



Terms of Reference (ToR)

Development and Recording of a Video-Based E-Learning Course on Solar Installation and Maintenance

1. Background

Shaqodoon is a local NGO established in 2011 to create innovative and sustainable solutions that address youth employment challenges in Somalia and Somaliland. The organization designs, delivers, and evaluates practical programs focused on **livelihood skills, economic empowerment, education, and technology-driven innovation.**

Shaqodoon's mission is to **empower youth—especially those marginalized or at risk—to access meaningful employment, education, and entrepreneurship opportunities.** The organization promotes locally led, market-driven approaches that foster hope, resilience, and inclusion.

2. About the Project

Shaqodoon, in consortium partnership with **ADRA, Windle International, and Save the Children International (SCI)**, is implementing a **three-year EU-funded project** titled *Initiative for Marketable Practices in Agri-business, Circular Economy, and Technology (IMPACT)*.

The project aims to:

- Increase access to **renewable energy** and promote sustainable energy practices;
- Accelerate the **transition to a circular and green economy**; and
- Strengthen **sustainable agri-food value chains** in Somalia and Somaliland.

The project collaborates closely with the **Ministry of Education** and the **Ministry of Labour and Social Affairs** to ensure alignment with national skills development priorities and long-term sustainability.

3. Purpose of the Assignment

The purpose of this assignment is to engage an **experienced consultant or training firm** to design, develop, and record a **practical, engaging, and market-oriented e-learning course** on **Solar Installation and Maintenance.**

The course will combine **theory and practice**, aiming to equip learners with hands-on technical and entrepreneurial skills relevant to Somalia's renewable energy sector.

4. Scope of Work

The selected consultant or firm will be responsible for the following tasks:

4.1 Content Development

- Design a **simple, practical, and structured content** that includes both theoretical and hands-on lessons.
- Develop a **detailed course outline** with modules, lessons, and clear learning objectives.
- The training content should include the following key topics:
 - Basic of Electricity: This topic covers the knowledge on basic electricity and basic calculation skill of electrical circuit.
 - Solar Energy and Solar PV System.
 - a) Introduction to renewable energy and solar source basics, PV cell/panel fundamentals, solar PV systems and their applications (off-grid, hybrid and grid-tied)
 - b) Solar system components (Balance of System) including panels, batteries, inverters, charge controller, cables, etc.
 - Battery and Charge Controller
 - Inverter and DC Light
 - The Environmental Importance of Solar Energy and Its Role in Combating Climate Change.
 - Comprehensive Energy Assessment, Load Analysis, and Solar PV System Design/sizing for Residential, Commercial, and Public Facilities — Including Battery Storage and Inverter Sizing.
 - Installation procedures and safe electrical wiring, mounting panels (roof & ground), structural considerations, tilt, orientation, and fastening for local roofs.
 - DC/AC wiring best practice, earthing/grounding, fusing, combiner boxes, lightning protection basics
 - Inspection and Monitoring: This involves conducting pre-commissioning inspections, routing system checks and performance assessments to ensure proper functionality and safety. Activities include verifying equipment installation, measuring voltages and currents, and identifying any faults.
 - Solar PV Maintenance
 - Safety, environmental, and energy efficiency practices

4.2 Content Creation

- Prepare all written and visual learning materials, including:
 - **Learner-friendly written materials**, including lesson scripts manuals, handouts, slides, and simple checklists.
 - Prepare **scripts and storyboards** for all video lessons, ensuring they align with the course objectives.
 - Use **simple language and visuals** that are suitable for learners with varied literacy levels including diagrams and infographics
 - Quizzes and short exercises for self-assessment
 - Translate technical terms into **clear Somali or bilingual explanations** where necessary.
- Develop **practical demonstration scripts** to accompany each video module.

4.3 Video Recording and Production

- Record **high-quality instructional and practical videos** that combine classroom-style theory and real-life demonstrations of solar installation and maintenance.
- Use **real or simulated training environments** to demonstrate system setup, wiring, maintenance, and troubleshooting.
- Integrate animations and graphics where necessary to simplify complex steps.
- Ensure:
 - High-definition (HD) video and clear audio;
 - Proper lighting and close-up shots for technical demonstrations;
 - On-screen narration or voice-over explaining each step;
 - Subtitles/captions in English and Somali for accessibility;

4.4 Post-Production

- Edit all video materials to ensure clarity, continuity, and engagement.
- Add visuals, captions, graphics, animations, and titles where helpful to enhance learning
- Deliver final videos in formats suitable for the **KOORSO e-learning platform**
- Ensure all videos include module titles, learning objectives, and closing credits aligned with Shaqodoon's branding.

4.5 Assessment and Evaluation

- Design and conduct **simple pre- and post-learning assessments** to measure knowledge gained for each module
- Include **interactive quizzes, knowledge checks, and practical exercises** for each module.
- Provide answer keys and guidance notes for trainers and learners.
- Collect **participant feedback** to evaluate the course's effectiveness and relevance.

5. Deliverables

The consultant/firm is expected to deliver the following:

1. A **comprehensive** course outline and detailed lesson plans.
2. **Complete training materials** (manuals, handouts, slides, scripts).
3. **Professional and High-quality video recordings** of all lessons and demonstrations.
4. **Edited and finalized video modules** ready for online publication.
5. **Assessment tools and summary results** (pre/post tests and quizzes for each module) and final certification for the course.
6. A **final report** summarizing the course development, delivery process, participant engagement, and key lessons learned.

6. Duration

The assignment should be completed within **3 months** from the date of contract signing, covering all stages of curriculum design, recording, editing, and final delivery.

7. Qualifications and Experience Required

The consultant or firm must demonstrate:

- Proven expertise in **solar installation, maintenance, and training delivery**;
- Experience in **developing e-learning content** and video-based instructional materials;
- Strong technical skills in **videography, production, and editing**;
- Ability to **simplify complex technical topics** for practical learners;
- Experience in **renewable energy capacity building** projects;
- Proven track record of **timely, high-quality deliverables**;
- Portfolio of previous similar work (preferably in renewable energy or vocational training).

8. Proposal Requirements

Interested consultants or firms should submit:

- Company profile and legal registration documents
- **Technical Proposal** detailing their understanding of the assignment, methodology, and work plan;
- **Sample videos or e-learning materials** from previous projects;
- **Financial Proposal** with an itemized cost breakdown (development, recording, editing, production);
- **CVs of key personnel** including Solar PV and digital development expert with relevant experience and qualifications. Personnel with fluency in **multiple Somali dialects** will be considered an added advantage.

9. Evaluation Criteria

Criteria	Description	Weight (%)
Technical Experience	Proven experience in solar training and e-learning content development	30%
Approach & Methodology	Quality, clarity, and innovation of the proposed approach	30%
Cost Effectiveness	Realistic and well-structured financial proposal	30%
Timeline & Work Plan	Feasibility and clarity of the proposed work schedule	10%

A minimum score of **70%** is required to proceed to financial evaluation.

10. Management and Reporting

The consultant/firm will report to **Shaqodoon’s IMPACT Project Manager**, working closely with the **Learning and Innovation Department** for quality assurance.

Regular progress updates will be required during the assignment, including **review meetings** and a final validation session prior to course publication.

11. Submission Instructions

Interested and qualified applicants should submit both **technical and financial proposals** electronically to: jobs@shaqodoon.org

Deadline for submission: **20 November 2025**