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Subject : **IEA PVPS Executive Secretary Call for Applications**

CALL FOR APPLICATIONS

IEA PVPS Executive Secretary

The Executive Committee of the IEA PVPS Technology Collaboration Programme (IEA Photovoltaic TCP) invites applications for the **position of the IEA PVPS TCP's Executive Secretary**.

The current IEA PVPS Executive Secretary¹ has served since 2001 and will stop her activity on 31 December 2021 but will progressively finish work carried over from 2021 by 31 March 2022. Therefore, IEA PVPS needs to contract anew IEA PVPS Executive Secretary. The new IEA PVPS Executive Secretary will commence duties on 1 October 2021. This will give a six-month overlap.

The Executive Committee (ExCo) expects to select the new IEA PVPS Executive Secretary by electronic vote in August 2021. This will facilitate a smooth transition, and provide the new IEA PVPS Executive Secretary with lead time to prepare for the role.

The PVPS Technology Collaboration Programme

The IEA Photovoltaic Power Systems Programme (PVPS) is one of the Technology Collaboration Programmes (TCP) established within the IEA, and since its establishment in 1993, the PVPS participants have been conducting a variety of joint projects in the application of photovoltaic conversion of solar energy into electricity.

The overall programme is headed by an Executive Committee composed of representatives from each participating country and organisation, while the management of individual research projects (Tasks) is the responsibility of Operating Agents. By mid-2021, eighteen Tasks were established within the PVPS programme, of which eight are currently operational.

The thirty-two PVPS members are: Australia, Austria, Belgium, Canada, the Copper Alliance, Chile, China, Denmark, European Union, Finland, France, Germany, Israel, Italy, Japan, Korea, Malaysia, Mexico, Morocco, the Netherlands, Norway, Portugal, SEIA, SEPA, SolarPower Europe, South Africa, Spain, Sweden, Switzerland, Thailand, Turkey and the United States of America.

For more information, please visit <https://iea-pvps.org/> and see the Strategic Plan 2018-2023, attached as Appendix 2.

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IEA PVPS Executive Secretary Position Description

The IEA PVPS Executive Secretary has a key role in running the Technology Collaboration Programme.

The two primary roles of the PVPS Executive Secretariat are:

1. Manage **the day-to-day business at the IEA PVPS TCP's operational level** and be familiar with all aspects of the **particular working environment**. Key responsibilities include general support of the programme, co-administration of the IEA PVPS common fund with the Chair and a contracted accounting service, organisation and support of the PVPS TCP's ExCo meetings, PVPS TCP's communication and visibility, preparation of the PVPS TCP's deliverables (e.g., IEA PVPS annual report), PVPS website maintenance support, PVPS TCP's membership promotion, following IEA procedures, responding to IEA and other requests, events and exhibitions).
2. **Maintain and establish strong personal relationships with IEA staff** (IEA Headquarters, Paris, France), allowing efficient and high-quality work in a timely manner.

The IEA PVPS Executive Secretary prepares, updates and disseminates the IEA PVPS Annual Report, revises and edits PVPS Task publications, maintains communication with other IEA TCPs and presents PVPS at exhibitions, conferences and meetings.

The IEA PVPS Executive Secretary also strongly contributes to outreach and growth of IEA PVPS TCP membership by cultivating contacts with potential members (countries and/or sponsors), answering inquiries from potential TCP members, assisting them throughout the membership process and boosting the TCP's visibility.

In addition, the IEA PVPS Executive Secretary coordinates deliverables, such as papers, reports and links, on an ongoing basis with the IEA PVPS webmaster. The IEA PVPS Executive Secretary also works closely with the IEA ExCo Chairman, Management Board and Operating Agents (Task Leaders).

The IEA PVPS Executive Secretary position specifically includes the coverage of the following detailed activities:

- Two ExCo meetings per year - Organize together with local host, register attendees, gather and prepare documents and draft agenda, assist Chair during the meeting, write and distribute minutes.
- Support Tasks - Support the Operating Agents, project activity leaders, promote and administer participation.
- Information dissemination - Prepare, update and disseminate promotional material, answer questions, communicate with other IEA Implementing Agreements, present the PVPS TCP at conferences and meetings.
- Assist in increasing membership - Build contacts with potential member countries, respond to inquiries from potential PVPS participants.
- General support - Contacts with and bi-annual reporting to IEA Headquarters, manage finances, and other work that may be requested by the Chair or ExCo.

The IEA PVPS Executive Secretary shall carry out his/her functions under the supervision of the Executive Committee, especially the Chair. The IEA PVPS Executive Secretary is a member of the Executive Committee in an advisory capacity with no voting rights.

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The IEA PVPS Executive Secretary must provide a timely and dedicated service to IEA PVPS during the term of the appointment. Flexibility in hours and schedule is a requirement. **Although the position of the IEA PVPS Executive Secretary is part-time, it is expected that the selected person demonstrates dependability, shows a sense of urgency about getting results and gives high priority to delivering work on time, while maintaining the agreed upon standard of quality.** A comprehensive description of the IEA PVPS Executive Secretary work is to be found in Appendix 1.

Extent of Work and Time Period

The expected yearly amount of work is approximately **1,100 hours**. The applicant is expected to state an hourly rate for the work. The contract period for the service is three years, with a possibility of extension – any decision to extend the contract rests solely with IEA PVPS. The contract letter for the new IEA PVPS Executive Secretary will include a clause that the appointment is subject to satisfactory performance. From time-to-time, the IEA PVPS Executive Secretary will be expected to discuss progress and effectiveness of the role with the Chair and to make any changes required.

The contract will begin on 1 October 2021. This will allow for a six-month overlap (until March 2022) during which time the present IEA PVPS Executive Secretary would finish and co-share work carried over from 2021; such as the 59th IEA PVPS ExCo meeting organisation. The new IEA PVPS Executive Secretary will be in charge of the 59th IEA PVPS ExCo minutes, the 2021 Annual Report preparation and publication, invoicing for the IEA PVPS 2022 Common Fund, as well as of the regular IEA PVPS Secretariat activities.

Position Specification

English is the working language of the IEA PVPS TCP. The appointee should have **excellent English oral and written skills**.

Proven skills and international experience in **coordination** and **leadership** are essential.

Communication experience and skills are essential as well, so as to be at ease to manage communication tools such as websites, social networks, etc. Communication skills would especially correspond to the capacity to organise the creation of documents and communication tools with assistance of contracted communication specialists.

Experience with science editing and publication would be a major advantage.

A **good understanding of the Executive Committee and Task Leaders role within IEA PVPS** would be desirable, along with the ability to work with all components of IEA PVPS.

A **basic background in the PV sector** is desirable.

The IEA PVPS Executive Secretary shall also be available **to undertake work at short notice and have the ability to produce quality outputs under pressure to meet deadlines**; and above all, possess a **high level of diplomatic skills**, especially with understanding of different regional cultural differences. The appointee shall easily liaise with different audiences since the IEA PVPS Chairman and Executive Committee maintain a global network. The appointee should thrive in a multicultural environment and connect to all levels of this international organisation. PVPS is a programme in which 22 countries from all cultures and regions around world participate, therefore the appointee should have an excellent understanding of the participating countries.

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Qualifications

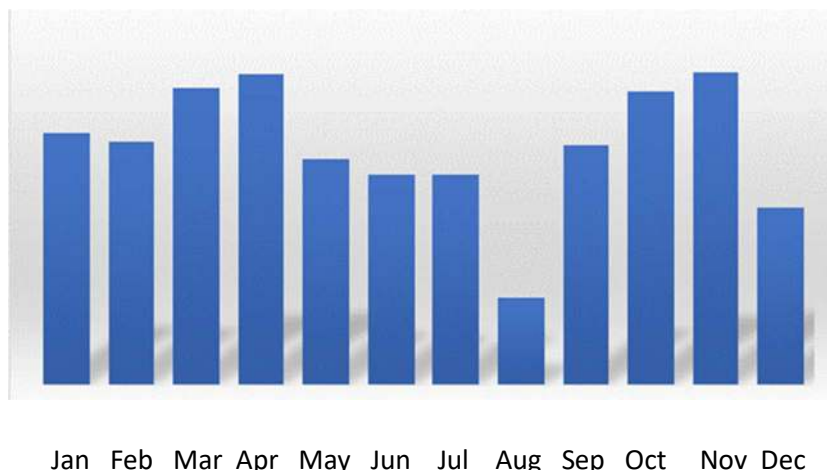
The IEA PVPS Executive Secretary must have specific skills and experience to perform the role.

- possess good organizational, communication and diplomatic skills;
- be accurate and meet deadlines;
- master spoken and written English;
- be able to work independently;
- be prepared to travel internationally, including to ExCo meetings on different continents;
- be able to carry out the organization of meetings in close relation with the local organizer and PVPS Chair (ExCo meetings);
- be familiar with social media tools (Linkedin and Twitter especially) so as to animate these specific channels with relevant information;
- have experience in managing the built-in process for communication tools such as websites, newsletters, press releases, etc., with basic skills in graphics, website information content update, etc.;
- be based in one of the PVPS TCP's member countries. Experience with IEA working methods and/or an interest in photovoltaics would be an advantage;
- if possible, have a documented experience in collaborating with international and especially Asian partners in the PV sector (national representatives, R&D entities).

It is expected that the IEA PVPS Executive Secretary will provide all equipment necessary to carry out the work and have his/her own office and storage capacity for archive material and publications, as well as be able to travel to the two annual ExCo meetings (if organised physically, travel costs being covered by PVPS other budget). The applicant must come from a member country of IEA PVPS and be known to the relevant ExCo member (see <https://iea-pvps.org/about-iea-pvps/exco/>). An applicant must state in his/her proposal, any circumstances or relationships that constitute or may constitute a conflict or potential conflict of interest in respect to this Call for Applications, or in respect to the resulting IEA PVPS Executive Secretary appointment.

The graph on the next page represents an approximate workload distribution of the ongoing IEA PVPS Executive Secretary position:

IEA PVPS Executive Secretary's Workload Rate Throughout the Year:



Application Process

With their country's ExCo representative's endorsement, proposers may submit a costed proposal to be appointed as IEA PVPS Executive Secretary of the IEA PVPS TCP. The list of country's ExCo representative's is located at the following weblink : <https://iea-pvps.org/about-iea-pvps/exco/>

Applicants should submit the following to the Chair (daniel.mugnier@tecsol.fr) and the present IEA PVPS Executive Secretary (Mary Brunisholz mary.brunisholz@netenergy.ch), by **Monday 30 August 2021**:

- a Curriculum Vitae (Resume)
- the names and contacts of up to three references
- a document explaining why he/she believe he/she is suitable for appointment, as well as any other information he/she considers of importance for the selection.

The document should state a **tendered hourly rate** in EUR (which includes all overheads and taxes such as Value Added Tax (VAT), Goods and Services Tax (GST), etc.) and potentially in other currency. EUR will be the default basis of payment for the successful applicant. This option on currency is left open because IEA PVPS Executive Secretary appointment is the major IEA PVPS Common Fund budget expense.

Selection Criteria

Each application will be evaluated against the following criteria:

The quality of the applicant will be evaluated based on the following criteria (the maximum total quality score is 100 points):

- Quality of the proposed methodology (scored on maximum 50 points)

This criterion will assess to what extent and how well the tasks mentioned in Position Description section and appendix 1 are covered by the applicant and how they will be taken forward, namely:

- Demonstrated understanding of international, and specifically IEA or similar international organisation, research collaboration, including knowledge of the logistical and organisational issues related to TCPs;
- Demonstrated insight of and significant experience in: solar energy and PV, organisation of events, drafting reports in English and managing websites and social networks;
- Strategies for continuous improvement of the IEA PVPS Executive Secretary role, ensuring high levels of involvement of ExCo members and stakeholders in participating in the IEA PVPS TCP and also for increasing the IEA PVPS TCP membership.

- Organisation of the work and resources (scored on maximum 50 points)

This criterion will assess the adequacy of experience, qualifications and skills of the person to be responsible for the organizational and administrative aspects of the IEA PVPS TCP Executive Secretary *vis à vis* the tasks mentioned in Position Description section and Appendix 1, as well as the global allocation of time and resources, namely:

- Previous experience in a comparable international secretarial role and of the administration of international PV energy R, D&D projects and collaboration;
- Innovative ideas to keep the IEA PVPS TCP at the forefront of administrative excellence, utilising the latest information and communications technology and, in particular, online tools and resources;
- The IEA PVPS Executive Secretary shall have at least three years' experience in project management, including overseeing project delivery and quality control of delivered services.
- Expressed intention and substantiated ability to continue as IEA PVPS Executive Secretary beyond the initial term.

Note: Proposals including additional in-kind labour contributions, by the IEA PVPS Executive Secretary's host organisation, are encouraged. In-kind labour contributions will be considered in the value for money evaluation, if there is a firm commitment to maintaining any such contribution for the appointment term.

Evaluation and Selection

Proposals will be assessed based on the selection criteria contained in the above dedicated section. The offer providing the best value for money will be chosen according to the following formula:

Score for Tender Y = (most reasonable offer/price of tender Y) x 100 x Price Weighting (40%) + Total Quality Score (out of 100) for all award criteria of Tender Y x Quality criteria Weighting (60%)

The Score for the Tender Y is therefore calculated by adding the two weighted terms: price and quality.

For instance, for the price part, a percentage between the most reasonable price and the price offered by the tender is calculated, thus giving the best value for the most reasonable offer.

A weight of 60/40 is given to quality and price (hourly rate).

The IEA PVPS ExCo or any duly authorized representative reserves the right to set priorities for the weighting of the assessment criteria, and vary those priorities at its absolute discretion.

The IEA PVPS ExCo or any duly authorized representative thereof may conduct inspections of the short-listed applicants' facilities during the proposal evaluation phase, or prior to appointment of the preferred applicant or shortlist of applicants, and review the samples sought from the short-listed applicants.

Additionally, the IEA PVPS Executive Committee or any duly authorized representative thereof may interview key personnel of the proposed IEA PVPS Executive Secretary and clients for whom the applicant has previously carried out work, to assess the similarity of that work to that proposed as IEA PVPS Executive Secretary

Appointment Process

Evaluation of the applications will be made by the Executive Committee Management Board so as to create a ranking list. The Management Board notation will lead to this preselection.

Even if the Management Board notation will provide a ranking list, the full PVPS ExCo will vote via an electronic ballot in August 2021 so as to confirm or modify the ranking and then the final selected candidate. One vote per contracting party will lead to a final selection (using one or two rounds of election is needed) and the final acceptance of a candidate will require unanimity by the PVPS ExCo. The IEA PVPS Executive Secretary candidate selection after the vote result will be finalised by end-August 2021. Contract details will be then discussed with the Chair, following which the IEA PVPS Chair and Management Board will draft a contract letter to be signed by the appointee and the Chair of IEA PVPS before end- September 2021. The non-selected candidates will be notified following the PVPS ExCo vote.

APPENDIX 1

IEA PVPS Executive Secretary Job Description

The following description corresponds to necessary and desirable skills of the applicant.

IEA PVPS TCP Matters and Advice

- Provide general support, advice, guidance and cooperation with the IEA PVPS Chair, Management Board, Executive Committee (ExCo) and Operating Agents on IEA PVPS TCP and related matters.
- Engage with IEA PVPS ExCo members: Strong commitment to and involvement with all ExCo members in selected working areas (e.g., strategy, outreach, analysis, communication) which increase the identification with the work of the IEA PVPS TCP, the quality and robustness of the output and the speed at which this occurs. Encourage strong ExCo member involvement.
- Support the strategic development of the PVPS TCP and the Strategic Plan with the support of the PVPS Management Board.
- Prepare TCP documents as requested by the IEA, including the PVPS Annual Report, End of Term Report, Strategic Plan, IEA meeting report(s) and TCP presentations.
- Support the work of the PVPS Task Operating Agents and experts.

IEA PVPS TCP ExCo Meetings

- Assist the IEA PVPS TCP Chair in actively planning and conducting IEA PVPS TCP ExCo meetings twice a year.
- Liaise with host country/organization on venues and events.
- Prepare the meeting agenda and other meeting documents as needed with the PVPS TCP Chair.
- Disseminate meeting papers (e.g., Doc Pack, Information Sheet, Registration, etc.).
- Attend IEA PVPS TCP ExCo meeting and take minutes.
- Prepare and disseminate IEA PVPS TCP ExCo draft meeting minutes and action items, after Chair's approval.

Other IEA PVPS TCP Meetings (Management Board Meetings, Operating Agent Meetings, Joint IEA PVPS Management Board & Operating Agent Meetings)

- Set dates and venues (as required).
- Obtain correct documentation (for agenda items, etc.).
- Prepare and circulate draft agenda and enclosures.
- Possibly attend meetings and take minutes.

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Support to IEA PVPS TCP Operating Agents

- Support the PVPS TCP Task Operating Agents in fulfilling their Task obligations, from the Task's conception. Work includes encouraging PVPS ExCo support of national expert participation, initiating new Task Operating Agents, guiding Operating Agents on Task structure, meeting schedules, deliverables, and twice yearly Task Status Reports.
- Reply to IEA PVPS Operating Agents' e-mail inquiries and follow up on all OAs' requests.
- Assist Operating Agents with impromptu meeting venues at international PV conferences, etc.

IEA PVPS TCP Cooperation with IEA and Other Partner Organizations

- Foster IEA PVPS TCP outreach with the IEA and PVPS partners, including IRENA, ISA and REN21.
- Be actively involved in realizing and/or participating in meetings with the IEA, other IEA TCPs, international and national organizations together with the PVPS ExCo members and Operating Agents, in order to develop seamless cooperation and possible joint projects while strengthening the IEA PVPS TCP.

IEA PVPS TCP Membership and Members

- Maintain membership records.
- Maintain regular communication with existing and potential new members (including physical contacts at meetings, conferences, etc.).
- Send emails to members on behalf of other members, when required and if appropriate.
- Support the PVPS ExCo and Management Board on their new member outreach. Help the IEA PVPS TCP maintain personal contact with potential new TCP members at technical exhibitions/conferences, as well as contact follow up from individual ExCo and Operating Agents contacts, and contacts generated from various IEA REWP and international meetings.

IEA PVPS TCP Finances

- Assist PVPS Chair with TCP financial accounts.
- Liaise with auditor and bank.
- Send annual IEA PVPS TCP Common Fund invoices and follow up on ensuring members' contributions.
- Note and assure payment of incoming invoices (such as Task 1 OA fees and expenses, conference and exhibition fees, PVPS website fees, IEA meeting attendee expenses, etc.).
- Assist the PVPS Chair in preparing annual budgets, income & expenditures, account statements, etc. for IEA PVPS TCP Executive Committee meetings.



IEA PVPS TCP External Relations

- Arrange meetings with scientists, civil servants/government departments, industry and association representatives, etc., as required.
- Host virtual meetings, e-mail discussions and following up on specific requests from students, scientists, civil servants/government departments, industry and association representatives, etc., as required.
- Respond to specific non-PVPS member organization or country requests as required (as approved by Chair).
- Respond to all inquiries from the public and the press.
- Follow specific issues and trends (e.g., from countries, governments, PV organizations, press releases, etc.)

IEA PVPS TCP Events (Conferences, Workshops, Webinars)

- Assist in managing the planning and implementation of outreach events; such as the conferences, TCP workshops at EU-PVSEC, PVSEC Asia, Intersolar, IEEE PVSC, etc., Task workshops at international events.
- Liaise with Operating Agents, Executive Committee, etc., on format, content, event chairs and speakers.
- Oversee event logistics along with the designated ExCo member, OA, and/or venue manager.
- Prepare registration and conference documentation.
- Manage the shipping of PVPS TCP materials as needed.
- Follow through with promotion for and registration of event.
- Assist in organization and administration during event.

IEA PVPS TCP Annual Report

- Request and manage contributions from IEA PVPS ExCo members and Task Operating Agents.
- Prepare document for publication, including production, editing, review of draft document, design and printing.
- Disseminate published report.

Other IEA PVPS TCP Publications and Website

- PVPS Tasks. Guide and track Tasks' deliverables (technical reports, databases, web tools, etc.), including the approval process and dissemination via the PVPS TCP website, PVPS TCP network, and other renewable energy related networks, as well as assist in organizing Task-specific webinars to promote a report.
- Issue ISBN & barcodes for each IEA PVPS published report.
- Supervise, with the support of PVPS Chair, the different TCP communication materials by
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EXECUTIVE COMMITTEE

PHOTOVOLTAIC POWER SYSTEMS TECHNOLOGY COLLABORATION PROGRAMME

processing and co-building press releases and other communication materials (newsletters, etc..) with other PVPS contracted communication entities.

- Supervise, with the support of PVPS Chair, the PVPS TCP website content management and work with the IEA PVPS Webmaster to update the content, TCP and Task documents, and news items.

Other IEA PVPS TCP Communications

- Supervise, with the support of PVPS Chair and Task 1 Operating Agent, the different social media existing accounts (Linkedin, Twitter), including the capacity to provide relevant information on a regular basis to these communication tools.
- Take the initiative of organising other accurate new accounts in other relevant social media.

APPENDIX 2

IEA PVPS TECHNOLOGY COLLABORATION PROGRAMME (IEA PVPS TCP)

Summary of the STRATEGIC PLAN 2018-2023

As one of the few truly global networks in the field of PV, IEA PVPS can take a high level, strategic view of the issues surrounding the continued development of PV technologies and markets, thus paving the way for appropriate government and industry activity. Within the last few years, photovoltaics has evolved from a niche technology to an energy technology with significant contributions to the electricity supply in several countries.

IEA PVPS is using its current term:

- to serve as a global reference on PV for policy and industry decision makers from PVPS TCP member countries and bodies, non-member countries and international organisations; with the addition of its most current PVPS TCP members, it embraces all continents and subcontinents;
- to provide a global network of expertise for information exchange and analysis concerning the most relevant technical and non-technical issues towards sustainable large-scale deployment of PV;
- to act as an impartial and reliable source of information for PV experts and non-experts concerning worldwide trends, markets and costs;
- to provide meaningful guidelines and recommended practices for state-of-the-art PV applications in meeting the needs of planners, installers and system owners;
- to contribute to advancing the understanding and solutions for integration of PV power systems in utility distribution grids; in particular, peak power contribution, competition with retail electricity prices, high penetration of PV systems and smart grids;
- to establish a fruitful co-operation between expert groups on decentralised power supply in both developed and emerging countries;
- to provide an overview of successful business models in various markets segments;
- to support the definition of regulatory and policy parameters for long term sustainable and cost effective PV markets to operate.

Therefore, in this term, the IEA PVPS TCP is placing particular emphasis on:

New CONTENT:

- More focus on the role of PV as part of the futures energy system;
- PV interaction with other technologies (storage, grids, heat-pumps, fuel cells, bioenergy, etc.);
- Integration of PV into buildings, communities and cities, the mobility sector, industry and utilities.

New ways of COLLABORATION, to closely collaborate with other partners in the energy sector:

- Increase the IEA internal collaboration, with the IEA Secretariat, other TCPs, other international energy organisations and agencies;



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PHOTOVOLTAIC POWER SYSTEMS TECHNOLOGY COLLABORATION PROGRAMME

- To link PVPS even more closely to national PV associations, in order to provide reliable and unbiased facts and practices;
- With specific sectors such as utilities and regulators, the mobility sector, the building sector and the industry sector;
- Open up more cooperation possibilities beyond the usual partners until now; e.g. non-IEA PVPS countries, non-PV networks and associations, etc.

Supported by new ways of COMMUNICATION:

- The adapted work needs significantly adapted ways to communicate our work (broader target audience, wider view of PV in the energy system, etc.);
- Changes in communication concern all tools used: website, newsletters, webinars, report summaries, one-pagers, press releases, conferences, workshops, social media, etc.

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