

The Climate Compatible Growth (CCG) programme is seeking to engage an external consultant to lead high-level activities regarding the planning, organisation, and delivery of the Energy Modelling Platform for Latin America and the Caribbean 2024 event.

Background of the event and purpose of the role

CCG facilitates several international capacity strengthening events throughout the year. The main aim of these events is to contribute to creating optimised investment proposals for the energy transition in the relevant regions. These will help each region to meet the growing demand for low-carbon, inclusive, and climate-resilient development pathways whilst making use of its large resource base. Each event represents an excellent opportunity for local experts to acquire funded training access to training, discussion forums, and coaching skills on models and tools for energy planning needs. The events are co-organised by partners in the country where the event will take place. This role will provide high-level management and facilitation to the next CCG capacity strengthening event, which takes place in Rio De Janeiro in January 2024. The consultant is expected to lead on all aspects of the preparation, implementation, and follow-up of the event.

Activities

- Engaging with international partners in relation to the collaborative management and co-ordination of CCG capacity strengthening events
- Structuring different funding offers and proposals from international partners for capacity strengthening events
- Act as the first point of contact for all event related correspondence (planning, implementation, and follow up).
- Organising and structuring capacity strengthening events with the host partners from the host country regions supported by the event
- Act as the overall lead/co-lead for the capacity strengthening events
- Event budget management
- Where assistance is needed, assigning tasks between the capacity strengthening project team members, ensuring that there is a balanced allocation of tasks and that tasks happen on time and within budget.

Work arrangements

The consultant is expected to work from home and must use their own equipment and resources to deliver the tasks set out. Travel to the event might be required. Travel and accommodation costs will be agreed in advance and covered by CCG.

Required qualification and experience

The preferred candidate will have:

- Strong track record of building and strengthening relationships with international organisations (e.g. World Bank, UN, IDB etc.)
- Extensive experience of developing, managing, and delivering modelling tool capacity strengthening events (virtual and in-person)
- Experience of management of high-level meetings

- Knowledge of energy modelling tools (e.g. CLEWS, OSeMOSYS etc.)
- Strong track record of project management in the field of international development
- Budget/Finance management
- Experience in a research-related role
- Higher degree qualification in the field of international development or similar
- Experience of working on similar projects in Latin America (or other LMICs)
- Excellent IT skills (Excel, Word, Power Point, Access, Outlook, SPSS or similar)

Project length and budget

The estimate project length is from August 2023 to end of January 2024. It is estimated that the assignment will require approximately 40–45 days and the budget is up to £13.5K (excluding VAT where applicable)

Communication and Reporting

The contractual requirements will be managed by the CCG Programme Manager of Loughborough University.

The consultant/organisation is expected to communicate with the CCG Management Team regularly throughout via Teams meetings on the following:

- project progress
- anticipated challenges, changes, delays, or concerns

All meetings and appointments to discuss the overall progress of the project against the contract will be agreed and arranged in advance and at mutually convenient times. Any significant changes to the approved research plan and timelines must be discussed and approved in advance.

Loughborough University reserves the right to request the consultant/organisation to make revisions to the deliverables if they do not meet the required quality. The consultant/organisation will be required to make these revisions at no additional costs to Loughborough University.

How to respond to these ToR

CV and Expression of Interest are to be sent to ccg@lboro.ac.uk with the subject: Energy Modelling Platform Consultancy Work

All responses should include the following:

1. CV
2. An expression of interest (please ensure that you provide evidence of how you meet each of the required criteria)
3. Please provide information on your daily charges. All travel will be based on actual costs according to expenses and receipts.

All proposals must be received by **23:59 GMT on 1 August 2023**.