



**ANTIGUA AND BARBUDA**  
**Department of Environment**

**Request for Proposal**

Impact of Climate Change on Women and Disadvantaged Communities (OAS-DCF Solar Training Initiative)

<b>Job Title</b>	Solar Trainer
<b>Contracting Authority</b>	Department of Environment, Ministry of Health and the Environment, Antigua and Barbuda
<b>Date of Issue</b>	February 23, 2026
<b>Deadline</b>	March 16, 2026
<b>Duration</b>	12 months
<b>To Apply</b>	<p>Individual consultants and/or firms are invited to apply. The following documents must be submitted:</p> <ul style="list-style-type: none"> <li>- Technical Proposal: methodology, work plan, implementation schedule, proposed training structure, mentorship design, and equipment specifications (max. 8 pages)</li> <li>- Financial Proposal: lump sum including supply, installation, testing, training, mentorship, and delivery costs (max. 2 pages)</li> </ul> <p>Applications must be submitted via the DOE procurement link with the subject line: “Application for Portable Solar Training Laboratory – OAS-DCF Solar Training Initiative.”</p> <p><a href="#">Click here to apply.</a></p>
<b>Equal Employment Opportunity (EEO)</b>	The Department of Environment (DOE) provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The DOE also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.
<b>Prohibited Practices</b>	The DOE maintains a zero-tolerance policy for prohibited practices including corruption, collusion, fraud, coercion, and obstruction. All complaints are investigated and reported to DOE Complaints Mechanism.

<b>Background Checks Information</b>	<p>The DOE is, therefore, asking that all applicants who are shortlisted be prepared to provide information to allow the DOE to better communicate with our partners at the Green Climate Fund, our contractors and service providers. Information needed includes, but is not limited to, company registration, police record, certificate of good standing with the Inland Revenue Department, registration numbers for Social Security, Medical Benefit Scheme, and Board of Education. Applicants are encouraged to be in good standing with these organizations. Please note that if the police record indicates that the individual/company has violated any laws, this does not necessarily disqualify the individual/company from winning the bid. Where references are requested, at least one of these must come from an immediate past client/employer. In addition to this, the contract will be subject to further background checks if required. If this is required, the successful individual/company will be notified accordingly.</p> <p>The DOE will also be conducting checks to determine if the bidder has been placed on relevant international sanctions lists, or “blacklisted” by the Caricom Climate Change Center (5Cs). If so, the bidder will not be considered.</p>
<b>Data Ownership and Confidentiality</b>	<p>The data, information, output, or material that are collected and/or developed under, or in connection to, the execution of funded activities and this AGREEMENT is property of the Government of Antigua and Barbuda. The Government of Antigua and Barbuda shall retain ownership to the aforementioned property including its title, interest, copyright, and other intellectual property rights.</p>
<b>Rights Of Acceptance</b>	<p>The Department of Environment reserves the right to accept or reject any proposal, to render any or all of the proposals as non-responsive and to reject all proposals at any time prior to the award of contract, without incurring any liability, or obligation to inform the affected bidder(s) of the grounds for the Department of Environment’s action. The Department of Environment shall not be obliged to award the contract with the lowest priced offer. The decision of the Department of Environment in this regard is final and binding.</p>
<b>Conflict Of Interest Requirements</b>	<p>The individual/company receiving the contract award must sign a conflict-of-interest declaration and cannot sub-contract or pay staff members of the Department of Environment to complete the assigned tasks outlined within this TOR.</p>
<b>Late Bids</b>	<p>Late Bids will not be accepted.</p>

## **Request for Proposals (RFP)**

### **Impact of Climate Change on Women and Disadvantaged Communities (OAS-DCF Solar Training Initiative)**

#### **VIII. About the Department of Environment**

The Department of Environment ('DOE') is a public agency for the Government of Antigua and Barbuda based within the Ministry of Health, Wellness, Social Transformation and The Environment. The DOE receives its mandate from the Environmental Protection and Management Act (EPMA), 2019. The overall mission of the DOE is to provide technical advice on the environment and to design and implement projects on behalf of the Government and the people of Antigua and Barbuda. These interventions are designed to protect and enhance the country's environment, as well as seek common solutions to national, regional, and global environmental challenges.

The Department accomplishes its mission inter alia through:

- An integrated environmental planning and management system,
- Public consultation and interagency collaboration,
- Efficient implementation of appropriate programmes, projects, and technical services,
- Appropriate counsel on environmental management for the Government,
- Effective and consistent enforcement of environmental laws and regulations, and
- Providing a source of information and technical assistance on environmental issues.

The DOE manages projects within four main programmes, which are aligned with national legislation and international environmental agreements. These are:

- Climate Change Programme (adaptation, mitigation, and capacity building)
- Biodiversity Programme
- Pollution Programme
- Monitoring, Evaluation and Data Management Programme

In 2015, the Department was accredited as National Implementing Entity (NIE) to the Adaptation Fund ('AF') and reaccredited in 2021. In 2017, the DOE was accredited to the Green Climate Fund ('GCF')— a multilateral climate change fund for developing countries. Since then, the DOE received financial support through the GCF's Readiness and Preparatory Support Programme to implement over five Readiness grants. The DOE has also received full funding to implement two projects.

To learn more about the Department of Environment, please visit: <https://environment.gov.ag/en/>

#### **II. Purpose and Objective of Consultancy**

The purpose of this consultancy is to design, supply, deliver, install, and provide training for a portable solar training laboratory at the Antigua and Barbuda Institute of Continuing Education (ABICE). The consultancy will also include structured training, a train-the-trainer component, and mentorship activities aligned with the objectives of the OAS-DCF project 'Impact of Climate Change on Women and Disadvantaged Communities.' The goal is to equip women and underserved youth with practical solar installation skills and develop a network of community trainers capable of sustaining local training programmes.

### **III. Scope of Work**

The selected consultant/supplier will be responsible for:

1. The portable solar training laboratory shall comply with applicable IEC standards for photovoltaic systems and electrical safety, including IEC 61215, IEC 61730, and IEC 62109, or equivalent. The system shall follow recognized solar training and safety best practices and be suitable for safe instructional use.
2. Procuring and supplying all components, including solar panels, inverters, charge controllers, batteries, wiring, and safety equipment.
3. Delivering, assembling, and commissioning the portable lab at ABICE.
4. Delivering hands-on training sessions for 25 participants in basic solar installation and maintenance to prepare them for apprenticeships.
5. Conducting a train-the-trainer programme for 10 community facilitators who will replicate the training model.
6. Implementing a mentorship component lasting at least six (6) months, providing ongoing guidance and field-based learning opportunities.
7. Providing all manuals, technical documentation, and safety protocols (as practicable in the format of ABICE teaching manuals).
8. Submitting inception, progress, and final reports with detailed training outcomes and participant feedback.
9. Provide technical and service support for the laboratory for six months.

### **IV. Deliverables**

The consultant/supplier shall provide the following deliverables:

- Inception report including detailed methodology, training schedule, and mentorship framework.
- Fully operational portable solar lab installed at ABICE including instructional manual and training manuals. .
- At least 25 participants trained in basic solar installation and maintenance.
- Train-the-trainer module delivered to at least 10 community participants.
- Mentorship sessions implemented and documented over a minimum six-month period.
- Final completion report with test results, feedback, and sustainability recommendations.

### **V. Reporting Requirements**

The consultant will report to the Project Coordinator at the Department of Environment. Reports must be submitted electronically in MS Word or PDF format, including progress updates, training reports, and mentorship outcomes.

### **VI. Duration**

The total contract duration will range from six (6) to twelve (12) months, depending on implementation phases and mentorship completion.

## VII. Required Qualifications and Experience

- Minimum 5 years of experience in solar technology, renewable energy training, or similar technical capacity-building projects.
- Demonstrated experience in designing and implementing hands-on solar training programmes.
- Proven record in delivering train-the-trainer or mentorship components within technical fields.
- Strong knowledge of solar equipment installation and maintenance standards.
- Ability to provide post-training technical support and equipment servicing.
- Prior work with government or development agencies will be an asset.

## IX. Evaluation Criteria

The evaluation criteria and weightings that will be applied to this TOR are as follows:

Category	Description	Weighting
1	Technical expertise and qualifications	20
2	Understanding of TOR and proposed methodology	30
3	Experience with similar training and mentorship projects	25
4	Quality of training and mentorship design	15
5	Cost effectiveness	10
	Total	100

## Rights of Acceptance

The DOE reserves the right to accept or reject any proposal without obligation or liability to the applicants.