

Contract for Individual Consultants

Request for Proposal

Reference: * Specialist in renewable energy and TVET, Consultancy Services for BILT Learning Lab Webinar Series on Clean Energy * Bridging Innovation and Learning in TVET (BILT) Project

Request to submit a written quotation/proposal for a work assignment with UNESCO-UNEVOC.

UNESCO-UNEVOC is inviting written proposals from individual Consultants for the work assignment described in Annex A. To enable you to prepare a proposal for this assignment, please find attached the following documents:

- (a) Terms of Reference Specialist (see Annex A)
- (b) UNESCO's contract template for Individual Consultants (see Annex B)
- (c) Background material concerning the work assignment (see concept note under Annex C)

Your written proposal should comprise of:

1. A description of the approach and methodology to be applied to fulfill the tasks as outlined in the attached Terms of Reference (Annex A).
2. A budgetary proposal based on the deliverables listed under point 4 of the Terms of Reference (Annex A).
3. Examples of previous projects undertaken that are of a similar nature.
4. The CV of the Consultant.
5. The amount to be charged for the assignment (in US dollars).

Your proposal and any supporting documents must be in English.

UNESCO-UNEVOC places great emphasis on ensuring the objectives of the work assignment as described in the Terms of Reference are met. Accordingly, in assessing the proposals for the assignment, attention will focus, first and foremost, on the technical elements. From those proposals deemed suitable according to the requirements of the Terms of Reference, UNESCO-UNEVOC shall select the proposal that offers best value for money. Strong preference will be given to candidates with experience in the moderation of webinars.

Your proposal should be submitted by email no later than 23:00 (CET) on **23 January 2024**.

The email address is: bilt.unevoc@unesco.org

Thank you for your interest in this UNESCO assignment. We look forward to receiving your proposal.

Annex: A

Terms of Reference: * Specialist in renewable energy and TVET, **Consultancy Services for BILT Webinar Series on Clean Energy** * Bridging Innovation and Learning in TVET (BILT) Project

1. Background

The BILT project provides TVET stakeholders with a platform for exchange and supports them to address current challenges in TVET systems that arise due to technological, social, environmental, and workplace changes. Within BILT, the overarching thematic area is New Qualifications and Competencies (NQC) in TVET, which is supported by four work streams:

- a. Digitalization and TVET,
- b. Greening TVET,
- c. Entrepreneurship in TVET, and
- d. Migration and TVET.

The transition from a brown economy to a green one is an imperative journey in the present era. With the aim of achieving climate neutrality, various national and regional policies have been initiated to bolster energy efficiency, promote renewable sources, and curtail carbon emissions. Technical and vocational education and training (TVET) plays a pivotal role in not only preparing but also resiliently adapting to these transformative goals.

Within the BILT project, encompassing Africa, Asia-Pacific, and Europe, partner organizations are actively involved in implementing these policies at different levels. However, diverse approaches and perspectives exist among these regions, highlighting the need for dialogue, collaboration, and the exchange of innovative TVET policies and practices. This initiative aligns with the Sustainable Development Goal (SDG) 4, emphasizing quality education and SDG 7, emphasizing affordable, clean energy.

2. Purpose of the Assignment

UNESCO-UNEVOC is seeking an individual consultant with expertise in renewable (also: clean, green) energy and experience in moderation of webinars, to carry out a BILT Learning Lab clean energy webinar series over a period of 10 months from February 2024 to November 2024.

3. Duties and Responsibilities

Under the direct supervision of the BILT Project Manager and in close collaboration with the BILT project team the consultant will be responsible for the conceptualization and delivery of a clean energy webinar series, consisting of five (5) distinct webinars of (approx.) 90 minutes each held during the 10-month period, as well as their promotion and the development of promotional products. The duties of the consultant will encompass, but are not limited to:

- Drafting the concept for each webinar.
- Identification of speakers, preparation and implementation of each webinar.
- Moderation of each webinar, which will include (tbc):
 - Introduction to the topic and introduction of guest speakers,
 - Moderation of presentations by guest speakers,
 - Q&A moderation.
- Drafting of the content (text, links, media) to be featured on the webinars' web pages. The final editing and technical delivery of the web page is the responsibility of UNESCO-UNEVOC.
- Recording of six short (90-second) videos by the consultant for publication on the webinar web page. The first video will announce the webinar series, the following videos will present the summary of key take-aways after each episode and announce the next episode. A pre-designed video format will be provided by UNESCO-UNEVOC.
- Submission of a final written report. The report shall include: collection of take-away recommendations for TVET policy and TVET practice from each webinar, lessons learned, and suggestions for the concept going forward.

Additionally, it is expected that the Consultant takes part in all events and meetings related to the development of the clean energy webinar series.

4. Expected Outputs

- Individual concept notes for webinars 1-5
- List of identified speakers and contact information for each webinar
- Webpage content for five webinars
- Six 90-second videos self-recorded by the Consultant in Zoom or any other software of their choice:
 - One announcement video of webinar series
 - Five take-away videos following each webinar
- Five webinars moderated

- Final written report of 2000-3000 (approx.) words, ca. 4-6 pages

All conceptualization and preparatory work related to the series will be subject to approval by the BILT team before the development of each webinar or promotional product.

5. Missions

This assignment does not require any travel from the consultant. All tasks listed under these terms of reference are expected to be conducted remotely from the duty station of the Consultant.

If the situation changes and missions become desirable to fulfil the tasks and achieve the outputs of this contract, a contract amendment will need to be prepared to include travel costs.

6. Timeline and expected deliverables

The Consultant shall deliver the following outputs:

Deliverable 1 - by 29 February 2024

- Concept documents for each webinar
- List of proposed speakers for each webinar

Deliverable 2 - by 28 March 2024

- Announcement video for webinar series
- Website content for webinar 1
- Webinar 1
- Take-away video for webinar 1

Deliverable 3 - by 17 May 2024

- Website content for webinar 2
- Webinar 2
- Take-away video for webinar 2

Deliverable 4 - by 21 June 2024

- Website content for webinar 3
- Webinar 3
- Take-away video for webinar 3

Deliverable 5 - by 26 July 2024

- Website content for webinar 4
- Webinar 4
- Take-away video for webinar 4

Deliverable 6 - TBD 01-31 October 2024

- Website content for webinar 5
- Webinar 5

- Take-away video for webinar 5

Deliverable 7 - by 08 November 2024

- Final Report

7. Remuneration

The Consultant shall be remunerated based on the proposal submitted and the amount negotiated with UNESCO-UNEVOC.

Remuneration will be made in instalments after the submission of the deliverables specified under Articles 3 - 6 above and upon submission of a detailed invoice/payment claim and satisfactory results of the deliverable.

Actual remuneration will be based on the invoice/payment claim provided by the Consultant and verified by UNESCO-UNEVOC and may thus be less than indicated above. Should the final invoice amount exceed the amount specified in the contract, an amendment will need to be agreed upon and be prepared prior to payment of the invoice.

8. Other Specifications

Language and Quality

The Consultant shall respect the time and technical specifications of the deliverables, shall ensure that the level of English in all deliverables is of a high standard. The Work will become the property of UNESCO. UNESCO will therefore hold all rights related to the intellectual properties of the Work.

Data protection

The Consultant agrees that any personal information (name, telephone, email address, address, etc.) shared by UNESCO-UNEVOC shall only be used for the work covered under this contract. It shall not be used or disseminated after the contract period or for any other purpose. All records of the personal information shared must be deleted after the contract.



Contract N°:

(Please quote this reference in all correspondence and communications)

CONTRACT FOR INDIVIDUAL CONSULTANTS

THE UNITED NATIONS EDUCATIONAL, and
SCIENTIFIC AND CULTURAL ORGANIZATION

(hereinafter called "UNESCO")

(hereinafter called "the Individual Specialist")

BONN / UNEVOC

Germany

Vendor Number:

Hereby agree as follows:

TERMS OF REFERENCE

1. Under the supervision of the Individual Specialist shall:

DURATION OF CONTRACT

2. If the contract is not signed by the Individual Specialist and returned to UNESCO by at the latest, it will be considered null and void. This date is subject to modification upon agreement of both parties.
3. This contract shall come into effect on , and shall expire on satisfactory completion and delivery of the services described above, but no later than , unless terminated earlier under the terms of this contract.
4. If, by the expiry date of the contract as defined in Article 3 above, the Individual Specialist has performed no part of the work assignment, and no advances have been paid by UNESCO, the contract shall be considered null and void.
5. After the expiration of the contract, the Individual Specialist cannot claim payment for any work not delivered on time, as stipulated in article 6.3 below.

CONDITIONS OF PAYMENTS

6. Payments and Currency

- 6.1. UNESCO shall make payments to the Individual Specialist on a lump sum basis.
- 6.2. The contract shall be drawn up and all payments made in United States Dollars, Euros or currencies in which UNESCO holds a bank account. Only one currency can be used in any one contract. Where necessary, the United Nations' operational rate of exchange on the date a contract is signed should be used to convert amounts into another currency, but no adjustments will be made for exchange rate variations during the contract period, either to the overall amount or a staggered payment.
- 6.3. UNESCO shall make the following payments to the Individual Specialist for the services to be provided under the terms of this contract:

Payment N°	Upon submission to and approval by UNESCO of the following work	Article 1 Reference	Latest date for submission	Amount/Currency

- 6.4. The final payment, or each payment in the case of staggered payments, shall be made only after receipt and approval as satisfactory by UNESCO of any deliverable that the Individual Specialist is required to submit for payment under the terms of this contract.
- 6.5. All payments (see article 6.3 below) shall be effected by bank transfer. UNESCO shall be responsible for its own banking fees but any possible intermediary banking fees, as well as the beneficiary's own banking fees, shall be the responsibility of the Individual Specialist.
- 6.6. No payments shall be made to a third party.

7. Advance Payments

Except for expenses necessarily incurred by an Individual Specialist in order to prepare for an assignment (e.g. travel or equipment), no advance payment shall be made.

8. Travel

If deemed necessary by UNESCO, the Individual Specialist who is required to travel in order to perform the work described in article 1, shall be paid a lump sum of to cover all travel related expenses, including daily subsistence allowance, tickets for the authorized travel and other related expenses (e.g. visas, vaccinations and terminal expenses), in accordance with UNESCO's usual travel provisions.

9. Reimbursement

- 9.1. If any of the work corresponding to the instalments in article 6.3 is not completed to UNESCO's full satisfaction, and/or prior to the expiration of the contract, UNESCO shall have the right to the reimbursement of full or partial payments made, including any advanced payment, to the extent that the services already rendered are either unusable or inadequate in relation to the expenses incurred by UNESCO.
- 9.2. Any reimbursement shall be returned in the same currency as the payment was made.

10. Banking Instructions

- 10.1. The Individual Specialist should confirm below mentioned banking instructions for any payments arising from the present contract:

Name of the Bank:

Address of the Bank:

Name of the Account Holder:

Number of Account:

- 10.2. Only one banking instruction is allowed in any one contract.

UNESCO TERMS AND CONDITIONS

11. This contract is subject to General Terms and Conditions as attached. Each page of these Terms and Conditions should be initialed by the Individual Specialist and UNESCO.
12. The Individual Specialist and UNESCO also agree to be bound by the provisions contained in the following documents, which form the only legally valid contractual arrangement between the parties and which shall take precedence in case of conflict in the following order: (i) the present contract and (ii) the General Terms and Conditions attached hereto.

Signed on behalf of the Director-General of UNESCO:

Name:

Date:

Title:

Signature:

.....

Electronically approved in UNESCO system on by .

Individual Specialist:

"I acknowledge that I have read and accept the terms and conditions on the following page".

Name:

Date:

Title:

Signature:

.....

GENERAL TERMS AND CONDITIONS

Article I. Legal Status

1. Individual Specialist is neither a staff member under the UNESCO Staff Regulations and Staff Rules nor an official under the Convention on the Privileges and Immunities of the Specialized Agencies (21 November 1947). He/she may, however, be given the status of 'expert on mission' within the meaning of Annex IV of the said Convention.
2. Any immunities and privileges that may be accorded the Individual Specialist by a government are conferred in the interests of UNESCO. Any such immunities and privileges shall not be invoked to excuse the Individual Specialist from discharging any private obligations or from observing laws and police regulations. Should a question of immunities and privileges arise, the Individual Specialist shall immediately report to the Director-General of UNESCO, who shall decide whether they shall be waived.

Article II. Obligations

1. The Individual Specialist is subject to the authority of the Director-General of UNESCO and is responsible to the Director-General in the performance of his/her work.
2. The Individual Specialist's responsibilities are exclusively international. By accepting a contract with UNESCO, the Individual Specialist undertakes to carry out the work given to him/her and to regulate his/her conduct with the interest of the Organization only in view.
3. In providing his/her service, the Individual Specialist shall neither seek, nor accept, any instructions from any government or any authority external to the Organization, except as may be authorized by the Director-General of UNESCO.
4. The Individual Specialist shall conduct him/herself at all times in a manner befitting his international status. He/she shall not engage in any activity that is incompatible with the performance of his/her work for UNESCO. He/she shall avoid any action and in particular any kind of public pronouncement that may adversely reflect on his/her status, or on the integrity, independence and impartiality that is required by that status. While he/she is not expected to give up his/her national sentiments, or his/her political and religious convictions, he/she shall at all times bear in mind the reserve and tact incumbent upon him/her by reason of his/her international status.
5. The Individual Specialist shall exercise the utmost discretion in regard to all matters of official business. He/she shall not communicate to any person unpublished information known to him/her by reason of his/her assignment, except by authorization of the Director-General of UNESCO. These obligations remain binding even after the expiry of the contract.
6. If the Individual Specialist, by malice, culpable negligence or failure to observe any applicable rule, involves UNESCO in unnecessary loss, expense or liability, he/she shall be held responsible and may be required to pay compensation.

Article III. Declaration of Compatibility of the Professional Status

1. Family Ties
 - a. The Individual Specialist certifies that he/she is not the father, mother, son, daughter, brother or sister of a staff member of UNESCO, of an employee of the ancillary services or of someone who,

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at the same time, holds a supernumerary contract or contract for individual consultants or other specialists or has a fellowship with UNESCO.

- b. The Individual Specialist also certifies that, if he/she has a spouse working as a UNESCO staff member, or as an ancillary services employee, the spouse does not work in the same Sector, Bureau or field office in which the Individual Specialist will be working.

2. Multiple Contracts

- a. The Individual Specialist certifies and declares that he/she only holds one contract of any type with UNESCO at any one time. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.
- b. The Individual Specialist certifies and declares that he/she is not a beneficiary of any type of UNESCO Fellowship. Any failure to respect this condition renders this present contract liable for immediate termination, without notice or indemnity.
- c. The Individual Specialist certifies and declares that he/she does not have incompatible professional status under UNESCO's provisions governing the contracts for individual consultants and other specialists.¹

Article IV. Officials not to Benefit

The Individual Specialist confirms that no official of UNESCO has received from or will be offered by the Individual Specialist any direct or indirect benefit arising from this contract or the award thereof. The Individual Specialist accepts that breach of this provision is a breach of an essential term of this contract which renders this present contract liable for immediate termination, without notice or indemnity.

Article V. Taxes

UNESCO will not reimburse any taxes, duties or other contributions for which the Individual Specialist may be liable in respect of any payments made to him/her under the terms of this contract.

Article VI. Use of Name, Emblem or Official Seal of UNESCO

The Individual Specialist shall not in any manner whatsoever advertise, display, appropriate for personal use the name, emblem or official seal of UNESCO, or any abbreviation of the name of UNESCO in connection with his/her business or otherwise.

¹ In order to avoid the perception of lack of independence or conflict of interest, the individual selected for an assignment must not be:

- a fellow or a holder of another contract of any type with UNESCO at the same time as the proposed contract;
- a member of the Executive Board or an Alternate during his/her term of office until at least 18 months have elapsed from the date of cessation of their representational functions;
- a member of any UNESCO Committee, International Programme Governing Body or National Commission;
- the External Auditor and members of his or her staff who have participated in the audit of the Organization during the two financial periods (e.g. two biennia) following completion of their mandate;
- a member of the Oversight Advisory Committee for 5 years following the expiry of his/her term;
- other officials with oversight responsibilities, including members of the Advisory Committee on Administrative and Budgetary Questions (ACABQ), International Civil Service Commission (ICSC), Joint Inspection Unit (JIU) or other similar bodies in the United Nations system, who have had oversight responsibilities over UNESCO, during their service and within 4 years of ceasing that service.

Initials:

Article VII. Confidential Nature of Documents and Information

Drawings, photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Individual Specialist under this contract shall be the property of UNESCO, shall be treated as confidential and shall be delivered only to UNESCO authorized officials on completion of work under this contract.

Article VIII. Title Rights

UNESCO shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks with regard to all material which bears a direct relation, to, or is made in consequence of, the services provided to the Organization by the Individual Specialist.

Article IX. Protection of Personal Data

1. The Individual Specialist shall ensure an appropriate protection of Personal Data he/she uses when performing his/her duties in accordance with UNESCO's Principles on Personal Data Protection and Privacy and the Personal Data Protection and Privacy Guidelines (Administrative Manual Chapter 17). Personal Data includes any information relating to a data subject who can be identified from that data, either directly or indirectly, by reference to this data and reasonably likely measures, and which is processed by or on behalf of UNESCO in carrying out its mandated activities.
2. Personal Data shall be processed solely for the purpose of undertaking the present contract and with due regard to confidentiality.
3. The Individual Specialist warrants and represents that he/she shall comply with the applicable UNESCO information security standards.
4. The Individual Specialist shall not access, collect, use, disclose or dispose of Personal Data in ways that do not comply with the Principles on Personal Data Protection and Privacy. He/she shall ensure that Personal Data is not released, used, handled or destroyed in unauthorized ways or otherwise ways that may pose risks of harms to individuals or groups of individuals.
5. The Individual Specialist shall immediately report a lost or stolen device containing Personal Data to the UNESCO IT Service Desk or Field Unit IT Support. The Individual Specialist shall promptly notify the staff responsible for the contract of any actual or suspected or threatened incident of accidental or unlawful destruction or accidental loss, alteration, unauthorized or accidental disclosure or access to Personal Data, or a breach of the present Article. The Parties shall consult with a view to addressing, reacting to, and resolving the situation.
6. The Individual Specialist shall notify staff responsible for the contract within 5 (five) working days of any complaint by a data subject in respect of his/her Personal Data.
7. The obligations and restrictions in the present Article shall be effective during the term of the present contract, including any extension thereof, and shall remain effective following the expiry date or the termination of the present contract, unless otherwise agreed between the parties in writing.
8. Unless otherwise agreed between the parties in writing, within 10 (ten) working days after expiry date or the termination of the present contract, whichever comes first, the Individual Specialist shall return all Personal Data collected and/or used for the performance of the present contract to the staff responsible for the contract in a structured, commonly used and machine-readable format, and shall then delete and procure the deletion of all copies of those Personal Data. The Individual Specialist shall provide written confirmation to the staff responsible for the contract that he/she has fully complied with the

Initials:

requirements set out in the present Article within 10 (ten) working days after the expiry date or the termination of the present contract, whichever comes first.

Article X. Medical Clearance

The Individual Specialist certifies and declares that he/she: a) is in good health b) has no condition that would prevent him/her from carrying out the work as foreseen by this contract and c) has obtained any necessary inoculations or other medical treatment which may be necessary for him/her to travel to and work in the area(s) foreseen under this contract. The Individual Specialist will be held fully responsible for this certification and declaration. If requested, Individual Specialists may be required to undergo a full medical examination, and be medically cleared by UNESCO's Chief Medical Officer, prior to taking up their duties.

Article XI. Insurance

1. The Individual Specialist shall be insured by UNESCO for work-related accidents, injuries, illnesses or death while performing duties on behalf of the Organization.
2. The insurance provides for compensation in the case of: (a) death or permanent total disablement; (b) permanent partial disablement; (c) temporary total disablement. Coverage for temporary, partial disablement is not included. The capital sum insured shall be up to a maximum of 85 000 USD. The scale of compensation payable will be in accordance with the terms and conditions of UNESCO's policy with its insurer. Medical expenses attributable to work-incurred accidents or illnesses are paid up to a maximum annual amount of 10 000 USD.
3. If any injury, illness or death for which compensation is payable under the above provisions is caused in circumstances which, in the Director-General's opinion, create a legal liability on the part of a third party to pay damages, the UNESCO Director-General may, as a condition of granting compensation, require the Individual Specialist to whom it is granted to assign to the Organization any rights of action which he/she may have against such a third party. The Individual Specialist shall thereupon furnish to UNESCO any data or evidence which may be available to him/her, and shall render all other assistance which may be required in prosecuting any claim or action against such a third party. He/she shall not settle any such claim or action without the consent of the Organization; UNESCO shall be entitled itself to do so or to require him/her to do so upon such terms as seem reasonable to it.

Other than the provisions set out in Article X, paragraph 2, UNESCO does not provide medical insurance to the Individual Specialist.

Article XII. Title to Equipment

Title to any equipment and supplies that may be furnished by UNESCO shall rest with UNESCO and any such equipment shall be returned to UNESCO at the conclusion of this contract or when no longer needed by the Individual Specialist. Such equipment, when returned to UNESCO, shall be in the same condition as when delivered to the Individual Specialist, subject to normal wear and tear. The Individual Specialist shall be liable to compensate UNESCO for equipment determined to be damaged or degraded beyond normal wear and tear.

Article XIII. Termination

1. UNESCO or the Individual Specialist may cancel the contract before it has come into effect by giving written notice to the other party. For contracts of less than 2 months the period of notice is 5 days, for longer contracts – 14 days. No compensation shall be payable in such cases. Should UNESCO cancel the contract with shorter notice, the Individual Specialist is entitled to 5% of payment for each month of service provided by the contract, subject to a maximum of 30% of the total amount.

Initials:

2. Once the contract has come into effect, it may be terminated by either party at any time before the expiry date with 2 weeks written notice for contracts of 6 months or less, or 1 month's written notice if the contract is for more than 6 months. If UNESCO terminates the contract, the Individual Specialist is entitled to an indemnity of 5% of payment for each remaining aggregated period of service equivalent to one month, subject to a maximum payment of 30% of the total amount. In the event of termination by the Individual Specialist, or of the inability of the Individual Specialist to carry out fully its terms, UNESCO may deduct from any payments due an amount equivalent to any losses caused to the Organization, taking into consideration the extent to which the assignment has been completed.
3. Notwithstanding the provisions of Article XII, paragraphs 1 and 2, in the event of breach of contract, including false declarations, on the part of the Individual Specialist, the contract may be immediately terminated by UNESCO without notice or indemnity.

Article XIV. Arbitration

1. Any controversy or dispute concerning the execution or interpretation of this contract shall be settled by negotiation between the parties. If it is not amicably settled, it shall be submitted, at the initiative of either party, either to the Chairperson of the UNESCO Appeals Board or be the subject of an arbitration under the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules in force. The arbitrator shall rule upon the costs of arbitration, which shall be either apportioned between the two parties or paid by one of them only. The arbitral award shall be final and irrevocable.
2. The party initiating the procedure shall decide which of the two procedures shall apply.

Article XV. Amendments

This contract may be amended specifying all modifications and signed by both UNESCO and the Individual Specialist prior to the expiry date of the present contract. If the Individual Specialist wishes to propose amendments, these proposals should be communicated to UNESCO which, if deemed necessary, will prepare the amendment to present contract for mutual agreement and signature.

Initials:

Annex: C

CONCEPT NOTE

BILT Learning Lab webinar series on
Clean energy: TVET for a just transition
February – November 2024

BILT theme: Greening TVET

1. Background

Transitioning from a brown economy to a green one is no longer a question of if, but when.

Government policies have come a long way since the signing of the Kyoto Protocol in 1997. Rather than simply agreeing to broad emission targets, ambitious national and **regional green and blue policy measures** have the **goal of climate neutrality**. These policies are multi-faceted and aim at improving energy efficiency, building-up renewables, and reducing carbon emissions. Technical and vocational education and training must be not only prepared, but also develop resilience to support these aims through educating the next generation and reskilling the existing workforce.

From across the three regions of the BILT project (Africa, Asia-Pacific, and Europe) **partner organizations are dealing with implementing these policies** at national, regional and local levels. In conversations with these organizations, it has become apparent that while they all plan for the development of greener economies the **approaches and perspectives differ**.

These variances are wide-ranging, sometimes showing similarities in strategy and at other times being very dissimilar. Furthermore, the **salience of adaptation to this new transition has geopolitical foundations**. Core to the **BILT project and its Agenda 2025** looking at the **dual transition** is outlining strategies that strengthen partnerships, identifying innovative examples of TVET policy and practices, opening the forum for knowledge exchange, and advancing peer learning and capacity building in TVET across Africa, Asia-Pacific, and Europe. These themes also align to the Sustainable Development Goals 4 (quality education) and 7 (affordable and clean energy).

It is with this background in mind that the BILT project intends to launch a limited-run webinar series where the aforementioned points can be explored by our partners.

2. Target Groups

- Ministries
- National Bodies
- TVET providers – educators and learners
- Social partners: business membership organizations, trade unions, industry
- Universities/Research institutions

- National, Regional and International Governance organizations

3. Goal

By the end of the limited-run series, the complexity and variation seen in TVET policy and practice across the three different regions will have been captured. Moreover, by means of using this conversational format it allows for a safe space to discuss and identify potential for collaboration across regions as well as generate new ideas through exchange.

4. Objectives

The *BILT Learning Lab Webinar Series on Clean Energy: TVET for a Just Transition* will have five objectives:

- Highlight existing conversations taking place from the three BILT regions regarding the “3 I”s (identification, integration, implementation) process of New Qualifications and Competencies (NQC)
- Stimulate knowledge sharing and mutual learning for a just transition
- Foster potential areas of collaboration and boost innovation in TVET
- Develop policy recommendations towards a global TVET agenda in relation to the energy transition
- Promotion of TVET, and related career paths, as attractive entry point to sustainable energy-sector-related fields

5. Outcomes

The cumulative effect of project outputs will enable the BILT community to:

- connect and build new partnerships that improve TVET systems’ contributions
- identify existing information and research
- learn about TVET innovations and new practices
- benefit from recommendations at TVET policy and TVET practice level
- access learning materials that can be adapted by different TVET providers
- create awareness of TVET's significance as it relates to the impact of the energy transition with a focus on clean energy.

6. Outputs

6.1. Conceptualization, organization, implementation, and promotion of a limited-run five-episode web series on clean energy

The first episode of the series will focus on **preparing the labour force with regards to future skills identification, reskilling/upskilling, and core competencies development.**

The second episode will look at **the mechanisms needed to integrate new skills and competencies into TVET curricula** once they have been identified.

The third episode will focus on **how collaboration and network building fosters innovation.**

The fourth episode will deal with the question of **inclusion and agency to ensure a just transition.**

The fifth episode will bring together the different ideas and perspectives presented during the first four episodes to discuss the future of the **transition economy and clean energy** in TVET.

As part of the series a promotional campaign will take place for all episodes.

6.2. Take-away / teaser promotional videos

Creation of six (6) short, maximum 90 seconds, videos to be used in the promotion of the series and of TVET as an attractive career path to the energy transition. The first recording will be released in advance of the first episode. The subsequent five (5) will be done after each episode and will include (a) the main take-aways presented by the speakers, and (b) a teaser inviting the audience to join for the next episode. This is to be used for promotional purposes of the webinar series as well as the BILT project.

6.3. Final report

A final report will be written consisting of three parts: recommendations for TVET policy and TVET practice, lessons learned in the sense of key takeaways from speakers (and participants) in the episodes as well as suggestions for future webinar series.

7. Timeline

January 2024 – November 2024

[illegible]