

Date: 26 June 2023

CALL FOR APPLICATIONS

IEA PVPS Task Manager – Task 1: “Strategic PV Analysis and Outreach”

The Executive Committee of the International Energy Agency Photovoltaic Power Systems Technology Collaboration Programme (the “IEA PVPS TCP”) invites applications for the position of the IEA PVPS TCP’s Task 1 Manager, to commence on 1st February 2024.

Applications are to be submitted by September 19th 2023. The Executive Committee expects to select the successful candidate in December 2023. (see section 10 ‘Application Process’).

1. 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 (ExCo) composed of representatives from each participating country and organisation, while the management of individual research projects (Tasks) is the responsibility of the Task Managers. By mid-2023, eighteen Tasks were established within the PVPS programme, of which eight are currently operational. The tasks address key technology issues and PV applications. Task 1 is the only foundational, permanent Task.

The participants of IEA PVPS carry out research, development, demonstration, analysis and information exchange related to photovoltaic power systems. This co-operative activity should address the technical and non-technical requirements for the large-scale and sustainable deployment and operation of PV, and address technical, economic and regulatory topics of foreseeable urgency in coming decades. See the Strategic Plan 2023-2028 in Appendix 1 for further details.

The 24 current IEA PVPS member countries are Australia, Austria, Canada, China, Denmark, Finland, France, Germany, Israel, Italy, Japan, Korea, Malaysia, Morocco, the Netherlands, Norway, Portugal, South Africa, Spain, Sweden, Switzerland, Thailand, Türkiye, and the United States of America. The European Commission, Solar Power Europe, the Smart Electric Power Alliance, the Solar Energy Industries Association, the Solar Energy Research Institute of Singapore and Enercity SA are also members.

2. IEA PVPS Task 1 “Strategic PV Analysis & Outreach”

[Task 1](#) has been running since 1993 when the PVPS TCP was formed. As a foundational and permanent Task, participation is compulsory for all PVPS members. The Task 1 Manager is appointed and contracted by the PVPS ExCo.

Task 1 conducts research on PV market and industry development and analyses support and R&D policies. Each national Task 1 Expert represents one PVPS Member and is responsible for collecting PV market and industry

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data from their country on an annual basis. Task 1 compiles the consolidated PV information in the PVPS countries and more broadly, disseminates PVPS information and analyses to the target audiences and stakeholders.

Every year, Task 1 publishes two key recurring reports. Firstly, in April, the '[Snapshot of Global PV Markets](#)' is published. The purpose of the Snapshot report is to provide initial estimated market figures for the global PV capacity additions from the previous year. The full and detailed analysis of the market and particularly industry data requires more time and is published each October in the '[Trends in PV Applications](#)' report. The regularity of these reports and the resulting time series of publications provides a unique and valuable resource and archive on the development of PV markets. Continuing these publications and maintaining the quality and reliability of the information and the data provided is of high priority to the IEA PVPS ExCo.

Over and beyond the market and industry analysis in the Trends report, the Task 1 expert group selects a different theme each year. The theme provides a special focus topic for Task 1's work each year and is selected based on current relevant issues in the energy transition.

In addition to the Snapshot and Trends reports, which analyse the PV sector at a global level, Task 1 Experts also publish annual [National Survey Reports](#) (NSRs) focusing on the market development in each IEA PVPS country. Not all countries have consistently produced NSRs, particularly in recent years, but the Executive Committee are encouraging a renewal of commitment in this regard.

Occasionally, additional [Task 1 reports](#) on specific topics are published, according to the initiatives and focus topics of the Task 1 work.

3. IEA PVPS Task 1 Manager Position Description

The IEA PVPS Task 1 Manager role includes:

- organizing and managing Task 1's work and meetings;
- motivating the group of around 25 Experts;
- editing reports;
- communicating about reports;
- ensuring all Task 1 responsibilities are upheld;
- reporting to and liaising with the PVPS ExCo & Secretariat;
- liaising with the IEA Secretariat, and;
- liaising with other relevant international organisations.

The Trends report can be seen as the culmination of each year of Task 1 activity and hence, the Task 1 Manager's role is essentially to facilitate all the steps that lead to its production, publication and dissemination. It is recommended to study one or two recent Trends reports to get an accurate picture of the expected content and standard of work. Together with the PVPS ExCo, the Task 1 strategy and focus are continuously updated.

The various responsibilities of the Task 1 Manager can also be described in terms of their relevance to the preparation of the Trends report. Depending on what approach is used to prepare the Trends report, the process may include:

- Building and maintaining relationships to the Task 1 Experts, who are the ones providing the data and other content for the Trends;
- Organising the Task 1 Expert group into Subtask groups to enable delegation of specific roles and responsibilities;
- Collecting data from Task 1 Experts;
- Educating and supporting newer Experts with the data collection process;
- Collecting data from other sources, where available and required;

Chair: Daniel Mugnier • Tel.: +33 6 67524106 • Email: daniel.mugnier@iea-pvps.org

c/o: IEA PVPS Secretariat • Box 5025 • 48419 Rheine • Germany

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- Organising and running Task 1 meetings to discuss with Experts about data collection, industry trends, market trends, topical issues and country specific status updates;
- Deciding on a focus theme for each year and discussing this topic in particular with the Experts for input;
- Preparing the Snapshot report as the preliminary market data overview, which provides the preliminary content to be expanded for the Trends;
- Encouraging and coordinating Task 1 Experts to produce National Survey Reports for each country, which also feed useful data and regional information into the Trends report;
- Requesting and coordinating specific inputs for the Trends report;
- Consolidating the content and market data in the Trends report;
- Preparing text and graphics and coordinating the compilation of the report with graphic designers;
- Organizing and delivering webinars after the publication of the Snapshot and Trends reports;
- Reporting to the PVPS ExCo about the Task 1 work and deliverables;
- Attending ExCo meetings to discuss and resolve any issues that may be hindering the Task 1 work;

The PVPS ExCo are keen to provide flexibility for a new Task Manager to bring a fresh perspective to the work of Task 1 and will welcome new initiatives and ideas. The scope, direction and approach of Task 1 should be allowed to develop and evolve according to the Task Manager's leadership in discussion and collaboration with the PVPS ExCo and Task 1 Expert group. In this regard, the structure of the Trends report as a written PDF document should not be interpreted as a requirement because the ExCo are open to alternative formats. In discussions, options such as a fact sheet style or even an online interactive data portal have been considered.

The IEA PVPS Task 1 Manager shall be responsible to the IEA PVPS ExCo with regards to carrying out his/her functions. The direct point of contact for the Task 1 Manager will be the IEA PVPS ExCo Chair, who will in turn discuss issues with the IEA PVPS Management Board and/or the full ExCo. On a day-to-day basis the Task 1 Manager will exchange regularly with and maintain an effective working relationship with the PVPS Executive Secretary.

4. IEA PVPS Task 1 Deputy Manager

The IEA PVPS Task 1 Deputy Manager is presently Ms Izumi Kaizuka of RTS Corporation, Japan. Ms Kaizuka has served in the role of Task 1 Deputy Manager for 20 years and will remain in the role for the foreseeable future, working alongside the successful candidate from this call for applications. Ms Kaizuka's main contribution to the Task 1 publications is the provision of data related to the global PV manufacturing industry and technologies and her role has also included organization of and representation at Task 1 events in Asia/America.

5. Possible Support Team

This document repeatedly refers to 'the' Task 1 Manager, and it is possible for this role to be fulfilled by a single person. However, it is also possible that the application is made by a group or team from a company or research centre or any other entity. In this case, a team leader must be identified and named as the 'Task 1 Manager'. If more than one person is involved in the application, the intended structure and roles of the offer should be clearly specified in the application documentation.

6. Extent of Work and Time Period

The expected yearly amount of work is approximately 75 days. The estimated expected time to be dedicated to the specific aspects of the Task 1 Manager role each year are:

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- 25 days chairing and reporting on Task 1
 - o 15 days for Task 1 meetings and organization
 - o 10 days for ExCo meetings and reporting
- 45 days for preparation and promotion of Task 1 publications
 - o 10 days for Snapshot report writing and dissemination
 - o 30 days for Trends report writing and dissemination
 - o 5 days for NSR coordination and dissemination
- 5 days for external liaising
 - o liaising with IEA secretariat and other relevant organisations analysing PV sector data

These total 75 days are not spread evenly across the year and report publication deadlines are to be met, in particular the Snapshot report publication each April and the Trends report publication each October. The IEA PVPS Task 1 Manager must provide a timely and dedicated service to IEA PVPS during the term of the appointment.

The term of the initial contract will be 23 months from 1st February 2024 until 31st December 2025, with a review by the PVPS ExCo in December 2024. The contract letter for the new IEA PVPS Task 1 Manager will include a clause that the appointment is subject to satisfactory performance.

It is possible that the contract may be renewed several times. Any decision to renew the contract rests solely with the IEA PVPS ExCo.

The current IEA PVPS Task 1 Manager will continue in the role until April 2024 to see through the preparation and publication of the 2024 Edition of the 'Snapshot of Global PV Markets' report. The successful candidate from this call for applications should commence in February 2024 with a focus on preparing to run the 62nd Task 1 meeting scheduled for mid-April 2024. The overlap of contract terms for the current and to-be-appointed managers should ensure a smooth transition and allow for handover of Task Management duties.

7. Remuneration

The value of the basic contract for the Task 1 Manager position is EUR 50 000 per year, including all taxes. This amount is budgeted for the core essential annual responsibilities and deliverables outlined in this document.

The Task 1 Manager's salary is to be paid out of the IEA PVPS Common Fund, invoiced on a quarterly basis. On top of the fixed budgeted amount of EUR 50 000 per year, there is the possibility for payments to be made for additional deliverables. Proposals for such deliverables may be submitted in writing by the Task 1 Manager to the IEA PVPS Management Board and must be approved prior to commencement of work.

During the handover period in the first year of the contract, the current Task 1 Manager will be responsible for the 2024 Snapshot report. To account for this division of responsibilities, the value of remuneration for the new manager from 1/2/2024-31/12/2024 will be EUR 45 000. From 2025 when the new manager assumes all responsibilities, the value will be EUR 50 000.

It is expected that the PVPS Task 1 Manager will provide all equipment, services and office space necessary to carry out the work, with two exceptions. Firstly, IEA PVPS funds the use of a specific data collection methodology that has been developed for PVPS Task 1. Secondly, graphic design support is available for the Trends report.

The Task 1 Manager must be able to travel to all relevant meetings, whereby travel costs are to be covered by IEA PVPS common fund. The approvals process for travel costs and the per diem rates to be applied will be specified in the engagement contract.

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8. Conflict of Interest

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 Task 1 appointment. Relevant aspects may include but are not limited to ownership of data and financial links to the IEA PVPS ExCo.

The Task 1 Manager cannot be an IEA PVPS ExCo delegate. Data collected and/or analysed for Task 1 publications must be in the public domain and able to be openly shared with the IEA Secretariat and other stakeholders who may request it.

9. Qualifications

The following describes the qualifications and skills that the applicant must possess as well as others that are desirable.

- Very good knowledge of the global photovoltaic markets and industry are essential.
- Connections with academia, trade associations and other related organizations in PV sector are advantageous.
- Proven skills in coordination and leadership are essential.
- Experience with scientific analysis, editing and publication is essential.
- Communication experience and skills are important.
- Skills in diplomacy are required, especially with understanding of different regional and cultural differences.
- English is the working language of the IEA PVPS TCP. The appointee should have excellent English oral and written skills.

10. Application Process

Applicants should submit the following to the IEA PVPS Chair (Daniel Mugnier daniel.mugnier@iea-pvps.org) and Executive Secretary (Emily Mitchell secretary@iea-pvps.org), by 17th September 2023:

- a Curriculum Vitae (Resume);
- the names and contacts of up to three references;
- a motivation letter explaining why he/she believe he/she is suitable for appointment, outlining his/her intended approach, as well as any other information he/she considers of importance for the candidature;
- in the case of a team application, an explanation of the intended division of roles, and multiple CVs may be submitted;
- if applicants have suggestions for innovations, possible improvements or developments in the Task 1 processes and/or deliverables, including potential additional deliverables, an overview document may be submitted;
- (Optional) letters of recommendation, possibly from [IEA PVPS ExCo delegates](#).

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11. Selection Criteria

The intention of the selection process is to assess the extent to which each applicant covers the aspects mentioned in the position description, the adequacy of experience, qualification and skills. The following criteria will be used for the evaluation:

- Demonstrated knowledge and understanding of global PV markets, industry and technologies;
- Research experience including data analysis and scientific communication;
- Experience of international research collaboration;
- Experience of leading and managing teams;
- Experience with project management, event organization and resource allocation;
- Innovative and visionary approach.

12. Evaluation and Selection

Candidatures will be assessed based on the selection criteria contained in the above dedicated section. Interviews will be conducted in November with shortlisted applicants.

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 ExCo or any duly authorized representative thereof may interview key personnel of the proposed IEA PVPS Task 1 Manager and clients for whom the applicant has previously carried out work, to assess the similarity of that work to that proposed as IEA PVPS Task 1 Manager.

13. Appointment Process

Evaluation of the applications will be made by the ExCo Management Board, leading to a preselection. The full PVPS ExCo will vote in December 2023. 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 Task 1 Manager candidate selection after the vote result should be finalised by end-December 2023. 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- January 2024. The non-selected candidates will be notified following the PVPS ExCo vote.

14. Contact Details

Should you have any questions or require further information, please do not hesitate to contact the IEA PVPS Executive Secretary, Emily Mitchell (secretary@iea-pvps.org), who will gladly redirect your enquiry if she is unable to directly assist.

APPENDIX 1

IEA PVPS TCP Strategic Workplan 2023-2028

Following 29 years of successful international co-operation among the 31 members of the Technology Collaboration Programme on Photovoltaic Power Systems (PVPS TCP), this document describes the strategic orientation and the activities of the programme for its proposed 7th term, covering the period from 2023 to 2028. The PVPS TCP aims to significantly support the general goals of the IEA policy in terms of energy security, climate change and economic competitiveness by enabling the photovoltaic technology to achieve or exceed the targets set in the IEA “Net Zero 2050 Scenario”.

In recent years, PV has frequently proven to be the cheapest way to produce electricity, is rapidly deployable, easy to install, has low maintenance and operation costs and contributes to stabilising energy costs. PV technology is increasingly recognised as the “game changer” in the transition to a clean energy system. The impact of PV is now also expanding beyond the energy sector to others such as buildings, mobility and agriculture or chemical, processing and manufacturing industries.

The Participants under this Agreement shall carry out research, development, demonstration, analysis and information exchange related to photovoltaic power systems. This co-operative activity shall broadly address the technical and non-technical requirements for the large-scale and sustainable deployment and operation of PV, by addressing all aspects of the integration into the energy system and other infrastructure, incorporating the emerging concept of circularity.

It shall also address topics of foreseeable urgency in decades beyond 2030, covering aspects such as physical, technical and economic integration while including policy and regulatory matters as well as social acceptance. For this purpose, this activity shall seek an increasing collaboration with stakeholders from other energy conversion technologies, networks, storage and digitalization.

The Global Photovoltaic Context 2022

- PV is the most competitive global solution for electricity production in many applications
- Very dynamic worldwide growth (>20%) of installation rates 2020: +145 GW, 2021: +175 GW, PV has achieved more than 5% of world electricity consumption in 2021, in leading countries more than 15%
- PV is increasingly becoming a key player in the energy world with promising perspectives and manifold challenges to integrate.

IEA-PVPS TCP Mission: To enhance the international collaborative efforts which **pave the way** for photovoltaic solar energy as a key player in the transition to sustainable energy systems and a main contributor to meeting GHG Targets.

PVPS TCP's Strategic Objectives for the Next Term

- to serve as impartial global reference on PV for policy and industry decision makers from PVPS TCP member countries and bodies, non-member countries and international organisations;
- to provide a global network of expertise for information exchange and analysis concerning the most relevant technical and non-technical issues including social acceptance towards sustainable large-scale deployment of PV;
- to act as a neutral and reliable source of information and to establish a fruitful co-operation for PV experts and non-experts concerning worldwide trends, markets and costs in both developed and emerging countries;



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- to further increase collaboration with the IEA Secretariat, other TCPs, other international energy organisations and agencies as well as national PV associations;
- to explore further cooperation possibilities beyond the usual partners; e.g. non-IEA PVPS countries, non-PV networks and associations, etc. Communications will focus on digital distribution while exploring new ways to enable stakeholders and member engagement with PVPS. Specific focus will be directed to education and PV capacity building.

The content of PVPS TCP's work in its 7th term will focus on providing recommendations and best practices to tackle the evolving and increasing opportunities and challenges of integrating high fractions of PV into energy systems. The goal is to address all potential barriers to the widescale global rollout of PV technology. Specific planned topic areas are outlined.

- Technical aspects of operating PV systems
 - Providing high quality and reliability of components and systems to improve operation and performance, also in harsh environments and emerging novel system types such as Agri-PV and Floating-PV. (Task 13)
 - Enhancing the quality of forecasts and solar resource assessments to enable better planning and lower costs of grid-connected PV systems. (Task 16)
- Grid integration aspects
 - Providing international expertise on the new role and responsibility of PV systems as the major supply of the future 100% renewable energy based power system including grid management, grid stability, network digitalization and increasing resilience through the decentralized character of PV technology, e.g. against cyber-attacks and climate change threats. (Task 14)
 - Strengthening cooperation between international partners around the increasing capacities of off-grid and edge-of-grid PV systems and their important role in the sustainable energy future. (Task 18)
- Integrated and sector-coupled PV
 - Paving the way for comprehensive and widely accepted integration of PV into the built environment, including aesthetics, design and modelling, standards, construction and business models, primarily for building integrated but also for building applied PV. (Task 15)
 - Contributing to the deployment of PV in the transport sector including focus on passenger vehicles, light and heavy-duty commercial vehicles, PV-powered charging infrastructure and power management systems. (Task 17)
 - Analysing sector coupling opportunities and increasing PV-integration developments including Power2X, industry integrated PV, short term and seasonal storage, etc. (Task 1)
- Sustainable PV markets
 - Analysing energy market design, business models, regulatory frameworks and scenarios to better understand PV's role in the energy transition, including examination of the role of generators and retailers in adapting business models for the PV market. Market analysis will include discussion of crucial factors such as supply chain security and social participation. (Task 1)
 - Fostering international collaboration and knowledge creation in PV environmental sustainability and safety as crucial elements for the sustainable growth of PV and global reduction of emissions. (Task 12)

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