Tunisian consultants (to be delivered in October 2016): Feasibility study, propositions to implement certification process(es) for training programs in the PV and EE sectors and the detailed planning (for the implementation of the certification process and its support by the consultants; including tasks/deliverables 2.1-2.5)</p> <p>Joint presentation (with local consultants) of the propositions in front of the Steering committees of RCH-DMS and RE-ACTIVATE and the concerned public institutions in Tunisia in order to plan and approve further steps.</p>	3
2.2	<p>Preparing in close collaboration with the local stakeholders specific guidelines of quality and competency standards, accreditation and certification programs for at least two training fields (PV-Installation and Energy Efficiency Experts) that ensures sustainably of the quality of the training offers.</p>	20
2.3	<p>Further dissemination of the abovementioned guidelines among relevant stakeholders in Tunisia in the form of workshops and/or training courses.</p>	5
2.4	<p>Accompanying the implementation of two national processes respectively for EE and RE sectors as well as the national endorsement of standards and quality management: This also include the support of the certification process of accredited institutions and national trainers in cooperation with DMS and RE-ACTIVATE projects.</p>	10
2.5	<p>Dissemination of the pilot project findings at national and regional level.</p>	5



Work Package 3: Develop a comprehensive concept of a Regional Credentialing program (Certification and accreditation procedure for vocational training) and development of training standards and quality assurance mechanisms adapted to MENA countries context for clean energy trainees, training centers, trainers and sustainable energy programs. This includes:

Task	Description	Expert days
3.1	Review and analysis of conducted studies and compilation, evaluation, gap analysis and synthesis of best practices and experiences at the international level with a focus on European and Arab countries.	3
3.2	Development of the manual of procedures and the guideline of the regional credentialing program defining the regional standards and quality assurance processes for the trainees, training provider including the institutions and instructors and training programs and materials. The manual should also define the role and contribution of each partner in the certification process.	20
3.3	Prepare a road map of actions for the implementation of the regional credentialing program for vocational trainings.	5
3.4	Development of impact assessment and evaluation procedures of the regional process based on the international standards taking into consideration the four pillars of capacity development activities.	5
3.5	Project and results discussion with national stakeholders as well as dissemination: Organization and participation to regional events to present the initiative and the work progress and results.	10

Work Package 4: Evaluation and improvement and impact assessment. This includes:

Task	Description	Expert days
4.1	Design of surveys/questionnaires for the process evaluation and impact assessment that will be conducted after the quality assurance scheme quality implementation for the future follow up and monitoring of the mechanism for both the national and regional processes.	3
4.2	Proposal of improvement and recommendations for the national pilot projects based on the outcome of the testing period.	3
4.3	Improvement of the regional process based on the return of experience of pilot projects.	3
4.4	Providing meetings and events minutes as well as progress reporting.	5



4 Reporting and Deliverables

The expert must deliver the following requirements that will be directly reviewed by GIZ/REACTIVATE; RCREEE and local stake-holders (namely ANME in Tunisia (the leader national partner) and DFP (Moroccan Department of Vocational Training) and IFMERE in Morocco) and checked for quality assurance within the mentioned deadlines:

Work Package 1 : Support Morocco		
No.	Deliverable Description	Deadline
1.1 & 1.2	<p>Reviews of local deliverables concerning certification processes and their implementation:</p> <ul style="list-style-type: none"> • Existing documents/ Description of the current situation • Propositions and their implementation • Detailed planning <p>Joint presentation in Morocco, further reviews after discussion with partners and local stakeholders.</p>	November 2016
1.3	<p>Guidelines of quality and competency standards, accreditation and certification program adapted to local context (PV-Installation and Energy Efficiency)</p>	March 2017
1.4	<p>Final national report summarising the proposed qualification process and recommendations for improvement based on the initial evaluation of the Moroccan case study.</p>	September 2017
1.5	<p>Power Point Presentation at national meetings and events. Reporting and evaluation of workshops and/or training courses</p>	According to the need and work progress

Work Package 2: Support Tunisia		
No.	Deliverable Description	Deadline
2.1	<p>Reviews of local deliverables concerning certification processes and their implementation:</p> <ul style="list-style-type: none"> • Feasibility study • Propositions and their implementation • Detailed planning <p>Joint presentation in Tunisia, further reviews after discussion with partners and local stakeholders.</p>	November 2016
2.2	<p>Two guidelines of quality and competency standards, accreditation and certification program (PV-Installation and Energy Efficiency Experts)</p>	March 2017
2.3	<p>Power Point Presentation at national meetings and events. Minutes and evaluation reports of workshops and/or training courses</p>	According to the need and work progress
2.4	<p>Evaluating report of the implemented certification processes Final national report summarising the proposed qualification process and recommendations for improvement based on the initial evaluation of the Tunisian case study.</p>	June 2017 September 2017
2.5	<p>Power Point Presentation at national meetings and events. Minutes and evaluation reports of workshops and events</p>	According to the need and work progress



Work Package 3: Regional Credentialing program development		
No.	Description	Deadline
3.0	Project Methodology and Approach	October 2016
3.1	Synthesis of best practices at international and regional level	November 2016
3.2	Regional procedure guidelines of the credentialing project including standards and quality assurance mechanisms for trainees, training center facilities, training programs and trainings providers.	March 2017
3.3	Road map of actions for the implementation of the regional credentialing program for vocational training.	July 2017
3.4	Final report including evaluation of national processes, impact assessment, proposal of improvement and recommendations for the national pilot cases as well as the improved and modified version of the regional guideline of the credentialing process based on the return of experience of pilot projects.	September 2017
3.5	Reporting and minutes Power Point Presentation at regional meetings and events.	According to the need and work progress

Work Package 4: Evaluation and improvement and impact assessment		
No.	Description	Deadline
4.1	Surveys, questionnaires and process evaluation guidelines for the regional quality assurance mechanism for vocational training	June 2017
4.2	Evaluating report of the implemented pilot cases: at least one certification process for Tunisia and one from Morocco	September 2017
4.3	Regional impact assessment and proposal of recommendations and improvements for the regional mechanism/Updated version of the regional credentialing guideline	September 2017
4.4	Progress reporting and event and meeting minutes	According to the need and work progress

5 Qualifications of the Consultant

The consultants could be an independent expert, a consortium or consulting firm, they are expected to fulfil the following requirements:

- Advanced university degree in energy, energy management, renewable engineering, or other energy relevant fields, as well as quality assurance and project management.
- At least 10 years of experience in the design and implementation of capacity development strategies or action plans in renewable energy and energy efficiency field



at international or regional level, preferably with further experience in the MENA region.

- In-depth knowledge of training activities in the MENA region
- Thorough knowledge of certification processes, quality assurance mechanisms and standards for capacity development activities.
- Proven track record of delivering similar services at a regional or national level
- Excellent command of written and spoken English and French.

The assignment must be conducted in close coordination with RE-ACTIVATE and all concerned partners (mainly ANME, the leader Tunisian partner and DFP and IFMERE, the Moroccan partners). The consultants are responsible for the delivery of all contents based on the scope of work with respect to the reporting schedule.

6 Contracting Party and Beneficiary

The Consultant(s) will enter into a consultancy contract with RCREEE and GIZ/REACTIVATE according to their internal regulation and terms of contracting.

7 Provisions

1. All activities need to be in a strong accordance with the above-mentioned requirements and based on state-of-the-art in knowledge as well as international standards.
2. The consultant will closely communicate and coordinate with the Commissioning Party (RE-ACTIVATE/RCREEE) throughout the project.
3. The Commissioning Party has the right to have all reports under this project redrafted by the consultant as many times as necessary to achieve an acceptable final version by the beneficiary. The project time line indicated has to be strictly adhered to.
4. The Consultant shall acknowledge that the Commissioning Party and the national leader partners mentioned above have proprietary rights of all reports, articles, and any other documents acquired, compiled or prepared in the performance of the project, with the exception of those documents used in the project which have already been copyrighted.
5. The consultant shall be under an obligation of confidentiality on all matters concerning the activities and all issues relating to its assignment in the project. This confidentiality clause commits the consultant "to respect the secrecy of all information, knowledge of which it may gain during the execution of its work, and to refrain from divulging to third parties or from using for personal/corporate gain or for that of a third party any document or item of information which would not otherwise have been made public,



even after they have ceased to be of relevance to the aforementioned work. The consultant shall thus not make any statements publicly or to media regarding the assignment unless the Commissioning Party has given its written permission to do so.

6. For national pilot projects, the expert can contract a qualified national expert selected with common agreement with GIZ/REACTIVATE and the national leader partners (ANME in Tunisia and DFC and IFMEREE in Morocco).
7. The regional reports should be submitted in English and French.
8. The national reports for Tunisia and Morocco must be submitted in English and French.
9. All the products shall be published, no copyright.

8 Submission of proposals

Applicants are requested to submit their proposals no later than 25 October 2016. Technical and financial offers should be sent by e-mail to rim.boukhchina@rcreee.org, inass.aboukhodier@rcreee.org and yasmeen.oraby@rcreee.org. The application package must include:

- The technical proposal detailing the work scope, outline and methodology to be adopted.
- Introduction of the consultant including track record of relevant renewable energy and energy efficiency and capacity development experience at international or and regional level, and CVs of the experts to be involved.
- Any other relevant documents to demonstrate competency of the applying institution for the required services
- The financial offer will contain detailed, item-wise estimates, so that there will not be any confusion any time of tender evaluation as well as during execution and payment. Please indicate the total cost including all expenses in Euro. The consultant must quote his rates in figures as well as in words. The fees are fixed and not subject to any adjustment.

9 Payment Conditions

The payment will be provided to the consultant after successful completion of the tasks presented above and their approval by GIZ/REACTIVATE, RCREEE and the national partners, and the provision of all deliverables.

The consultant(s) have to present detailed invoice for the payment.

Payment for the services described above will be made as presented in the following table:



Schedule	Payment conditions	Share	Date
First payment	Commissioning Party and the national partner's acceptance and approval of above mentioned deliverables.	15 %	December 2016
Interim payment	Commissioning Party and the national partner's acceptance and approval of above mentioned deliverables.	30 %	April 2017
Interim payment	Commissioning Party and the national partner's acceptance and approval of above mentioned deliverables.	25 %	July 2017
Final payment	Commissioning Party and the national partner's acceptance and approval of above mentioned deliverables.	30%	October 2017

10 Other terms and conditions

- The opening and evaluation of the offers will be done in accordance with RCREEE regulations. RCREEE reserves the right to accept or reject any offer without assigning any reason thereof.
- National partners namely the ANME, DPC and IFMERE will be involved in the evaluation of the technical proposal.
- The costs of preparing the proposal and negotiating contract are not reimbursable.
- The offer of the Consultant shall remain valid for a period of 60 days after the last date of offer submission.
- In case of non-conformity of offers RCREEE has the right to cancel the tender without assigning any reason thereof.
- The offer should be submitted in a pdf format under a forwarding letter. Both the forwarding letter and each page of offer shall be signed by authorized signatories of the consultant.
- The fee shall be fixed and inclusive of all taxes and local levies, as applicable from time to time.
- The consultant should not have abandoned any consultancy assignment during the last 3 years, ending September 2016 nor should he have been debarred or blacklisted by any Organization during the said period of 3 years.
- RCREEE has the right to have all reports under this project redrafted by the consultant as many times as necessary to achieve an acceptable final version by the beneficiary.



- The project time line indicated has to be strictly adhered to.
- The Consultant shall acknowledge that RCREEE and RE-ACTIVATE and the national partners have proprietary rights of all reports, articles, and any other documents acquired, compiled or prepared in the performance of the Project, with the exception of those documents used in the project which have already been copyrighted.
- The consultant shall be under an obligation of confidentiality on all matters concerning the activities and all issues relating to its assignment in the Project. This confidentiality clause commits the consultant "to respect the secrecy of all information, knowledge of which it may gain during the execution of its work, and to refrain from divulging to third parties or from using for personal/corporate gain or for that of a third party any document or item of information which would not otherwise have been made public, even after they have ceased to be of relevance to the aforementioned work. The consultant shall thus not make any statements publicly or to media regarding the assignment unless RCREEE has given its written permission to do so.
- This ToR shall be deemed to form an integral part of the contract and should be returned signed by the applicant as part of the Technical Proposal.

11 Bidder Selection

RCREEE will only contact short-listed bidders based on RCREEE's internal regulations and policies. RCREEE has the right to accept or refuse any offers without any justifications.

12 Contract Party and Beneficiary

The selected bidder will enter into a consultancy contract with RCREEE according to its internal regulation and terms of contracting.

Cairo, 03.10.2016