

## Open Call for External Experts Within the Renewable Energy Services in Education and Training – RESET project

No. 1/2023/RESET

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**Purpose of the open call:** to identify adequate experts with relevant expertise to be potentially included in the implementation of the RESET project (Renewable Energy Services in Education and Training).

**Duration of the open call:** 20<sup>th</sup> December 2023 until 30<sup>th</sup> September 2025

**Contracting authority (Contractor):** ERI SEE Secretariat

**Funded by:** GIZ (German Development Agency - The Deutsche Gesellschaft für Internationale Zusammenarbeit)

**Related project:** Renewable Energy Services in Education and Training (RESET), a part of the regional GIZ-funded project Green Agenda - Decarbonization of the Electricity Sector in the Western Balkans

**RESET participating economies:** Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, Republic of North Macedonia, Serbia.

The languages: the working language of the project is English. The knowledge of WB6 languages<sup>1</sup> is an asset.

**Eligibility of experts:** The call is open to individual consultants/experts or consulting companies. There is no restriction related to the country of origin.

### **Categories of external experts included in this open call for external experts:**

1. External Experts on renewable energy
2. External experts on education and training connected to renewable energy sector
3. External experts in the development of the learning content within the renewable energy sector
4. External expert moderators and facilitators
5. External experts in gender equity
6. External experts in social sustainability
7. External moderators/coordinators of national events
8. Translators and lecturers
9. Communication experts

### **Important note:**

- Specific conditions for the categories of external experts listed can be found in specific Terms of References (ToRs) for each category of external experts – please see below, in the continuation of this Open Call
- One applicant can apply for more than one external expert category
- One applicant may be hired for delivery of all, or some, expected deliverables listed within specific ToRs, depending on the relevant expertise, availability and financial conditions.
- Having in mind the potential repetitive nature of engagements, and possibility of contracting one applicant for more than one task, framework contracts shall be signed with the selected applicants; with specificities of each engagement being defined in separate annexes of the framework contract

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<sup>1</sup> WB6 languages are: Albanian, Bosnian, Croatian, Macedonian, Montenegrin, Serbian

**Documents needed for application:**

1. CV in Europass/other format demonstrating the expertise relevant for specific categories of this Call, as defined in the corresponding Terms of Reference
2. Links to relevant published papers and reports if applicable
3. 2 reference contacts (e-mail addresses or phone and relevant position)

**Application procedure:**

1. Interested applicants should apply to the Open Call by sending documents listed under **Documents needed for application**
2. The documents shall be sent electronically to [office@erisee.org](mailto:office@erisee.org) with the subject line stating: Open Call no. 1/2023/RESET for external experts within RESET project – Expression of interest
3. The email should clearly state which category the applicant is applying for (please consult list **Categories of external experts included in this open call for external experts, stated above**).
4. One applicant may apply for more than one expert positions.
5. The Contractor will analyse the submitted documentation and, on the basis of general and advantage criteria described in the Terms of Reference (ToR) for each category of experts, decide on whether to place the applicant into the ERI SEE Pool/Register of experts.
6. The Contractor will inform the applicant about the decision regarding the ERI SEE Pool/Register of experts.
7. The Contractor holds no obligation to contract the applicant after they have been placed in the Pool/Register of Experts. The decision to contract the applicant from the Pool/Register of experts shall depend solely on the RESET project particular needs.
8. When particular need for experts arises within the RESET project, the Contractor will contact eligible experts from the Pool/Register of Experts.
9. The final decision on contracting specific experts from the Pool of Experts will depend on the experts' expertise for specific tasks (please see the General and Advantage criteria within specific ToRs below), their availability and financial conditions which will be negotiated with the Contractor.
10. The Contractor will start the legal procedure of formalizing the relationship with the applicants who are selected for implementing particular tasks.

**Expert's Fee:** To be agreed between the expert/s and the Contracting Authority (Education Reform Initiative of South Eastern Europe – ERI SEE)

Envisaged maximum total budget for external experts, as defined by the RESET budget, is 35.400,00 EUR.

**Background information - about the contracting authority and the project**

The Education Reform Initiative of South Eastern Europe (ERI SEE) is a regional platform for cooperation in the field of education and training. ERI SEE is established by the Memorandum of Understanding on the Role and Organisation of the Education Reform Initiative of the South East Europe, signed at Brdo, Slovenia, on the 5th June 2010 (2010 Brdo MoU) as an international organization. ERI SEE supports sustainable education reforms through regional cooperation. It aims at fostering shared European standards in education and training for a rapid integration of its member countries into a wider European area of education, thus contributing to the success and sustainability of the EU integration process. ERI SEE takes into account both country-specific needs and demands in education reforms, as well as present trends in the development of the envisaged European area of education. Members of ERI SEE are signatory parties and acceding parties to the 2010 Brdo MoU. Those are: Albania, Bosnia and Herzegovina, Croatia, the Republic of North Macedonia, Moldova, Montenegro and

Serbia. Kosovo\* participates in ERI SEE activities as an associated partner. ERI SEE institutional structure consists of a Governing Board, a Consultative Body and a Secretariat

### **About the RESET project**

The economies of the Western Balkans 6 (Albania, Bosnia and Herzegovina, Kosovo\*, Montenegro, North Macedonia and Serbia) have accepted the Green Agenda for the Western Balkans and its main goal: to reach the climate neutrality by 2050 by signing the Sophia Declaration.

The implementation of the Green Agenda for the WB is expected to have a major impact on all aspects of societies, including the industry sector. The share of the renewable energy sector in the overall industry and economy is expected to significantly and continuously rise. As a consequence, great shifts on the labour market can be expected – the transition to renewable energies will influence the profile, complexity, type and numbers of jobs needed in the energy sector.

To accommodate for the newly developing needs of the labour market, namely the needs of the renewable energy sector, the new qualifications on the labour market will be needed at all levels. This asks for a greater cooperation and communication between the business sector coming from the renewable energy field on the one hand, and education and training on the other. The business sector has to communicate the need for the new types of labour force, with new knowledge, skills and competences; and education and training sector has to prepare the students (of all ages) for this new labour market demands, through different levels: formal secondary, tertiary, and non-formal education – through regular secondary school programmes as well as the adult education programmes and re-skilling and up-skilling.

The overall objective of this project is to support the developments of the adequate response from the education and training sector to the introduction of the renewable energy professions into the Western Balkans. The objective is planned to be reached through 2 work packages:

1. Development of recommendations to TVET decision makers to accelerate the Labour market and energy developments for RE.

These recommendations should take into consideration the good practices existing in more advance economies, and should be adjusted to specific Western Balkans circumstances, including educational legal framework and regulations. They should also be supported by the analysis of the effects of the increased Renewable Energy sector demand on education and labour market, taking into consideration both labour market needs and current and future education provision.

The recommendations should include the framework of regionally uniform learning content and reference to the technical equipment needed for training needed by continuing education institutions for RE.

2. Raising awareness and promoting TVET/education for Renewable Energy Service

The awareness raising and promotion campaign should increase the level of general understanding of the energy shift in the Western Balkans, as well the level of specific understanding among policy makers, policy implementers and stakeholders. It should aim at creating a positive climate towards the RE transition and inform about the future potentials and opportunities that RE transition brings to the education, labour force and labour market.

1.

**Terms of Reference for**

**External experts on renewable energy**

for the Renewable Energy Services in Education and Training (RESET) project

1.

**I Objectives and scope of assignment**

The objectives and scope of the assignment include but are not limited to:

- **Providing expertise on the renewable energy topics in various activities required by the project that may include, but are not limited to:**
  - presenting conclusion of labour market and education and training sectors studies;
  - presenting labour-market developments and trends in renewable energy;
  - presenting labour-market developments and their impact on education and training sector
  - presenting education and training developments in renewable energy;
  - promoting and presenting renewable energy benefits to the general public;
  - promoting and presenting renewable energy developments to the education and training sector representatives;
  - key-speaking at international conferences
  - moderating discussions on-line and face-to-face
  - developing Action plan for the Western Balkans for further development in the labour market end education and training sector targeting renewable energy
  - developing Recommendations for the Western Balkans for further development in the labour market and education and training sector targeting renewable energy;
  - presenting the impact of renewable energy on education and training sector and business;
  - promoting renewable energy occupations and qualifications in education and training
  - promoting renewable energy career options;
- **Advocating for the increase in renewable energy sector developments,**
- **Analysing the GIZ strategic framework, relevant guidelines and existing labour market, education and training and renewable energy analysis and reports**
- **Increasing capacities of the project participants on the topic of renewable energy**
- **Increasing capacities of the project participants on the topic of renewable energy in education and training**

**II Relevant experience, competences and expertise requested**

An expert will be evaluated based on the following criteria:

**1. General criteria**

- Proven expertise in renewable energy (min. 5 years)
- Proven understanding of labour market development trends (min. 3 years)
- Proven understanding of education and training development trends (min. 3 years)
- Proven understanding of education and training context in the Western Balkans (min. 3 years)
- Proven experience of moderating international working groups (min. 3 years)
- Proven experience of developing action plans in the subject of renewable energy (min. 3 years)

- Proven experience in developing recommendations in the subject of education and training (min. 3 years)
- Proven experience in developing conclusions related to the renewable energy sector
- Proven experience in developing and implementing presentations and key speeches
- Proven experience in work in an international environment
- Knowledge of English at the level of C1 (written and oral)

## 2. Advantage criteria

- Proven experience of working in the education and training sector, particularly VET
- Proven experience in implementing labour market analysis
- Proven experience in developing education and training documents (strategies, standards, recommendations etc.)
- Proven understanding of the concept of skills identification
- Knowledge of one of the Western Balkans languages

An expert must fulfil **all general** criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.

## IV Expected deliverables:

- Conclusion of labour market and education and training sectors studies;
- Analysis of labour-market developments in renewable energy;
- Analysis of education and training developments in renewable energy;
- Presentation on renewable energy benefits to the public;
- Presentation on renewable energy development to the education and training sector;
- Recommendations and Action plan for further development in the LM and ET sector in the Western Balkans targeting renewable energy;
- Presentation on the impact of renewable on Education and Training Sector and business;
- Presentation on renewable energy occupations, qualifications and career options;
- Recommendations on the increase in renewable energy sector developments.
- Presentation of the GIZ strategic framework, relevant guidelines and existing analysis
- Presentation on various topics in the renewable energy sector
- Minutes of the meetings

**N.B. This is the non-exhaustive list of deliverables. The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.**

## V Methodology

The expert should be able to implement:

- Qualitative data collection and analysis
- Secondary analysis - content analysis (desk research)

## 2.

### Terms of Reference for

### External expert on education and training connected to renewable energy sector

for the Renewable Energy Services in Education and Training (RESET) project

#### 1.

#### I Objectives and scope of assignment

The objectives and scope of the assignment include but are not limited to:

- **Providing expertise on the renewable energy topics in various activities required by the project that may include, but are not limited to:**
  - o presenting conclusion of labour market and education and training sectors studies;
  - o presentation on the education and training trends in the Western Balkans, in particular regarding the renewable energy sector
  - o analysis of education and training sector needs in the renewable energy sector
  - o promoting and presenting renewable energy benefits to the public;
  - o promoting and presenting renewable energy development to the education and training sector;
  - o moderating discussions on-line and face-to-face
  - o moderating developments of conclusions on education and training trends and developments
  - o developing Action plan for further developments in the education and training sector targeting renewable energy;
  - o presenting the impact of renewable energy on education and training sector;
  - o promoting renewable energy occupations, qualifications and career options;
  - o advocating for the increase in education and training qualifications related to renewable energy sector
- **Analysing the GIZ strategic framework, relevant guidelines and existing analysis**
- **Increasing capacities of the project participants on the topic of renewable energy in education and training**

#### II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

##### 1. General criteria

- Proven expertise of work in education and training sector (min. 5 years)
- Proven expertise in education and training trends and analysis (min. 3 years)
- Proven understanding of renewable energy sector (min. 3 years)
- Proven experience in developing and implementing presentations and key speeches (min. 3 years)
- Proven experience of work in an international environment (min. 3 years)
- Proven experience of moderating work of international working groups
- Proven experience of understanding the labour market trends and analysis
- Proven experience in developing conclusions and recommendations on education and training trends and developments
- Knowledge of English at the level of C1 (written and oral)

## 2. Advantage criteria

- Proven experience in the renewable energy sector
- Proven understanding of the concept of skills identification
- Knowledge of one of the WB6 languages

An expert must fulfil **all general** criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.

## III Expected deliverables:

- Conclusion of labour market and education and training sectors studies;
- Analysis of education and training developments in renewable energy;
- Presentation on renewable energy developments to the education and training sector;
- Recommendations and Action plan for further development in the education and training sector targeting renewable energy;
- Presentation on the impact of renewable energy on Education and Training Sector and business;
- Presentation on renewable energy occupation and qualification standards and career options;
- Presentation on various topics in the renewable energy sector
- Minutes of the meetings

**N.B. This is the non-exhaustive list of deliverables. The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.**

## IV Methodology

The expert should be able to implement:

- Qualitative data collection and analysis
- Secondary analysis - content analysis (desk research)

### 3.

## Terms of Reference for

# External experts on development of the learning content within renewable energy sector

for the Renewable Energy Services in Education and Training project

### I Objectives and scope of assignment

The main purpose of this ToR is the articulation of the need for the expertise on the methodologies (steps, processes, criteria and formats) of developing learning content within renewable energy sector.

The provision of external expertise may include but is not limited to:

- providing analysis and reporting on the material, content and learning outcomes for chosen professions within the renewable energy sector
- developing proposals for the learning content for chosen professions within the renewable energy sector;
- developing technical specifications/requirements needed for the implementation of the learning content;
- integrating specificities of the Western Balkans labour market and educational sector into the content,
- presenting the learning content to representatives of education sector and educational experts;
- presenting the learning content to representatives of renewable energy sector
- moderating and guiding discussions around the presented material
- making conclusions and adjusting the proposed learning content
- providing advice and relevant experience to the RESET participants
- anticipating challenges and providing potential solutions to them
- development of agreed deliverables

### II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

#### 1. General criteria

- Proven experience in working in education and training sector and education policies (min. 5 years)
- Proven understanding of the renewable energy sector (min 3 years)
- Proven experience in developing learning content
- Proven experience in moderation of meetings
- Proven experience in international cooperation (min. 5 years)
- Knowledge of English at the level of C1 (written and oral)

#### 2. Advantage criteria

- Proven experience, knowledge and understanding of the labour market trends and developments
- Proven experience, knowledge and understanding of the processes of labour market and education sector analysis
- Proven experience in the renewable energy sector

An expert must fulfil all general criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory. In addition, the knowledge of WB6 languages will be considered as an advantage.

### III Expected deliverables

The experts are expected to provide:

- analysis and reports on the material, content and learning outcomes for chosen professions within the renewable energy sector
- proposals for the learning content for chosen professions within the renewable energy sector;
- technical specifications/requirements needed for the implementation of the learning content;
- recommendations for specificities of learning content in the Western Balkans
- presentation of the learning content to representatives of education sector and educational experts;
- presentation of the learning content to representatives of renewable energy sector
- minutes and conclusions of moderated and guided discussions around the presented material
- conclusions and adjustments of the proposed learning content
- advice to the RESET participants
- solutions to challenges identified in the process
- power point presentations, guidelines for working group moderation, meeting reports

**N.B. This is the non-exhaustive list of deliverables. The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.**

### IV Methodology

The expert should be able to implement:

- Quantitative data collection and analysis
- Qualitative data collection and analysis
- Secondary analysis - content analysis (desk research)

## 4.

### Terms of Reference for Expert Moderator/Facilitator

for the Renewable Energy Services for Education and Training project

#### I Objectives and scope of assignment

The main purpose of this ToR is the articulation of the need for the expertise in moderating and facilitating meetings and discussions to reach conclusions

The provision of external expertise may include but is not limited to:

- Moderating discussions around the learning content for chosen professions
- Facilitating development of recommendations for regionally uniformed learning content
- Guiding discussions among the representatives of the education and training and renewable energy sectors from the WB 6
- Formulating conclusions among the representatives of the education and training and renewable energy sectors from the WB 6
- Providing expertise on the renewable energy sector to RESET project partners and participants
- Provide expertise on education and training developments to RESET project partners and participants
- Providing advice and recommendations to the EQET SEE project partners and regional stakeholders
- Anticipating challenges and providing potential solutions to them

#### II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

##### 1. General criteria

- Proven experience in moderating and guiding discussions in international working setting (min. 5 years)
- Proven understanding of education and training sector (min. 5 years)
- Proven understanding of learning content development (min. 3 years)
- Proven understanding of the labour market trends and developments (min. 3 years)
- Proven experience in developing conclusions and recommendations (min. 3 years)
- Proven experience in international projects (min. 5 years)
- Knowledge of English at the level of C1 (written and oral)

##### 2. Advantage criteria

- Proven experience in the renewable energy sector
- Proven experience in labour market trends and developments analysis
- Proven experience in education and training sector analysis
- The knowledge of 1 of the WB6 languages

An expert must fulfil **all general** criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.

#### III Expected deliverables

The experts are expected to deliver:

1. Minutes from participation in regional meetings and the moderation of the regional working groups
2. Conclusions from regional meetings and moderation of the regional working groups
3. Presentations
4. Recommendations for regionally uniformed learning content

**N.B. This is the non-exhaustive list of deliverables. The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.**

#### **IV Methodology**

The expert should be able to implement:

- Qualitative data collection and analysis
- Secondary analysis - content analysis (desk research)

## 5.

### Terms of Reference for External experts on gender equity

For the Renewable Energy Services for Education and Training - RESET project

#### I Objectives and scope of assignment

The objectives and scope of the assignment include but are not limited to:

Providing expertise on the cross-cutting issue of the **gender equity for the project Renewable Energy Services for Education and Training - RESET**

- Presenting gender aspects in renewable energy sector;
- Providing input for the learning content with gender perspective;
- Promoting gender equity in renewable energy)
- Analysing the GIZ strategic framework and relevant guidelines
- Increasing capacities of the RESET participants in the area of **gender equity**

#### II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

##### 1. General criteria

- Proven expertise in gender equity (min. 5 years)
- Proven experience in working in education and training sector and education policies (min. 3 years)
- Proven experience in developing and implementing presentations
- Proven experience of international cooperation (min. 5 years)
- Knowledge of English at the level of C1 (written and oral)

##### 2. Advantage criteria

- Proven experience, knowledge or understanding of the renewable energy sector
- Proven experience in ensuring gender equity in renewable energy sector
- Proven understanding of the process/experience in learning content development
- Knowledge of one of the WB6 languages

An expert must fulfil **all general** criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.

#### III Potential deliverables

The experts are expected to submit:

- proposals of gender perspective for the learning content in the renewable energy sector
- proposals of gender perspective in regional recommendations and action plans
- presentation on gender aspects in renewable energy sector
- recommendations for gender equity in renewable energy sector

**N.B. This is the non-exhaustive list of deliverables. The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.**

#### **IV Methodology**

The expert should be able to implement:

- Qualitative data collection and analysis
- Secondary analysis - content analysis (desk research)

## 6.

### Terms of Reference for External experts on social sustainability

for the Renewable Energy Services for Education and Training - RESET project

#### I Objectives and scope of assignment

The objectives and scope of the assignment include but are not limited to:

- **Providing expertise on the cross-cutting issue of the social sustainability for the project RESET through:**
  - presenting social sustainability aspects in renewable energy sector
  - providing input for the learning content with social sustainability perspective
  - promoting social sustainability in renewable energy
- **Analysing the GIZ strategic framework and relevant guidelines**
- **Increasing capacities of the RESET participants in the areas of social sustainability**

#### II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

##### 1. General criteria

- Proven expertise in social sustainability (min. 5 years)
- Proven experience in working in education and training sector and education policies (min. 3 years)
- Proven experience in developing recommendations for social sustainability in education and training related documents
- Proven experience in developing and implementing presentations
- Proven experience in international cooperation (min. 5 years)
- Knowledge of English at the level of C1 (written and oral)

##### 2. Advantage criteria

- Proven experience, knowledge or understanding of the process of developing learning content
- Proven experience in ensuring social sustainability in renewable energy sector
- Knowledge of one of the WB6 languages

An expert must fulfil **all general** criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.

#### III Expected deliverables

The experts are expected to deliver:

- Presentation on social sustainability aspects in renewable energy;
- Recommendations and inputs for the learning content with social sustainability perspective;
- Analysis of social sustainability in renewable energy

**N.B. This is the non-exhaustive list of deliverables. The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.**

#### **IV Methodology**

The expert should be able to implement:

- Qualitative data collection and analysis
- Secondary analysis - content analysis (desk research)

## 7.

### Terms of Reference for

### Moderators/Coordinators of national events

for the Renewable Energy Services for Education and Training (RESET) project

#### I Objectives and scope of assignment

The objectives and scope of the assignment include but are not limited to:

- Coordination and implementation of face-to-face and on-line national events for the education sector representatives with focus on renewable energy
- Cooperating with the renewable energy experts to integrate the renewable energy content into event sessions
- Providing moderation to the events
- Ensuring the participation of relevant participants at the event, with a primary focus on teachers and school managers (formal sector and non-formal sector, schools and adult education providers)
- Connecting with the representatives of education and training sector
- Cooperating with external experts to promote renewable energy in education and training
- Cooperating with external experts to ensuring the information for the participants about the impact of the renewable energy on education and training
- Facilitating direct interaction and dialogue among external experts, educators and stakeholders
- Ensuring advice to schools on effective campaigning and advocacy strategies to promote education for renewable energy
- Gathering participants' feedback to evaluate the event's impact and offering insights for ongoing enhancements.

#### II Relevant experience, competences and expertise requested

An expert will be evaluated based on the following criteria:

##### 1. General criteria

- Proven experience in cooperating with education and training stakeholders (min 5. years)
- Proven experience of working in education and training sector (min. 5 years)
- Proven experience in coordinating and implementing national events, particularly in the education and training sector (min. 5 years)
- Proven experience in designing concepts of information and promotion events in education and training sector (min. 3 years)
- Proven experience in regional project participation (min. 3 years)
- Proven experience of working with external experts (min. 3 years)
- Proven public speaking skills
- Experience in providing advisory services to education and training institutions and stakeholders
- Knowledge of one of the WB6 languages

## 2. Advantage criteria

- Proven experience in collaborating with education institutions on on renewable energy initiatives
- Knowledge and understanding of the Green Agenda for the Western Balkans
- Knowledge and understanding of education and training developments in renewable energy sector

**An expert must fulfil all general criteria to be eligible to be included in the Pool of Experts. Advantage criteria are considered an asset but are not obligatory.**

## III Expected deliverables

- Event coordination and implementation concept note.
- Integrated renewable energy content for event sessions.
- One face-to-face national event held for at least 50 participants education and training sector
- One on-line national event held for at least 50 participants of education and training sector
- Minutes of the meetings
- Participation reports, sign list and other relevant documentation.
- Moderation strategy for ensuring a smooth-flowing event.
- Advisory reports on effective campaigning and advocacy strategies
- Participant feedback analysis and enhancement recommendations.

**N.B. This is the non-exhaustive list of deliverables. The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.**

## IV Methodology

The expert should be able to implement:

- Qualitative data collection and analysis
- Secondary analysis - content analysis (desk research)

## 8.

### Terms of Reference for Translators and lectors

for the Renewable Energy Services for Education and Training (RESET) project

#### I Objectives and scope of assignment

The main purpose of this ToR is the articulation of the need for translators and lectors to be engaged within the EQET SEE project.

The provision of external expertise may include but is not limited to the **translation to and from English** of project outputs, publications and preparatory materials within the following four language groups:

Group 1: Albanian

Group 2: Bosnian, Croatian, Montenegrin, Serbian

Group 3: Macedonian

Group 4: German

and **proofreading** the materials.

#### II Relevant experience, competences and expertise requested

An expert applying for **translating assignments** (hereinafter translators) should fulfil the following criteria:

**Translators within group 1:** Proven experience in translating texts in the field of education and training from Albanian to English and from English to Albanian (min 5 years)

**Translators within group 2:** Proven experience in translating texts in the field of education and training from Bosnian **or** Croatian **or** Montenegrin **or** Serbian to English and from English to Bosnian **or** Croatian **or** Montenegrin **or** Serbian (min 5 years)

**Translators within group 3:** Proven experience in translating texts in the field of education and training from Macedonian to English and from English to Macedonian (min 5 years)

**Translators within group 4:** Proven experience in translating texts in the field of education and training from German to English and from English to German (min 5 years).

An expert applying for **lecturing assignments** (hereinafter lectors) should fulfil the following criteria: proven experience in **proofreading** materials (min 5 years of experience in proofreading).

#### III Expected activities

Translators will be expected to translate documents provided by the Contractor. A translator can apply to translate within one or more groups.

Lectors will be expected to lector occupational and qualification standards in Bosnian or Croatian or Serbian.

#### III Potential deliverables

The expected deliverables for translators will be translated project documents within the set deadlines. The project documents may include the learning content, labour market analysis, education analysis, occupational and qualification standards, teaching and learning material, training material, methodologies, meeting materials, conclusions, recommendations, reports and project publications.

#### **IV Methodology**

Translators will be tasked to translate written texts within 4 translation groups (segment II) within the set time framework. One translator must be able to translate from and to English language within 4 translation groups (segment II) with equal efficiency and effectiveness. Documents translated with external tools (google translate and similar) will not be accepted.

Lectors will be tasked to proofread the documents with the full respect of language rules and standards.

## 9.

### Terms of Reference for Communication Experts

for the Renewable Energy Services for Education and Training (RESET) project

#### I. Objectives and Scope of Assignment:

- Write concise and impactful articles emphasizing the significance of integrating renewable energy into education and training
- Publish articles on web platforms and national media, highlighting the crucial role of renewable energy education in shaping a sustainable and informed future
- Disseminate published articles strategically to maximize their reach and impact
- Promoting the activities of the RESET project

#### II. Relevant Experience, Competences, and Expertise Requested:

##### 1. General Criteria:

- Demonstrated experience in developing and delivering communication strategies (min. 5 years)
- Demonstrated experience of working in a media of wide reach (min. 3 years)
- Educational background or qualifications related to communication, journalism, or a related field
- Proven experience in writing articles on renewable energy, decarbonization of the energy sector, and related topics.
- Proven understanding of education and training trends and developments
- Proven experience in publishing articles strategically to maximize their reach and impact.
- Proven experience in use of social media for dissemination
- Ability to translate complex concepts in renewable energy into simple language

##### 2. Advantage Criteria:

- In-depth knowledge of the Green Agenda for the Western Balkans, reflecting comprehensive awareness of regional sustainability goals.
- Familiarity with the mechanisms of a just transition, demonstrating an understanding of the processes and strategies involved in ensuring an equitable and inclusive shift towards sustainable practices, particularly in the context of renewable energy.
- Proven experience of writing articles on education and training developments

#### III. Expected Deliverables:

- Min. 5 well-crafted and published articles for web and national media platforms per expert
- Min 5 articles regarding renewable energy, education and training for renewable energy, RESET project and other relevant topics published in national and international media

- Strategic dissemination plan for published articles
- Regular reports on the reach and impact of disseminated articles
- Recommendations for optimizing communication strategies for future initiatives

**N.B. This is the non-exhaustive list of deliverables. The deliverables for each assignment will be articulated within the copyright agreement signed between the contractor and the expert.**

#### **IV Methodology**

**The expert should be able to implement:**

Qualitative data collection and analysis

- Secondary analysis - content analysis (desk research)