Expression of Interest: Consultant for CLASP Program in Brazil

CLASP is seeking a full-time Consultant to support all activities related to the deployment of the CLASP Program in Brazil. The activities include data & policy research, event organization, creation of quality deliverables such as reports, memos, and presentations in both English and Portuguese, communication with local policymakers, and engagement with stakeholders from the public and private sectors.

**DUE: 12 July 2024 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](https://www.clasp.ngo/about/team/) to learn more about us.

# Background and Introduction

CLASP is seeking a full-time Consultant to work as an Institutional Advisor for the CLASP program team, supporting all activities related to the deployment of the CLASP Program in Brazil. The full-time Consultant will collaborate closely with our local Institutional Advisor, assisting in the execution of activities necessary to support government stakeholders in implementing new policies and fostering program growth in the country.

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), among other stakeholders from the public and private sectors, to advance and improve efficiency policies for energy-consuming products.

Our team provides world-class technical and policy advisory services directly to governments to develop and implement the most ambitious and cost-effective appliance efficiency policies all over the world. We accelerate the development of energy-efficient product markets through minimum energy performance standards, informative product labeling, and identification and promotion of the most efficient appliances, both on and off the grid.

Our programs are designed to maximize impacts by targeting high emitters, raising the bar through ground-breaking policies, and advancing technologies to meet sustainable development aspirations around the world.

# Scope of Work

As a full-time consultant, you will support all activities related to the deployment of the CLASP Program in Brazil in the scope of work below:

## Task 1: EXECUTING CRITICAL PROGRAM IMPLEMENTATION TASKS

As part of the CLASP program implementation, the full-time Consultant will undertake a variety of tasks, including data and policy research, creating high-quality project deliverables, and organizing events. Specifically:

a. Data & Policy Research:

* Review and analyze existing energy efficiency policies, as well as any energy, climate, or industrial and technology policies or plans that may be affected by these energy efficiency policies
* Compare local policies with international best practices
* Search, tabulate and present any relevant data on several aspects of the local appliance & equipment industry such export and import data, for instance
* Collect, tabulate, and present market data for energy-consuming products

b. Project Deliverables, in both English and Portuguese:

* Prepare and deliver presentations
* Craft policy memos
* Write technical reports

c. Event Organization:

* Coordinate all preparation activities and logistics for workshops.
* Invite and engage with relevant stakeholders involved in energy efficiency standards and labeling

## Task 2: COMMUNICATION & ENGAGEMENT WITH LOCAL STAKEHOLDERS AND POLICY MAKERS

**CLASP engages with all relevant stakeholders involved in energy efficiency standards and labeling, including government agencies, test laboratories, industry representatives, local NGOs, and donor organizations. As part of Task 2, the full-time Consultant will play a crucial role in maintaining communication with key stakeholders to track project progress and ensure timely achievement of shared goals. This involves participating in and organizing meetings with local partners, policy makers, and other relevant stakeholders from both the public and private sectors. Additionally, the Consultant will facilitate communication with industry stakeholders and share progress updates on the Brazil program with internal and external audiences.**

# Key Qualifications

* Three to six years of professional experience in energy efficiency, energy planning or clean energy public policy
* Excellent written and oral communication skills in both English and Portuguese.
* Ability to handle multiple deadlines and complete assignments with minimal supervision in a fast-paced workplace
* Detailed-oriented, effective, and flexible collaborator committed to diversity and inclusion

# Timeline

**Contract Timeframe:** July 2024—December 2024

The scope of work, including the consultant’s responsibilities and deliverables, will be implemented from July 2024 to December 2024. There is a possibility for renewal thereafter, contingent upon the candidate’s performance as the CLASP Program expands in Brazil

**Deadline for Application:** 12 July, 2024 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 July, 2024 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.

# Submittal

Register as a Consulting Partner

Interested parties must [register as a CLASP Consulting Partner](https://www.clasp.ngo/become-a-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](mailto: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](https://forms.zohopublic.com/business1257/form/PreQualificationQuestionnaireforImplementingPartne/formperma/UAOXyVgGt1Vl1-ZqtRcLZYZqYIDRPnsj3m4YvfJCeuw) 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](mailto:atesta@clasp.ngo)) to determine next steps.

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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.