**USAID West Africa Energy Program**

**Activity Scope of Work**

Energy Sector Women Leadership Initiative (ESWLI) Replication

1. **Executive Summary**

WAEP aims to increase women's participation in the energy sector across all its activities. Two areas of focus are (1) building a new generation of women energy professionals and (2) increasing opportunities for equal participation of women and men through leadership development/networking. Contributing to the above objectives, WAEP aims to launch an Energy Sector Women’s Leadership Initiative (ESWLI). This will build on and replicate an adapted version of a similar successful initiative pursued by the Power Africa Nigeria Power Sector Program (PA-NPSP). PA-NPSP built a 40-hour curriculum that covers 20 competency-based modules delivered over a two-week period for women in the Nigerian energy sector.

WAEP’s version of ESWLI will involve a 2.5-3 day facilitated in person or online[[1]](#footnote-1) training to equip talented mid-level women in the energy sector with management, leadership, and professional skills to advance in their current roles and in their long-term careers. Moreover, the initiative will include hosting virtual networking and question-and-answer opportunities with prominent sector leaders. WAEP will select participants in collaboration with diverse stakeholders including government, private sector, and civil society entities working in the energy sector.

The WAEP version of ESWLI modules will include:

* Module 1: Women in the Energy Sector, Diversity and Inclusion Awareness, and Working in a respectful workplace
* Module 2: Business Communication
* Module 3: Presentation and Public Speaking
* Module 4: Business Etiquette and Networking and Customer Service Excellence
* Module 5: Strategic Planning
* Module 6: Conflict Management and Negotiation Skills
* Module 7: Supervisory and Coaching Skills and Leading with Emotional Intelligence
* Module 8: Team Effectiveness and Team Building
* Module 9: Time Management and Prioritization and Work-Life Integration
* Module 10: Personal Branding, Being Politically Savvy, and Career Development and Action Planning

The goal is to train two cohorts, with 35 women in each cohort.

1. **WAEP Background**

The USAID West Africa Energy Program (WAEP)) is a 4-year USAID effort to achieve the goals of the Power Africa initiative. WAEP will support activities to expand supply of and access to affordable and reliable grid-connected electricity services in West Africa through a range of technical assistance, capacity building, and transactional support to advance Power Africa’s objective in the West Africa region. WAEP will implement targeted interventions to achieve the following four Outcomes:

1. Increase the supply of power in West Africa;
2. Enable expanded end-user connection to the grid;
3. Improve the technical and institutional capacity and performance of select national utilities, and other relevant national power sector entities; and
4. Accelerate the establishment of a high functioning regional power market.

WAEP is a Task Order under Power Africa, an initiative launched by the US Government in 2013 bringing together technical and legal experts, the private sector, and governments from around the world to work in partnership to increase the number of people with access to power. Power Africa aims to empower women across all its implementing mechanisms and has the following dedicated gender goals: (1) Increasing women's participation in the energy sector workforce; and (2) Increasing women's access to energy services

Recognizing women as key players to drive economic growth in West and Central Africa, WAEP works to: (1) Increase women's access to electricity; (2) Increase women's participation in the energy sector workforce; and (3) Build capacity of partners (government, private sector) to address gender-based inequalities within their spheres of influence.

1. **Methodology / Approach**

The approach includes:

* **Content adaptation**: Briefly adapt existing content to the Ghanian and other contexts (e.g. case studies and other content). This includes brief prioritization of modules/content to decrease its volume (to a maximum of 20 hours and around 10 training modules) and to potentially merge, leave out, or adapt modules, as needed.
* **Training management, coordination, and delivery**: Manage all logistics for and coordinate of all trainings and staff. Manage quality control and troubleshoot issues. There will be 2 cohorts (up to 35 participants in each), with a duration of 2.5-3 days.
* **Coordinate, organize, and manage 2 virtual networking events:** with prominent sector leaders.
* **Reporting and documentation**: Manage reporting (including testimonials). Provide and manage other required documentation (e.g. pre- and post-training assessments, attendance, certification, networking event reporting, etc.).

1. **Expected Results and Impacts**

This activity will result in the following:

* + Women’s management, leadership, and professional skills enhanced (target: 70 women)
  + Women’s opportunities to be included in decision-making and leadership roles are maximized (target: 70 women)
  + Number of women in decision-making and leadership roles is increased

1. **Activity Delivery Plan [estimated timeline: within Q1 2022-Q3 2022]**

**Phase I: Content Adaption**

Adapt existing content (e.g. case studies) to the Ghanaian context and other potential contexts. This also includes brief prioritization of modules/content to decrease its volume (to a maximum of 20 hours and around 10 training modules) and to potentially merge, leave out, or adapt modules, as needed. It includes adaptation/finalization of participants manuals/handouts, and all needed materials for the training (including in case of virtual delivery).

**Phase 2: Training management, coordination, and delivery**

This includes the management and coordination of all logistics of all trainings as well as the management of staff and of quality control throughout the training process. With 20 hours of training (spread around 10 modules), the target number of participants is 70 with an expected cohort of 35 women hence 2 training cycles.

**Phase 3: Reporting and documentation**

This includes managing and providing reporting (including testimonials) in addition to other documentation (e.g. pre- and post-training assessments, attendance, certification, etc.).

**Phase 4: Coordinate, organize and manage 2 networking events**

This includes coordinating, organizing and managing the design, delivery, and logistics of 2 networking events with prominent sector leaders.

### **Deliverables**

The following deliverables are associated with this SOW. All deliverables will be submitted in English.

|  |  |
| --- | --- |
| **Deliverable Name** | **Description of Deliverable** |
| Adapted Training Materials | The Subcontractor/Vendor will adapt existing content (e.g. case studies) to the Ghanaian context and other potential contexts. This also includes brief prioritization of modules/content to decrease its volume (to a maximum of 20 hours and around 10 training modules) and to potentially merge, leave out, or adapt modules, as needed. It includes but is not limited to: adaptation/finalization of participants manuals/handouts, PowerPoint presentations, pre and post evaluations, certifications, participants/attendance list, and all other needed materials for the training (including in case of virtual delivery). |
| Pre and Post Trainee Surveys | The Subcontractor/Vendor will prepare pre and post surveys to determine the knowledge of the trainees. These surveys will aim to assess change in knowledge (by comparing before and after the trainings). |
| Daily Training Agendas | The Subcontractor will provide daily training agendas to outline the topics for each day they will conduct trainings – to inform trainees accordingly. |
| Training Report | The Subcontractor will provide a detailed training report after the training sessions outlining a summary of the training objectives and content, a summary of the profiles of training participants, challenges and lessons learnt, along with recommendations for future trainings. The Subcontractor/vendor will attach participants/attendance lists and Pre and Post trainee surveys. |
| Networking events report | The subcontractor will provide one 3–5-page report on the 2 networking events. This will summarize the objective and content and highlights of the event. It will provide an overview of the attendees including the profiles of prominent sector leaders, challenges and lessons learnt, and recommendations for future events. The Subcontractor will attach the events agendas, panelists profile/biographies, PowerPoint presentations, and any other relevant materials. |

Unless otherwise indicated in writing, the Subcontractor will prepare, as applicable, written deliverables in the USAID West Africa Energy Program-branded Deliverable MS Word or MS PowerPoint template that will be provided to the Subcontractor by the USAID West Africa Energy Program sector or sub-component manager overseeing its work.

**Review and Acceptance of Deliverables**

All deliverables mentioned under Section 6 must be submitted to the Program leadership in draft form and are subject to review. If further revisions are required, the Subcontractor will conduct these revisions and will submit the final draft within five days from the receipt of comments.

# **Place and Period of Performance**

The tasks will be undertaken in Ghana (either in-person or virtually, depending on prevailing COVID-19 related restrictions and WAEP office capacity). Period of Performance: estimated Q1 - Q3 2022.

**Proposed Team Structure**

* 1 Lead Trainer
* 1 Training Coordinator

**Submission of Proposals**

All interested bidders/applicants are requested to submit a company’s profile; proof of registration (company registration documents; VAT certification; proof of certification as qualified auditor) and proposal with pricing outlining each of the deliverables form Task 1 to Task 4 by 15th March 2022 by 4:00pm to Elinda Agyei on [eagyei@powerafrica-waep.com](mailto:eagyei@powerafrica-waep.com); Prattipati, Sai Madhavi on [sprattipati@deloitte.com](mailto:sprattipati@deloitte.com) with a copy to [cwish@deloitte.com](mailto:cwish@deloitte.com) with the E-mail subject **reading “ WAEP Lead for ESWLI 2022”.**

1. Will depend on COVID-related restrictions at the time of delivery [↑](#footnote-ref-1)