



Terms of Reference – Individual Consultant

Contract	
Project	Capacity building for rural energy access – In-country community trainers for Solomon Islands
Expertise	
Category	Technical – Level B
Location	
Duty Station	Solomon Islands
Contract Length	
Start Date	1 April 2021
End Date	31 December 2021
Part-time/Full-time	Part Time
Contract Value	
Deliverable based	USD \$5,000
Days Estimated	111 days
Total Fees	USD \$ 5,000 plus travel expenses
Specifics of Recruitment	
<p>Introduction</p> <p>About PIDF</p> <p>The PIDF is a multilateral and multi-stakeholder organization focusing on a distinctive Pacific model of green growth in blue economies aligned to sustainable development principles. The PIDF is a permanent observer to the United Nations and is a member of the Inter-agency Collaborative Group on the Global Partnership on SIDS. It is a space for catalyzing, mobilizing and mainstreaming action in support of sustainable development through green/blue economy in Pacific Island Countries. PIDF is an action-oriented platform to identify innovative solutions and works closely with Regional and International counterparts to engage state and non-state actors to develop high-impact collaboration on sustainable development and poverty reduction in the Pacific Islands. PIDF has partnered with the Global Green Growth Institute (GGGI), through a Grant Agreement with the Korea International Cooperation Agency (KOICA) to implement the project “Capacity building to strengthen sustainable implementation of renewable energy technologies for rural energy access” in Solomon Islands, Vanuatu, Fiji and PNG. This position is part of the Solomon Islands component of the capacity-building project and for this purpose; PIDF will be recruiting a four Consultant Trainers, based in Honiara, Solomon Islands for the duration of the project.</p> <p>Project Background</p> <p>The project “Capacity Building to Strengthen Sustainable Implementation of Renewable Energy Technologies for Rural Energy Access” is a 3-year regional project (2019-2021) implemented in the Melanesian countries: Fiji, Vanuatu, Solomon Islands and Papua New Guinea and funded by the Republic of</p>	

Korea through the Korea International Corporation Agency (KOICA) and implemented by GGGI in partnership with the Pacific Islands Development Forum (PIDF).

The project's main objective is to strengthen informed and inclusive decision-making by resource owners and local government officials for integration of Green Economy (GE) and Renewable Energy (RE) into Local Level Planning and to Strengthen Implementation of Renewable energy (RE) infrastructure for Rural Electrification. GGGI has worked closely with local partners to develop various training modules within the project context to achieve this goal. In addition, in-country based local trainers will be engaged to deliver these capacity building trainings throughout the identified communities.

The direct beneficiaries of this capacity building project will be a total of 3000 trainees from 4 countries. The target groups for this capacity building training are:

- 1) Local government officials, Provincial Councils, District Councils, Town Councils, Island Councils, etc.
- 2) Traditional community/religious leaders and vulnerable groups (women, young leaders), etc.
- 3) Local electricians, people with technical aptitude, etc.
- 4) Small businesses

In order to carry out the capacity building training to the beneficiaries, the project has developed and is currently finalizing 10 training modules, complete with trainers guides and learners' workbooks, on Green Economy (GE) and Renewable Energy (RE), taking into account gender and inclusive development, encapsulating the following:

Green Economy Modules:

- GE General Principles
- Energy Efficiency Basics
- Green Business Basics
- Inclusive Development

Renewable Energy Modules:

- RE General Principles
- Solar in the Community
- Pico-Hydro in the Community
- Solar Operations and Maintenance Basics
- Pico-Hydro Operations and Maintenance Basics
- RE Financial Management

Objectives/Purpose of the Assignment:

The objective of this consultancy is to support GGGI and PIDF in conducting main training of selected remote communities, using the finalized versions of the above-mentioned training materials, with the aim to train ~750 people in Solomon Islands, while achieving at least 40% participation from women and at least 20% participation from vulnerable groups.

Pilot trainings were already conducted in Q3, 2020 in order to seek feedback on all of the draft training modules with respect to their suitability, simplicity, applicability, etc. as well as the best delivery methods for the communities and the general lessons learnt from the whole training experience. The feedback obtained from the pilot training of communities was presented and validated in a Regional workshop in November 2020, based upon which the 10 trainings modules are now undergoing final revisions and customizations, after which these will be translated into each of the 4 country local languages.

Following translations and printing, a training of trainers (ToT) is scheduled for March 2021. Main community trainings are expected to be completed in all 4 countries between April- July 2021.

The selected consultant(s)/trainer(s) will work together with and support the respective PIDF/GGGI in-country project coordinators to travel and conduct training(s) in selected remote communities (the in-country project coordinator will also be the lead trainer).

While a project workplan is in place, it has to be noted that due to the effects and restrictions of COVID-19, there may be difficulty and un-expected delays to schedules in the target countries. As such, this contract is designed on a part-time deliverable basis.

Scope of Work:

Throughout this phase of the project, the consultant shall work closely with PIDF and GGGI and discuss tasks, plans, content, and implement the activities. The consultant must work closely with the PIDF in-country project coordinator in order to ensure that the training teams are well prepared with the training materials and their delivery.

This consultancy is covered in two parts as per below:

Part A:

1. Attending, actively participating in the training of trainers (ToT) Workshop. Completing the competency-based assessment, as per Deliverable A1, where only shortlisted, successful candidates will proceed onto the second stage (Part B), as recruited selected trainer(s).

Part B

1. Attend the kickoff meeting with PIDF and GGGI, to discuss the module contents and intended delivery ideas. This is intended to allow the trainer to get briefed and align themselves with the objectives of this project and its workplan. Provide an Inception report after this as per Deliverable B1.
2. Assist the in-country Project Coordinator in developing the schedule for the trainings, and ensure that the communities and project team, are fully informed of the training schedules and are well-prepared prior to and during the training.
3. Assist the Country Project Coordinator; with preparing the stationery and necessary for the training, in addition to accompanying the Project Coordinator to the selected communities, and conducting training for the target groups. Ensuring that a minimum of ~750 people in Solomon Islands have been successfully trained on the 10 training modules.
4. Submit a post training report, highlighting the community training experiences and capturing all feedback, success stories, analysis and results from training evaluation,
5. Facilitate with the 2021 Regional Workshop, and present on the experiences and results from the training of communities from the respective country.
6. After the regional workshop, the trainer is to provide an exit report, highlighting his/her experience through the consultancy as well as providing recommendations on how such consultancies can be improved for future work by PIDF and its partners.

Output/Reporting Requirements/Deliverables:

The consultant shall report regularly to the in-country project coordinator. The consultant must always work as part of a team with PIDF, GGGI, and other consultants. Microsoft PowerPoint and Word products must be delivered using PIDF templates provided.

Part A:

1. Deliverable A1: Pre- engagement competency-based assessment.

Attending and actively participating in the training of trainers (ToT) Workshop. This workshop will be held physically with approximately 8 selected trainers in each of the 4 countries. All 4 countries will be joined together virtually, with the main trainers presenting online. The ToT will be 2 weeks long, covering one training module per day. All participants will be provided with a daily allowance for participating in the ToT. During the two-week long ToT, all participants will be given an assessment to complete (theoretical + practical demonstration of training on a particular subject). Only shortlisted and successful participants will be hired in each country to become trainers for this project, and will continue onwards with part B of the consultancy.

Part B:

1. **Deliverable B1:** Brief Inception Report (approx. 3 pages) with work plan for the assignment, consultant's understanding of the assignment, list of resources the consultant expects to use, any initial suggestions/comments on the training modules, delivery methods and training schedule within 3 days of formalizing the contract.
2. **Deliverable B2:** Assisted the In-Country Project Coordinator, in developing a schedule for the training and ensure that the communities and the project teams are fully informed of the training schedules and are well-prepared prior to and during the training. Assist in making all arrangements for the community trainings in terms of communications, logistics, etc. with relevant stakeholders.
3. **Deliverable B3:** Accompany the Country Project Coordinator, to the selected communities and conducted the training of the target groups, ensuring a minimum of 750 people have been trained on the 10 training modules. Note that not all modules are meant for all target groups, hence the available "training matrix document" must be used to determine this. All other KPIs for the project must be met as well. During training, the consultant/trainer shall work very closely with the country coordinator and other trainers to ensure that the communities are well informed and are allowed time to coordinate amongst themselves to provide names of who will be attending each of the 10 training sessions. The consultant/trainer is to ensure that all participants are clearly and accurately classified into each of the target groups of this project (for documentation purposes as well as reporting and presenting in the 2021 Regional Workshop). The consultant/trainer must work as a team and follow instructions from the Country Coordinator, and PIDF Team to ensure all training and related activities go as planned, without any disruptions, and to ensure that the participants have the maximum comfort and benefit from the trainings. **At the end of each day of training, the Consultant/ Trainer must submit an activity report back to the country coordinator, and PIDF Team on the; number of training, type training and the number of trainees accomplished for the day.**
4. **Deliverable B4:** The Consultant/ Trainer must submit a Post Training Report, highlighting the community training experiences and capturing all feedback, success stories, pictures and videos, as well as analysis and results from the training evaluation.
5. **Deliverable B5:** Facilitate with the 2021 Regional Workshop, and present on the experiences and results from the training of communities from the respective country. The regional workshop will have a larger set of audience, partners, stakeholders, etc. Note that the regional workshop is

intended to be held centrally in Fiji, whereby the trainers from other countries will be required to travel to Fiji (logistics will be arranged and catered for separately). However, if the COVID-19 restrictions do not allow for international travels, the trainer will be required to join in virtually and present/engage remotely for the duration of the workshop. The trainer will be required to send a video recording of their presentation prior to the workshop, in case poor internet connectivity prevents live presentations.

6. **Deliverable B6:** An exit report must be submitted, highlighting his/her experience during the period of temporary employment, as well as providing recommendations on how such consultancies can be improved for future work by GGGI and its partners.

All of the consultant's work products developed and used for this project will be transferred to and become the property of Pacific Islands Development Forum and the Global Green Growth Institute.

Qualifications/Experience/Expertise

- Tertiary level degree/certificates (e.g., universities, colleges, trade schools) or equivalent in a discipline related to Engineering, Renewable Energy, Sustainability, Climate Change, Environmental Science or Rural Development; Training of Trainers (ToT) accreditation would be an added advantage.
- Demonstrated experience as a trainer/educator/facilitator, related to working in or with, rural communities in the Pacific Island countries listed under this project.
- Excellent knowledge and experience of national language and cultures in Fiji/Vanuatu/Solomon Islands/PNG (subject to the country you are applying for).
- Ability to translate English to national language and vice versa (both written and oral) is a requirement.
- Experience working with the private sector and/or with private sector, business associations and local government would be an advantage
- Demonstrable relationship management and stakeholder engagement experience
- Demonstrate analytical and report writing work.
- Basic understanding of qualitative and quantitative data analysis.
- Excellent communication skills in English (oral and written)
- Excellent command of Word, Excel and PowerPoint; familiarity with Adobe applications would be an advantage.
- Workshop logistics and project management experience
- Understanding of the climate change sector, including how climate change impacts Pacific Island countries, and the mitigation and adaptation options would be an advantage
- Understanding of how communities can build resilience to climate change in the Pacific, would be an advantage
- Previous experience in similar work in Pacific island countries would be an advantage.
- Ability to work as a contributing member of a Pacific Team

Payment Modalities

The consultant shall be paid the consultancy fee upon completion of the following milestones

Milestone #	Description	Expected Deliverable Date, after signing of contract	Payment %
A1	As per Deliverable A1		5%
B1	As per Deliverable B1		5%
B2	As per Deliverable B2		30%
B3	As per Deliverable B3		10%
B4	As per Deliverable B4		30%
B5	As per Deliverable B5		10%
B6	As per Deliverable B6		10%
			100%