**Term of Reference for solar energy based theoretical and technical Training of Trainers consultant (Trainer) for Plan International project " Light Up your Future’: Socio-economic Empowerment of Young Refugees in Sudan through Sustainable Energy Solutions, funded by the Islamic Development Bank.**

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# Organization Background

Plan International is an independent child rights and humanitarian organization committed to children living a life free of poverty, violence and injustice. We actively unite children, communities and other people who share our mission to make positive lasting changes in children’s and young people’s lives. We support children to gain the skills, knowledge and confidence they need to claim their rights to a fulfilling life, today and in the future. We place a specific focus on girls and women, who are most often left behind. We have been building powerful partnerships for children for more than 75 years, and are now active in more than 70 countries. In Sudan, Plan operates in four states which are White Nile, North Kordofan, Kassalla and North Darfur. The assessment is to be conducted in White Nile South Sudanese Refugees camps and host communities in Al Salam locality, with focus on Al Redis 2 camp.

# Project Background:

The current crisis in South Sudan (SSD) started in Dec. 2013 and affects the South Sudanese population. The project focus on refugees displaced to White Nile state in Sudan particularly refugees in Al Redis 2 and the host community.

The project intends to create employment and self-employment opportunities for the refugees affected by the Conflict in South Sudan and other nearby countries, by providing with capacity building trainings and the development of Income Generating Activities based on renewable Energy solutions such as a Multifunctional Platform, object of this tender, and a solar oven which will be installed by the project.

The project is designed around three Expected Results - each representing a thematic component, which complements the following:

* Component 1: Capacity Building and Skills Development
* Component 2: Renewable Energy–Based Income Generating Activities
* Component 3: Sustainability and Scale-up Facilitation

**Project Objective:** This project contributes to improving the socio-economic situation of youth (males and females) living in host communities and refugee camps in Sudan through capacity and skills development and through enhancing their access to clean, modern, reliable and sustainable energy for income-generating activities (IGAs)

* Outcome 1: Readiness of marginalized youth enhanced by improving their competencies (skills, knowledge and practices) to engage in sustainable livelihood activities in renewable energy
* Outcome 2: The economic productivity of marginalized youth improved to contribute to the economic wellbeing of themselves, families and the community
* Outcome 3: Improvements in the sustainability of new and existing renewable energy livelihoods project.

Beneficiaries: 60 youth (50% women) will benefit from training opportunities, direct employment opportunities and livelihood opportunities for self-employment and micro-businesses (Please see Annex 1 for more information).

# Objective of the Task

The main purpose of this assignment is to conduct Training of Trainers (TOT), on theoretical and practical aspects of running the Solar production equipment to be installed in the Camp, and business management training.

The scope of this ToT is to have 10 trainers able to replicate/deliver (supported by the project) the training to the final beneficiaries and other groups of interested community members based on the two-level training; technical and business management training. Thus, the trained trainers will deliver the training courses to the final beneficiaries under this project, and they will also deliver refresher training whenever requested or needed. The 10 trainers will also serve to provide mentoring sessions for the beneficiaries and support the impact analysis exercise that will be undertaken at the project completion.

The task will have to provide a highly technical proposal with detailed step by step of how technical knowledge are delivered including the methodology and target pre and post assessment. A technical training manual should be developed with theoretical and practical components in both English and Arabic languages. Also, a short guiding practical maintenance guide is to be written in a simple language with explanatory drawings to be designed and handed over to trainees.

This Training of Trainers will use the information provided by a preliminary assessment preformed previously in the project implementation area, and that will include a market assessment, an energy demand assessment and a selection of beneficiaries.

# Plan International Sudan Responsibilities:

* Arrange and manage negotiations with the government and other implicated actors such us the UNCHR for the location of the MSP and other logistics aspects.
* Provide the consultant team all the relevant project information, including the preliminary market and energy demand assessment.
* Project Manager & YEE lead, MEAL Coordinator and Plan International Spain will be involved in all assessment process to ensure that this exercise meets the project’s objective.

# Consultant Activities and Responsibilities:

The consultant (Experts in the technology, energy, and business management) key activities will include but not be limited to the following:

* Review of the selection criteria and selection process done during the preliminary assessment.
* Design and provide technical training package.
* Provide individual capacity assessment assess tools and conduct capacity theoretical and technical assessment of the selected beneficiaries of the ToT.
* Provide the selected beneficiaries of the ToT with the necessary skills so that they in turn will be able to train the rest of the beneficiaries. Once they have successfully completed their training, the Trained Trainers will have to deliver the following:
  + Training on theoretical/ technical and practical aspects of running the equipment installed in the Camp: Under this activity, training workshops will include 50 participants, of whom at least 50% will be females, and 20% from the host community. 10 of those 50 are the individuals selected to be part of the two management committees, one for the MSP and one for the Solar Oven. The remaining 40 are the Camp and host community youth interested in running an IGA and pre-selected during the Preliminary Assessment. This training has two main parts: theoretical and overall practical training. Theoretical training aims to set the theoretical fundamentals regarding the technology installed in the Camp. A training toolkit, adapted to the local context and the selected participants' capacity, will be developed.
  + Practical training: Workshops with technical material will be organized. Women and youth skills in business management and technology installation, distribution, operation, maintenance, repair, and good practices will be developed. However, due to the usual lack of technical capabilities in refugee settings, this training will be focused not only on the technology provided under the project but also on any other energy technologies already existing in the camps, which tends to be poorly maintained. By the end of this training, the trainees will be able to validate the basics of electricity and the installation/maintenance of a solar micro-grid / off-grid solar system / solar pumping / solar mill, troubleshooting, preventive and corrective maintenance; and recognizing quality equipment.
  + Business management training: After completing the theoretical and practical training, beneficiaries will participate in business management training, which includes a life skills component. It will consist of 10 full days of training focusing on market demands awareness, creation of business ideas, setting up business plans, and practical business management. It will also include enabling life skills such as bookkeeping, team building, time management, and savings.

After the completion of the training, the 40 trainees entitled to run an IGA based on renewable energy will develop their own business plans. Those 40 business plans will be evaluated carefully by the trainers, and with the support of the project, the best 14 IGAs will be selected for further support and mentorship by the project following a certain guiding criteria (provided) to select the business plans for direct support by the project.

# Expected Consultant Deliverables

* Quality documents proposal (narrative, preliminary drawings, technical specifications) for running single solution and sample of the Multi Solar Platform and Solar Oven.
* Quality documentation with technical proposal including training structure and methodology and target pre and post assessment.
* Review and analysis of the relevant data/information related to the preliminary assessment.
* Technical training manual.
* Guiding practical maintenance guide.
* Submission of a draft version of the documents and finalize it based on comments and inputs from Plan International.
* Submission of final proposal documents including all theoretical and technical aspects for the technical training as well as business management training.

# Consultant Profile

* At least experience in 2 similar jobs of training on operating Solar Platform and Solar Ovens related to renewable energy based IGAs (to be demonstrated with documentation).
* Familiarity with White Nile State especially refugee’s business community
* Excellent networking skills
* Excellent knowledge of gender equality and protection issues.
* Excellent communication skills.
* Gender balanced team.

# Submission Information:

Interested candidates are invited to submit via email one (1) application package to Operation Support Service Department via [Ahmed.Ibrahim@plan-international.org](mailto:Ahmed.Ibrahim@plan-international.org)

* CV in English which clearly states relevant expertise/experiences in technical trainings, business management and designing of training manuals and guides ;
* 1 technical proposal including detailed work-plan and methodology, including but not limited to:
  + Training delivery methods
  + Techniques and tools used to assess skills and knowledge of the participants of he ToT
* 1 financial proposal, which shall include consultants’ fees as well as all costs related to the implementation of the study (transportation, accommodation, etc).

Only shortlisted candidates will be contacted for further steps.

# Data Confidentiality and Privacy and Safeguarding of children and young people

The Consultant undertake to respect and protect the confidentiality of all information acquired as a result of or pursuant to this Term of Reference and will not, without the other Plan International prior written consent, disclose any such information to a third party, unless it is required to do so by any applicable law or regulation or is specifically authorized, Plan International must comply with Applicable Law and implement any additional policies or procedures as required[[1]](#footnote-1). Moreover, other Plan International policies impose additional requirements regarding the collection, use, and protection of particular classes of Personal Data, including the requirements described in the Global Policy Safeguarding Children and Young People[[2]](#footnote-2).

The Consultant must read, sign on and apply Global Policy Safeguarding Children and Young People in all the process of this study, as well as the Anti-fraud policy.

**Terms of Payment**

Plan international Sudan shall pay the consultancy fee to the consultant as agreed between both the parties by contract agreement in USD

p. All expenses shall also be included in the contract agreement. Initial payment of 30% will be made upon the signature of this agreement with detailed work plan approved by Plan international- Sudan, the remain being paid upon the delivery of the completion of all previously outlined activities.

# Annexes

**Will share with selected consultants later**

1. **Project Proposal**
2. **Project Log frame work**
3. **Plan Child Protection Policy**
4. **Best Interest Assessment (BIA)**

1. Data Privacy Policy, Plan International, March 2018. [↑](#footnote-ref-1)
2. Global Policy Safeguarding Children and Young People, Plan International, November 2017. [↑](#footnote-ref-2)