

Annex A – Term of Reference

A Market Assessment of the Current and Future Skills For Economic Growth and Job Creation in Roraima in the Areas of Renewable Energy and Power Generation & Distribution and Energy Efficiency

Context

Roraima is a Brazilian state located in the North region, sharing the border with Venezuela and Guyana, and separated by long distances to the Brazilian central region and coast – depending on air transport as the most common mean to access this territory.

Roraima has the smallest GPD in Brazil and is considered highly dependent on the public sector, considering the relevance of the public sector for the state's GDP (more than 42%). The primary sector represents a small percentage of the Roraima's gross value added: agriculture and livestock farming only amount to 5,2%, followed by the industry (11,1%) and services (37,6%). On the other side, Roraima have experience in the last years a GDP increase above the Brazilian average – in a context of expressive arrival of Venezuelan refugees and migrants.

The dependency on the public sector is also identified regarding the labour market. More than 27% of the labour force in Roraima is employed by this sector, around twice the ratio observed as Brazilian average. The average income in the state is lower than the national one. The primary sector is developing, especially due to rice export, but through a highly mechanized production style, with the use of technologies, leading to the creation of few job opportunities. Regarding the industry, it is still incipient and with incomplete productive chains.

Energy is a scarce asset for Roraima. Previously supplied by the electricity coming from Venezuela, and not being connected to the Brazilian electricity system, currently the state depends on thermoelectric plants for power generation – which means high costs.

Located in Amazonia and considering the local context described, topics related to renewable energy and energy efficiency is particularly important for Roraima and demonstrate a relevant potential for development. This is the environment in which this proposal was elaborated.

The Project

The project seeks to address the demand for technical and core work skills while also promoting stronger gender and ethnic equality in the sector and in particular create increased employment opportunities for refugees, including women, youth and indigenous population in the energy sector.

Objective of the Assignment

UNHCR is contracting a consultant/service provider to undertake this market assessment in order to develop a better understanding of the market system for Renewable Energy (RE) & Energy Efficiency (EE) and especially with regards to the opportunities and constraints for current and future skills development that is imperative for growing the sector. The demand for Renewable Energy (RE) & Energy Efficiency (EE) skills is a function of the current demand for renewable energy and energy efficiency and current limitations to market development. Whereas the skills gap is one of the key constraints to development of the RE&EE sector there may be other constraints including political, social, environmental, legal and economic, which are equally important to understand in order to develop an overview of the market system for RE&EE. This market system analysis (MSA) will therefore assess the broader market for renewable energy generation and distribution as well as energy efficiency to better understand the potential growth and job creation

opportunities in this sector, but with a key focus on the skills needed to facilitate growth and employment creation. The identification of opportunities in these sectors will point a new source of employment, fostering labour insertion of affected population in the formal market in an area to absorb persons of concern and host communities without creating competition. This analysis includes answering the following two key aspects:

- i. An overview of the market systems for renewable energy and energy efficiency focussing on the basic value chain and the supporting functions and the rules and regulations with a specific focus zooming in on the supply of and demand for current and future skills needs that are required to further grow and improve the performance of the RE&EE sector
- ii. The identification of the key root causes and constraints with regards to current and future skills development that must be addressed as a basis for pinpointing where the project should target its interventions. In order to get more in-depth information on the market system and the current and future need for skills to meet demand and grow this sector, the assessment should address, but not be limited to, the following questions:

Demand side

- What private sector companies and public institutions are currently operating in renewable power generation and power distribution as well as improving Energy Efficiency?
- What kinds of skilled workers are these companies and public bodies looking to recruit? What level of certification? Which type of jobs and occupations are needed?
- From where are the private sector companies and public bodies recruiting qualified workers?
 - **Who provides the qualification at the local level (public and private)?**
 - Other geographic areas of Brazil?
- Are the employers providing work-based training (apprenticeships, internships, industry attachments)?
- Are employers aware of work-based training modalities? Are they interested?
- Which soft skills do employers require?
- Are employers committed to diversity policies (inclusion of persons with disability, women and elderly persons)? Are they open to develop actions to promote this inclusion?
- What types of contracts do the employers offer: Part-time? Fulltime? Long term? Short term? Temporary? Seasonal? Remote locations? Are the contracts complying with national labour laws and basic conditions of employment?
- Are young women and men interested in setting up entrepreneurial activities in the generation and distribution of renewable energy?
- Are there Venezuelan entrepreneurs/companies working in this area in Roraima?
- What other constraints are companies in this sector facing? Political? Social? Legislative? Regulatory?

Supply Side

For each of the occupational categories identified in the demand analysis (question above), the consultant/service will address the following:

- Are training providers (S-system, vocational training centres and private training providers) offering programs that are in demand by private sector companies?
- What relevant programs do S-system, vocational training centres and private training providers offer?

- What is the level of certification offered at the end of each training program?
- What is the duration/length of time required for each training program?
- What is the cost for each program?
- How many students enroll in these programs each year, disaggregated by gender?
- How many students/students complete these programs? What are the reasons for not completing?
- What are the funding opportunities for students to access these programs? Which are they?
 - What are the challenges that prevent or discourage women from enrolling in such programs?
- Are there relevant entrepreneurial training programs offered in the S System, the vocational training centres and/or private training providers? Which ones?
- What are the main challenges that face S System and vocational training centres in offering relevant training programs?
- What rules and regulations govern the provision of technical and vocational training to existing and start-up companies in the sector?

Description of Tasks

The Consultant/Service provide is expected to undertake the following tasks during the assignment with a focus on RE&EE:

- Distinguish between renewable energy power generation and distribution on the one hand and energy efficiency on the other hand
- Develop comprehensive and relevant instruments for data collection to gather information on the proposed questions (above) taking into account the ILO MSA methodology¹;
- Apply the data collection instruments to conduct in-depth research, including but not limited to, focus group discussions, key informant interviews, to identify the skills that are required by the private sector and the supply of these skills by vocational training centres and private training providers.
- Analyse collected data to establish the demand driven skills requirements by the private and public sector in the immediate term, as well as skills demand projections in the medium (1-3 years) and long (3-5 years) term.
- Establish the level of awareness of and interest in enrolling for technical, vocational and education training among youth and women, indigenous, especially in the RE/EE sector
- Establish the level of awareness of and interest in entrepreneurship along the RE/EE value chain among youth, women, and indigenous.
- Identify entry points for work-based training opportunities with the private sector companies and vocational training centres through which students can acquire hands on training.
- Establish recruitment practices of private sector companies in the RE/EE sector.
- Establish opportunities and willingness of private sector companies and public energy bodies to partner with S system, vocational and training centres and/or private training providers through a structured engagement modality/approach which can be pursued i.e. through formal partnership agreements/MOUs.
- Identify funding opportunities at provincial and national level through which students can apply to enable them access technical and vocational training.
- Through consultation, identify practical communication channels through which access to information (such as programs offered by S System, vocational training centres and private training providers, funding opportunities available) can be used.

¹ Market Systems Analyses (MSAs) try to understand what is causing markets to under-perform and why they are not more inclusive for workers. Several analyses were produced in different regions in the world spanning several sectors such as agriculture, construction, tourism and garments, which identify underlying systemic constraints and initial strategies for projects to advance Decent Work objectives within these sectors. More information can be found in: <https://www.ilo.org/empent/Projects/the-lab/WCMS_638747/lang--en/index.htm>.

- Make recommendations for how to increase women's, indigenous and youth's participation in technical training for the RE/EE sectors Make recommendations on potential quick wins through which the project can leverage in the immediate, medium (1-3 years) and long term (3-5 years).
- Gender equality, diversity and inclusion of vulnerable groups must be explicitly addressed throughout the assessment

Methodologic Approach

The methodological approach may be adjusted by the Consultant/Service provider in consultation with UNHCR team, provided the purpose of the assessment is maintained and the expected outputs produced are of the required quality.

The methodology should include:

- i. Framing of the assignment within the overall Market System Development (MSD) approach of Sida and the ILO (the "Doughnut" for understanding markets) or similar.
- ii. A desk review of project documents, national policies, regulations influencing the sectors, and other relevant literature and documentation.
- iii. Access other relevant information sources such as national and provincial statistics to identify existing skills demand and supply gaps in these sectors.
- iv. Design an effective and comprehensive data collection tool and methodology for the skills demand and supply analysis to be used.
- v. Conduct both qualitative and quantitative analysis of collected data on skills demand and supply aspects.
- vi. Consultations and interviews with relevant stakeholders / organizations (private and public sectors as well as other relevant stakeholders) including Project team (number of expected stakeholders to be consulted: ten).

Project Support

The project team shall provide technical support to the Consultant/Service provider. This support shall include:

- i. Make available relevant documents such as the Project document and other relevant documents produced by the UNHCR
- ii. Introduce the consultant to UNHCR and other TVET institutions, the national private sector companies, key implementation partners and other relevant stakeholders
- iii. Organize the MSA inception report validation workshop
- iv. Distribute the MSA draft report for review and consolidation of comments to be sent to the Consultant/Service provider
- v. Quality control of reports submitted
- vi. Providing clarity and/or guidance during this assignment.

Workplace: Roraima. The duration of mission days to be proposed by the contractor will be defined with the contractor.

Supervisor: Institutional Relations Officer

Main tasks to be performed and schedule: Some activities will be carried out simultaneously and thus the time allocated for each activity may be modified. However, the suggested duration of the entire exercise should be 12 weeks.

The project team must provide support to the Contracted person. Support includes:

No.	key activities	Who?
1	Make available relevant documents, such as the project document and other relevant documents produced by UNHCR.	Institutional Relations Officer & Associate Economist at UNHCR
2	Introduce the consultant to UNHCR and other institutions working with technical and vocational education and training, national private sector companies, key implementing partners and other relevant actors.	UNHCR Institutional Relations Officer
3	Organize the ASM Inception Report Validation Workshop.	Institutional Relations Officer & Associate Economist at UNHCR
4	Distribute the draft ASM report for review and consolidation of comments sent to the Consultant/Contractor.	Institutional Relations Officer & Associate Economist at UNHCR
5	Quality control of submitted reports.	Institutional Relations Officer & Associate Economist at UNHCR
6	Provide clarification and/or guidance during the consultation.	UNHCR Institutional Relations Officer & UNHCR Associate Economist

Expected Deliverables & Timelines

The expected deliverables shall be:

- i. An Inception Report outlining the methodology, the respondents, tools, questionnaires and suggested itinerary for field work.
- ii. A presentation of the preliminary results to UNHCR to base the elaboration of the final report.
- iii. The Final MSA report All deliverables are expected to be completed within 2 months, as outlined below:
 - a. Week 1 and 2: Initial Report. The inception report should contain a comprehensive methodology overview, ie what, who, when, where and how the ASM will be carried out in order to address skills demand and supply issues. The initial report should include the data collection matrix (dimensions, indicators and sources of verification) and the data collection instruments. The inception report will be validated in a workshop.
 - b. Week 3, 4 and 5: Conducting the collection of information according to the agreed methodology.
 - c. Week 6 and 7: Draft ASM report.

The draft and final report must follow the format indicated in item d - iii below. The draft report must be submitted to the Project Coordinator, who will circulate it among the relevant actors (UNHCR technical experts, stakeholders and partners) for comments on clarification needs. The Project Program Officer will consolidate the comments and send them to the Consultant/Contractor 10 days after the submission of the draft report.

- d. Week 10, 11 and 12: Final ASM Report

The Consultancy must present the final ASM report with the main findings and conclusions at a workshop with a relevant audience. This report should include relevant analyzes and recommendations for implementing a program that encompasses different dimensions of ASM, as well as intervention suggestions for a possible 3-year follow-up project. The final report must be submitted to UNHCR.

The final ASM report and qualifying demand and supply analyzes must contain the following, in Portuguese:

- i. Electronic, rigid files with all database and analysis details (eg, response rate table – complete, partial, no response, etc.) in Excel or other agreed format.
- ii. Electronic copies of the drafts and the final report in Portuguese, provided they do not exceed 40 pages, excluding attachments.
- iii. The report format includes, but is not limited to:
 - a. Table of contents
 - b. List of acronyms
 - c. Executive summary
 - d. Background and MSA overview of the Sector explaining the core value chain, the supporting functions and the rules and regulations
 - e. Supply side analysis
 - f. Demand side analysis
 - g. Gender equality, ethnic diversity and vulnerable groups analysis
 - h. Objectives and skills demand and analysis survey questions
 - i. Pre-situational analysis methodology (to include project/survey locations, sampling design and sample size, questionnaire design and development, training, field work, data entry and processing, data analysis, limitations to the study).
 - j. Results to be presented in narrative, tables/graphs, matrixes and pictures.
 - k. Conclusions and recommendations
 - l. Proposed intervention models for a 3 year follow-up project
 - m. Annexes (to include references, definitions of key constructs, tables and figures, questionnaires and other data collection instruments).

NOTE: Printed copies and an electronic of the final report should incorporate input, feedback and comments on the draft report.

Qualifications or specialized knowledge/experience required

Consultancy Structure: The Market Study on current and future capabilities for economic growth and job creation in Roraima will be developed through the expertise of a national or international institution. The consulting firm will be contracted by UNHCR Brazil. The consulting firm will work under the technical supervision of the Institutional Relations Officer and support from the Technical Working Group.

Profile of the Consulting Team: the composition and curriculum of the team members to develop the study must be presented in the proposal.

Profile of the contracted supplier:

Qualifications and experience required:

- Demonstrated knowledge of the energy sector, renewable energy and energy efficiency concepts and methodologies.

- Proven knowledge of performing at least one, but preferably more, Market Systems Assessment (ASM).
- Proven knowledge and experience in conducting gap analysis research in relation to qualification supply and demand in the technical, vocational and educational training sector, including participatory research techniques, data compilation and analysis and proposed action points.
- At least 5 years of experience in the development of projects related to qualification and promotion of employability, with extensive experience in carrying out qualitative and quantitative analytical research.
- The primary focal point who will be assigned to this project must have a university degree from a recognized Institution in education, economics, engineering, development studies, business administration or other related field.
- Good knowledge and understanding of the education system in Brazil and the S System.
- Strong analytical and writing skills in Portuguese.

Language required: Portuguese is mandatory; knowledge of Spanish is important, because some key interviews may be in that language.

Rating criteria: All those interested in applying need to submit a technical document and a financial proposal separately and in different emails. The technical and financial proposals will be analyzed separately by 2 UNHCR committees.

Selection Criteria: The bidding company with the highest combined technical and financial score will be selected for this project. Preference will be given to companies that have experience in Market Assessment in the humanitarian area.

Item	Technical Evaluation Criteria	Example of evidence to be provided	Max Points Obtainable
1	Company Profile and Company Qualifications		
1.1	Relevance of company profile and activities, demonstrating proper qualifications in the provision of these services.	Detailed, yet concise description (no more than 5 pages) of your company and its activities to demonstrate that you are a qualified and experienced service provider. If you are a multi-location company, specify the location of the headquarters and all cities where your company provides similar services. Include your Company's Registration Certificate.	08
1.2	Relevance of experience in the provision of these services.	Indicate your company's total number of clients, total number of similar projects completed, and total number of similar projects currently underway. Clearly highlight any relevant experience in the humanitarian sector. Include three (3) positive client references from the last three (3) years for the completion of similar projects, ideally in the humanitarian, non-profit, public or government sector, preferably with any UN agency.	07
	Subtotal 1.		15

2	Understanding of service requirements, proposed approach, solutions, methodology, and deliverables		
2.1	Comprehensiveness of the proposal and quality/clarity in interpreting and presenting a work plan, including project management and quality assurance approach, demonstrating the company's ability to provide the services requested.	Concept note and work plan in accordance with UNHCR requirements, showing how the company expects to comply with the TORs. This should include a description of your organization's capacity to provide the services inclusive of all elements referred to in this TOR.	15
2.2	Capacity to implement the proposed work plan and complete the tasks as per the TOR.	Include a brief description (no more than 3 pages per sample) of 5 previous similar projects from the last 5 years.	15
2.3	Compatibility of proposed technologies with UNHCR's.	Include in your concept note a description of how you intend to ensure such compatibility.	05
2.4	Level of innovation of the proposed approach.	Carefully consider whether your company can propose an innovative approach to address UNHCR requirements and describe so in your concept note and work plan.	05
	Subtotal 2.		40
3.	Personnel proposed to carry out the project		
3.1	Appropriateness of the team composition proposed and distribution of tasks among team members.	Provide a general description of the proposed team's composition to carry out the assignment and broadly describe how tasks would be distributed to ensure timely completion of this project.	09
3.2	Relevance of experience and qualifications of the proposed team.	Educational and professional qualifications (CV) of team members to demonstrate appropriateness of experience and qualifications in line with requirements under this TOR.	06
	Subtotal 3		15
TOTAL TECHNICAL SCORES			70
Technical offers will be scored out of 70 points and offers obtaining less than 50/70 points will not be further considered for commercial evaluation.			

IMPORTANT: No financial or pricing information must be included in the technical offer. Failure to comply may entail the risk of disqualification.

Estimated consulting time and deadline for sending the final product (after signing the contract): 12 weeks

Official Travel: Some activities may take place remotely. Planned trips to Roraima are part of the Market Study and must be included in the budget proposal. The travel schedule will be discussed at the kick-off meeting. It will be necessary to travel at least once to Boa Vista – RR.

Payment schedule: When awarded, UNHCR expects to make contract payments as follows:

- 1) 30% after UNHCR's acceptance of the inception report;
- 2) 40% after UNHCR's acceptance of the draft ASM report;
- 3) 30% after UNHCR's acceptance of the ASM Final Report.