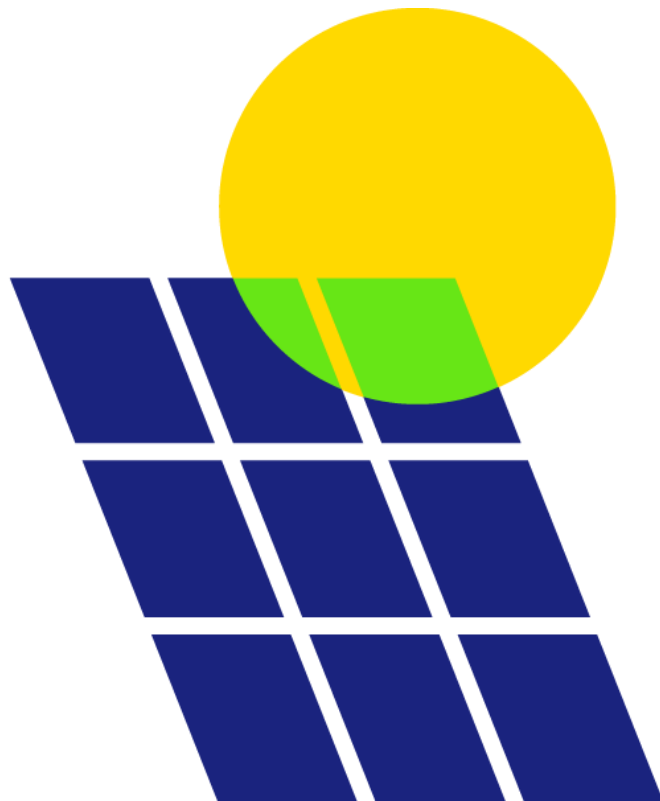




# Consultant terms of reference

*Solar Skills: London careers resource portal*



## 1. Introduction

2. These Terms of Reference (TOR) relate to Solar Skills: London. This is a project run by Solar Energy UK, the trade body representing the UK solar and energy storage industry.
  - 2.1. Interested consultants are requested to read this TOR and submit the following documents to Solar Energy UK by close of business on Friday 14 January:
    - A CV detailing relevant skills and experience.
    - A short (c. two sides of A4) description of the sources and methodology that will be used to deliver the consultancy objectives.
    - A timeframe for delivering the consultancy objectives.
    - A budget for delivering the consultancy objectives.
  - 2.2. These should be returned to: Kevin McCann, Policy Manager, Solar Energy UK, at [kmccann@solarenergyuk.org](mailto:kmccann@solarenergyuk.org).

## 3. Solar Skills: London

- 3.1. Solar Skills: London is intended to provide skills and training support to people in London considering a career in the solar sector.
- 3.2. The project is funded by the Mayor of London. London has a specific target of deploying 1GW of solar power in the city by 2030, as part of its ambition to achieve a net zero carbon economy by the same year.
- 3.3. This consultancy relates to a specific aspect of Solar Skills: London, which is to produce an online solar training and careers hub for the capital. The careers hub, which will be hosted on the Solar Energy UK website, will provide a 'one-stop shop' for prospective solar career entrants. It will include relevant information on the solar industry, the roles available in the sector, the skills and experience required to fulfil these, and the training and other centres where these can be acquired. This is intended to support those considering a career in solar in the capital, by providing a clear source of information on how to enter the industry.
- 3.4. More information on the project is available at <https://solarenergyuk.org/resource/solar-skills-london>, and from Solar Energy UK.

## 4. Aim of the consultancy

- 4.1. The aim of this consultancy is to produce substantive content for the Solar Skills: London careers portal.
- 4.2. The consultant will be expected to use their knowledge and experience of the solar sector and its workforce needs to produce this content. They will also be expected to carry out comprehensive research on routes into the solar industry in London (for example, on training centres and courses available across all London boroughs).
- 4.3. It is expected that the consultant will draft original content, summarise external sources, profile education and training providers, and suggest other relevant information for inclusion.

## 5. Deliverables

- 5.1. The consultant will be expected to produce the deliverables summarised in Table 1 below, with a brief but specific description of the research methodology used for each. Where relevant, the deliverables should be in plain, concise English, of a standard that could be published with minimal editing.
- 5.2. The final and specific list of deliverables will be agreed with the consultant.
- 5.3. Solar Energy UK welcomes suggestions from prospective consultants on further information it would be appropriate to include on the Solar Skills: London careers portal.

Table 1: expected deliverables

Indicative section heading	Type (indicative length)	Description	Further information
Renewable energy sector overview	Narrative (1 page)	Description of the renewable energy sector in the context of London / UK decarbonisation objectives	
Solar sector overview	Narrative / facts and figures (2-3 pages)	Narrative description of the solar sector - history and origins, market segments, and types of installations, in the context of London / UK decarbonisation objectives	Eg climate policy, the benefits of solar, London deployment and target deployment statistics, different types of solar installations
Careers info	Narrative (4-5 pages)	Narrative description of jobs and roles available in the solar sector	Eg system designer, installer, asset manager, etc. To include extended range of roles available (eg in project management).

Career prospects	Narrative / facts and figures for each role outlined under careers info (4-5 pages)	Figures on employment as they relate to careers info above: estimated salaries, progression opportunities, links to other industries	Including a London-specific breakdown of all figures, where possible
Role-specific training needs	Narrative / other information for each role outlined under careers info (4-5 pages). Potentially to include a “next steps” summary for those considering each role	Narrative or other description of the skills, training, qualifications and experience needed for the career roles outlined above	Eg relevant trade experience, apprenticeships, further education or other courses, and the professional and other competencies required (eg wiring regulations). Potentially example job descriptions
Standards / curriculums	Table (eg Excel file) of training material (comprehensive)	Detailed list of all relevant standards, qualifications and specifications applicable, as they relate to the career roles outlined above / technologies outlined below	Eg relevant electrical / wiring regulations, installation standards and similar
Case studies - London solar employees	AV / narrative content (format to be discussed with Solar Energy UK)	Short videos or other relevant content with real-world case studies of people who have pursued careers in the London solar sector and their journey	(Eg specific colleges, universities and other relevant centres, by London Borough or other relevant area). SEUK to assist with industry contacts
Technology overview	Narrative (4-5 pages)	Short narrative description of all relevant solar and energy storage technologies, with technical information as necessary	Eg what they are, how they work, where and how they are installed
Product-specific training	Table (eg Excel file) of training material (comprehensive)	Comprehensive list of, links to and other information on relevant product-specific training webinars, videos and manuals as they related to the technologies outlined above	Eg solar system design software or product installation manuals, where made freely available by manufacturers
Training / education centres	Table (eg Excel file) of practical information on education and learning opportunities (comprehensive)	Comprehensive list of, links to and other information on London-based centres providing training / other courses or experience relating to the career paths outlined above	
Grants and funding	Table (eg Excel file) of practical information on financial support (comprehensive)	Information on grant and other funding schemes provided by eg the GLA or central government which prospective solar industry entrants can access	

## 6. Consultant description

- 6.1. Solar Energy UK expects that consultants applying for this role will have the following skills and experience:
- Excellent knowledge and experience of the UK solar and energy storage sector.
  - Wide knowledge and experience of post-16 learning and qualification frameworks.
  - A strong network of contacts in the solar and energy storage and / or relevant educational sectors.
  - Excellent drafting ability, capable of summarising technical information in clear, concise English.
  - Strong time management, with the ability to work remotely and independently.
  - Experience in a similar consultancy role.

## 7. Working arrangements

- 7.1. This consultancy will be remote based. Solar Energy UK will be available by phone, email and Teams to respond to queries and provide support as necessary.
- 7.2. There will be an inception meeting with Solar Energy UK to discuss the consultancy and its objectives in full. The consultant will be expected to provide a weekly update by email on their progress, to include activities planned, undertaken and complete, as well as any problems which may arise.
- 7.3. Solar Energy UK envisages this consultancy will take around 15-20 days, but invites consultants to submit an estimate of the number of days they would expect to take to complete the work as part of their budget. All deliverables will need to be completed by the end of February 2022.

## 8. Timeframe

Description	Deadline
Consultant applications	Friday 14 January 2022
Shortlisted consultants contacted	Friday 21 January 2022
Consultant appointed	Friday 29 January 2022
Deliverables completed	Monday 28 January 2022

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