

Terms of Reference

Training to build the capacity of the National Renewable Energy Associations

Gender Inclusion training

Introduction

GOGLA is the global association for the off-grid solar energy industry. We are proud to champion one of the world's most innovative and impactful sectors. Hundreds of millions of people already benefit from affordable, high-quality, clean off-grid solar products and services. With the right support, our pioneering industry will be able to scale up rapidly to improve the lives of 1 billion people by 2030. To help make this happen, we promote, safeguard, and convene the industry, advocating for enabling policies and increased investment as well as supporting our 200+ members with effective services www.gogla.org.

GOGLA is a Clean Energy Partner of [the Transforming Energy Access for Households and Improved Livelihoods Programme \(TEA\)](#), funded by the UK Foreign, Commonwealth and Development Office (FCDO). GOGLA is leading the project 'PowerUp! Strengthening National Renewable Energy Associations', which focuses on activating and strengthening National Renewable Energy Associations (NREAs) to promote off-grid solar markets. The project, which runs from 2018-2022, consists of three complementary components:

- Creating a learning and sharing network for NREAs
- Facility for joint market enabling activities
- Targeted capacity building support to individual associations

The first component aims to increase the capability of NREAs to deliver valuable services to their members and fully represent their members – in particular to governments. The goal of component two is to strengthen ties between associations and to address regional policy challenges affecting off-grid energy, while component three supports two NREAs through targeted capacity building on identified priority gaps.

This consultancy role refers specifically to the first component.

Background

National Renewable Energy Associations (NREAs) play a key role in activating national off-grid electrification markets and are key partners in creating and maintaining enabling policy and financial environments. Without a strong single voice representing the industry, governments and other stakeholders do not have a legitimate counterpart and the basis for constructive public-private dialogue is missing.

The first project component has created a learning and sharing network of NREA's to facilitate peer-to-peer learnings, regular trainings, thematic workshops, and funder's meetings. The topics can range from strengthening governance to fundraising abilities, depending on what the network has outlined as priority areas.

This specific training focuses on gender inclusion and aims to improve the understanding of the NREA staff and board members on gender inclusion on a conceptual and practical level, for example, by looking at the gender split and differences across organisational structures and practices, including when it comes to hiring, salaries, senior roles, and responsibilities. The focus will be on cultural aspects as well as unconscious bias within organisations and the wider off-grid solar sector with an overview of how investors, donors, governments, end-users, companies and other key stakeholders approach gender. Additionally, we want to provide a high-level overview on the role of gender within the off-grid solar sector with examples of companies that have put

in place gender policies as well as investors that focus on gender as part of their investment criteria. Finally, we want the NREAs to be able to implement a gender and diversity lens when it comes to their organisational structure and management as well as to encourage their members to do the same. Understanding the benefits of gender equality is a crucial part of this together with providing some key tools and metrics to measure impact and success as based on the existing gender equitable business policies and metrics. We also hope the training will briefly look at the role that the intersectionality of sex, race, class, gender, and other key identifiers play in investment and business performance as well as organisational structures and management.

Objectives of the Assignment

The overall aim is to improve the skills and capacity of higher management of selected NREAs when it comes to gender and inclusion in their respective organisations. The training will be conducted with the aim of increasing capacity in developing and implementing a gender inclusion strategy within NREAs, but also to understand the concept of gender on a higher level and within the off-grid solar sector and its customers in their country and beyond.

At the end of this training, the training participants should be equipped to:

- Design a gender and inclusivity plan and policies for their association as based on existing gender equitable policies and introduce practical tools to implement and measure the same.
- Know how to monitor the progress in gender inclusion and collecting data on the same.
- Engage their members on the topic of gender and better understand the role of gender and inclusion in the wider off-grid sector and the impact on funding, business models and operations.
- Be familiar with the key organisations and documents focusing on the topic of gender inclusion in the OGS sector.

Scope of the Work and Key Deliverables

Location: Nairobi, Kenya (on-site).

Date: the 24th & 25th of February, 2022.

The expert will be responsible for the planning of the workshop, development of the training module and conducting an 8-hour workshop for the invited participants on Thursday and Friday the 24th & 25th of February. See Annex 1 for suggested details on the agenda. The training should consist of a balance of lectures, group activities, case-studies, and practical exercises from across the continent, as well as working sessions to accommodate a variety of learning styles. Using existing documents and tools is encouraged. During the workshop, the expert is also expected to provide the participants with relevant reference materials, which may help them in their work and future projects.

The training can be held in English or in French, simultaneous interpretation will be provided. The training materials should be delivered one week prior to the training date, to ensure time for professional translation to French or English.

The consultant is expected to complete the following tasks:

- Conduct the training session for a max nr. of 20 participants representing local staff from NREAs.
- Familiarise participants with key concepts and practical framework on gender inclusion as outlined above.
- Equip training participants with the required tools to be familiar and skilful when developing gender strategies – from issue identification to defining gender to the implementation of strategies.
- Showcasing gender inclusion materials and their results.

- Showcasing practical cases of lessons learned from gender inclusion strategies from the standpoint of an association.
- Document and share observations regarding weaknesses and issues that need further development as well as recommendations.
- Preparation of training manual and other related materials.
- (Optional): Personal consultations after the event.

Outputs and Schedule

Milestones:

Deadline	Item
February 2	Proposal Submission Deadline
February 9	Expert Contracted
February 10	Inception, outlines
Until February 17	Designing training material, sharing first draft
Until February 22	Delivering final training materials (also translated in FR)
February 24 & 25	Training Days

Support from GOGLA

Support and inputs to be provided by GOGLA in the development of the training include:

- Guidance on the development of the training and the materials.
- Connection and introductions to the participating NREA's beforehand – if needed.
- Access to relevant GOGLA material and information.
- GOGLA PowerPoint and Word document templates for the submission of final deliverables.

Intellectual property

GOGLA and funders will make the materials available for sharing via its channels, giving due recognition to the author(s) of the materials, adding basic branding to the various documents and materials as applicable. The consultant will be expected to ensure that the materials prepared are free of any intellectual property rights or grant a GOGLA and funders a free licence (for at least three years) to publish them at no cost.

Contracting, Remuneration and Expenses

If applicable, GOGLA shall pay the consultancy fee to the consultant as agreed between both the parties by contract agreement. The proposed payment scheme is 30% upon delivery of the written training material and 70% after completion of the training; both to be delivered to the satisfaction of GOGLA.

All travel and local expenses are to be included and specified in the contract agreement. Please note that GOGLA guidelines for travel approve of economy flight fares and mid-range business hotels for accommodation.

A draft contract is attached as Annex 2. Please review this carefully before applying to ensure that the contract terms are acceptable.

Qualifications and Experience

Global Off Grid Lighting Association / Association (Vereniging) incorporated in the Netherlands / Chamber of Commerce KvK number 62066064. Address: GOGLA (Global Off-Grid Lighting Association), Johan Cruijff Boulevard 91, 1101 DM, Amsterdam Zuid-Oost, The Netherlands

We are looking for an expert/consultant with experience in working on the topic of gender inclusion, preferably in the off-grid solar sector space and with experience on capacity building. The expert should have:

- Advanced knowledge and experience on gender inclusion concepts, terminology, and strategies.
- Good knowledge of the current challenges and best practices on gender inclusion in the off-grid solar sector business models.
- Proven record of conducting training and capacity building workshop sessions.
- Good communication skills (in writing and verbally).
- Advanced facilitation and training skills.
- Experience in producing high-quality written content and reports.
- Knowledge of the English language. French skills are highly regarded.

Evaluation

The criteria which shall serve as basis for evaluating offers will be:

Technical Qualification weight: 70%

Financial/Price Proposal weight: 30%

A two-stage procedure is utilised in evaluating the proposals, with the evaluation of the technical proposal being completed prior to any price proposal being compared. Only the price proposal of the candidates who passed the minimum technical score of 50% in the technical qualification evaluation will be evaluated.

Submission of Application

Submission of package:

- Personal CV, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the expert.
- Brief description of why the individual considers him/herself as the most suitable for the assignment.
- Technical proposal / methodology on how they will approach and complete the assignment.
- Financial proposal which shall specify a **total lump sum amount** with a clear break down of costs.

Proposals should be submitted to Kia Muukkonen until **February 2nd, 2022**.

Late or incomplete applications will not be considered. Any questions regarding this TOR should be addressed to **Kia Muukkonen** at **k.muukkonen@gogla.org** prior to the deadline.