

Call for Proposals for Trainers

Capacity-Building Programme for Women Energy Entrepreneurs in SADC

Energising Women to Advance the Energy Transition in SADC Region

1. Background

The “Energising Women to Advance the Energy Transition in SADC Region” initiative seeks qualified trainers or training organizations to design and deliver a comprehensive capacity-building programme for fifteen (15) women-led enterprises that are fully registered companies in the sustainable energy sector. These enterprises were selected from a call for application, and they are from the following eight (8) SADC member states: Botswana, Madagascar, Malawi, Namibia, South Africa, Tanzania, Zambia, and Zimbabwe. The selected enterprises operate in the following sustainable energy technologies: biomass, biogas, biofuels, clean cooking, concentrated solar power (CSP), energy efficiency, green hydrogen, productive use of energy, solar photovoltaics (PV), and solar thermal. The programme will run over a period of six (6) months with participants committing at least 7-10 hours per month to training and related activities. The programme will address business development needs to empower participants to scale their impact and competitiveness.

This call aims to ensure the selected trainers address the specific, diverse, and practical needs of the women-led energy enterprises in the SADC region, as identified in the participants applications and programme objectives.

2. Scope of Work

Trainers are invited to submit technical and financial proposals to deliver a blended learning programme that covers the following six (6) modules for a successful sustainable energy enterprise:

1. **Module 1 - Business plan development:** a practical and structured approach to business planning.
2. **Module 2 – Business development support:** tender readiness, scaling strategies, market access, and developing business proposals that attract funding.
3. **Module 3 - Marketing, branding, and market access:** marketing strategies, brand positioning, and consumer awareness campaigns.
4. **Module 4 - Financial management:** investment readiness, fundraising, financial modeling, and cash flow management.
5. **Module 5 - Leadership & soft skills:** leadership, people management, communication, emotional intelligence, stakeholder engagement, and team building.

6. Module 6 - Monitoring, evaluation, and sustainability: monitoring, evaluation, and ensuring the sustainability of capacity-building initiatives.

3. Programme Structure

1. **Class size:** 15 enterprises from Botswana, Madagascar, Malawi, Namibia, South Africa, Tanzania, Zambia, and Zimbabwe.
2. **Number of modules:** six (6) modules
3. **Training duration (total of 45 hours):**
 - a. 12 virtual training sessions: Total of 12 hours (1 hour each session, 2 sessions per month for 6 months).
 - b. 30 one-on-one coaching sessions: Total of 30 hours (at least 2 sessions, 1 hour each session, for 15 trainees)
4. **Training dates:** 6 months (01 September 2025 – 28 February 2026).
5. **Format:** Combination of virtual training sessions, peer-to-peer learning sessions, one-on-one coaching, real-life case studies featuring successful women-led energy enterprises for practical insights, live question and answer (Q&A), and practical assessments.
6. **Draft business plans** are already available for participating enterprises. Trainers will be required to work closely with trainees to review, refine, and strengthen these business plans and business proposals as part of the training process. Trainers should provide targeted feedback, and guide participants in addressing gaps or weaknesses identified during the review process.
7. **Language:** Training and training material should be delivered and prepared in English.
8. **Training platform:** The training sessions will be delivered via Zoom and/or Microsoft Teams.
9. **Training material:** All sessions will be recorded, and transcripts will be shared for trainees to access. Other training materials such as PowerPoint presentations and reading materials will be uploaded on the GWNET online platform for the trainees.

4. Expected Outputs:

1. Training curriculum and materials for sustainable energy enterprises (customised for SADC context and tailored content to the realities of Botswana, Madagascar, Malawi, Namibia, South Africa, Tanzania, Zambia, and Zimbabwe);
2. Delivery of at least 12 virtual training sessions;
3. Facilitation of at least 30 one-on-one sessions;
4. Coordination of peer-to-peer learning sessions;

5. Monitoring and evaluation (M&E) tools to track progress and impact; and
6. Brief post-training analysis report with recommendations for women's energy entrepreneurship.

5. Proposal Requirements

A. Technical Proposal (page limit of 6 pages)

1. Overview of the training organization/team and relevant experience (provide links to the experiences).
2. Proposed curriculum outline and training methodology.

B. Financial Proposal (page limit of 1 page)

1. Detailed budget (trainer fees per hour, etc.) in United States Dollars (USD).
2. Payment schedule tied to hours of training sessions and delivery of course materials.

6. Eligibility & Selection Criteria

1. Demonstrated expertise in renewable energy, business development, and capacity-building in Southern Africa.
2. Experience working with sustainable energy entrepreneurs especially women energy entrepreneurs.
3. Proven track record in delivering virtual training programmes.
4. Strong M&E and reporting capabilities.

7. Submission Instructions

Proposals must be submitted in English by the **28th of July 2025 at 23:59 PM Central African Time (CAT)**.

Submit the proposals (technical and financial proposals, max 7 pages exclusive of annexures: i.e. Curriculum vitae (CV), organization legal documents, client testimonials, sample training materials, etc.) to energy@sacreee.org with subject line: "*Capacity-Building Programme Trainer Proposal – SADC Women Energy Entrepreneurs*".

Contact: For clarifications, please contact energy@sacreee.org