

Expression of Interest: Brazil Program Institutional Advisor

CLASP is looking for a full-time consultant to work as an Institutional Advisor for the CLASP program team and support them on all CLASP activities in Brazil, including stakeholder engagement, communication with policy makers and preparing materials.

DUE: 12 June, 2023 at 23:59 ET **QUESTIONS: ctaylor@clasp.ngo**

About CLASP

CLASP serves at the epicenter of collaborative, ambitious efforts to mitigate climate change and in the global movement for clean energy access, through appliance efficiency. Our mission is to improve the energy and environmental performance of the appliances & equipment we use every day, accelerating our transition to a more sustainable world. We work hand-in-hand with governments, experts, industry, consumers, donor organizations and others to propel policies and markets toward the highest quality, lowest resource-intensive appliances possible.

CLASP has worked in more than 100 countries since its inception in 1999. CLASP is headquartered in Washington, DC, with teams in China, Europe and the United Kingdom, India, Indonesia, and Kenya. We are mission-driven and committed to a culture of diversity, transparency, collaboration, and impactful work. See our [Team Page](#) to learn more about us.

Background and Introduction

In Brazil, CLASP collaborates with the Ministry of Mines and Energy (MME), the National Institute of Metrology, Standardization and Industrial Quality (Inmetro), and the National Electricity Conservation Program (Procel) to advance and improve efficiency policies for energy-consuming products. We share international best practices and conduct product energy efficiency impact analyses to support local agencies in achieving national energy goals.

CLASP is looking for a full-time consultant to work as an Institutional Advisor for the CLASP program team and support them on all CLASP activities in Brazil. The Institutional Advisor will also represent CLASP while the program team is not on the ground. They will work and coordinate with local stakeholders, provide key institutional, market, and technical insights, provide logistical support to organize stakeholder workshops, support dissemination of research and recommendations, and help to prepare reports and memos to support appliance energy efficiency policymaking processes.

Timeline

Contract Timeframe: June 2023—December 2024

CLASP's current Brazil program will end in December 2024, with a possibility for renewal thereafter. The scope of work, including responsibilities of Institutional Advisor and outputs, will be implemented starting in June 2023 to be completed by December 2024.

Deadline for Application: 12 June, 2023 at 23:59 ET

Application includes registering as a Consulting Partner and submitting the technical and financial proposals per the instructions below.

Deadline for Questions: 5 June, 2023 at 23:59 ET

All questions must be addressed in English to Colin Taylor at ctaylor@clasp.ngo. We request all inquiries be made to this e-mail address and not by phone.

Scope of Work

The Institutional Advisor, in collaboration with CLASP program team, will be responsible for implementing activities in the scope of work below:

Task 1: LOCAL STAKEHOLDER ENGAGEMENT

CLASP engages with all relevant stakeholders involved in energy efficiency standards and labeling, including government, test laboratories, industry, local NGOs, and donor organizations. As part of Task 1, the Institutional Advisor will help maintain contact with key stakeholders, collect their views on ongoing policymaking processes, invite them to workshops, and track projects progress to ensure achieving shared goals on time. The activities will include participating in bi-weekly meetings with partner NGOs, organizing meetings with policymakers, facilitating communication with industry, attending workshops, and sharing Brazil program work progress with internal or external audiences.

Task 2: MAINTAIN COMMUNICATION WITH POLICYMAKERS

CLASP aims to collaborate with MME, Inmetro, and Procel to support the revision of minimum energy performance standards (MEPS) and labeling policies for energy-consuming products. The Institutional Advisor will represent CLASP to maintain regular communication with MME, Inmetro, and Procel, as well as other key government stakeholders (i.e., Aneel, MDIC), including coordinating meetings, sharing CLASP program team updates, answering follow-up questions and assisting with translation needs from/to Portuguese, if needed.

Task 3: PREPARE REPORTS AND POLICY MEMOS

CLASP summarizes research findings, activities, and recommendations for the next steps toward developing, revising and/or implementing standards and labeling policies. The Institutional Advisor will work with CLASP to get input, review, and feedback from local partners to inform the final report. In addition, the Institutional Advisor may take the lead on developing reports or memos, as well as provide insights while the team is seeking for future program development opportunities.

Key Qualifications

The Institutional Advisor should have a background in energy policy, including familiarity with the key Brazilian government institutions involved in energy efficiency policymaking. In addition, proficiency in written and spoken English and Portuguese is required.

Submittal

Register as a Consulting Partner

Interested parties must [register as a CLASP Consulting Partner](#).

Submit CV and Financial Quote

Interested parties should submit the Expression of Interest electronically, in English, by emailing to Colin Taylor at ctaylor@clasp.ngo (preferably in PDF format). The file should be named as per the following example:

[CONTRACTOR_NAME] _EOI_Brazil Advisor_ YYYY-MM-DD

The submission should not exceed 8 pages and should include:

- Cover Letter
- CV with summary of related experience and qualifications
- Proposed daily rate (in USD)

Optional At This Stage – Fill Out Pre-Qualification Questionnaire (PQQ)

All contractors must [fill out the PQQ](#) before working with CLASP. This can be voluntarily completed at the EOI stage but will be mandatory if a contract is awarded.

The PQQ is a thorough due diligence screening aimed at gathering legal and financial information on prospective partners/vendors. Contract awards are conditional upon passing the due diligence screening. Organizations that have already completed the PQQ do not need to complete it again unless the structure of the business has changed. If you are unsure, please email Andrea Testa (atesta@clasp.ngo) to determine next steps.

CLASP looks forward to reviewing your responses and would like to thank you in advance for your participation in this Expression of Interest. CLASP will notify all respondents who submit EOI's when a decision has been made.

CLASP is an equal opportunity employer that celebrates diversity and are committed to creating an inclusive environment for all employees. CLASP's goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. CLASP complies with all federal, state and local employment law in the countries we operate and is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, disability, political affiliation, personal appearance, family responsibilities, matriculation, genetic information, military or protected veteran status, credit information or any other characteristic protected under federal, state or local law.

Each person is evaluated based on personal skill and merit. CLASP's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.