TERMS OF REFERENCE FOR CONTRACTING CONSULTING SERVICES FOR THE DEVELOPMENT OF THE COURSE: "BUSINESS MODELS, PLANNING, AND INVESTMENT ANALYSIS IN GREEN HYDROGEN PROJECTS" PROJECT: "ADVANCING A REGIONAL APPROACH TO THE GREEN HYDROGEN ECONOMY IN LATIN AMERICA AND THE CARIBBEAN"

The Executive Secretary of the Latin American and Caribbean Energy Organization (OLACDE), in compliance with the provisions established in the Organization's regulations governing the procedures for the procurement and contracting of goods and services through open calls for proposals, issues this call in reference to the following background:

1. BACKGROUND

The United Nations Environment Programme (UNEP), as an accredited entity to the Green Climate Fund (GCF), and the Latin American and Caribbean Energy Organization (OLACDE), signed a cooperation agreement to implement the project entitled "Advancing a Regional Approach to the Green Hydrogen Economy in Latin America and the Caribbean".

The main objective of the project is to strengthen the technical and institutional capacities of Latin American and Caribbean countries in topics related to green hydrogen, Power-to-X (PtX), decarbonization, and the development of sustainable value chains.

Within the framework of the project, OLACDE will develop a regional training program on the green hydrogen economy aimed primarily at government officials and strategic stakeholders from the energy sector in beneficiary countries.

The courses will be developed under an asynchronous (self-paced) modality and will be hosted on OLACDE's virtual training platform, "capevLAC" (capevlac.olade.org).

The program encompasses the comprehensive development of six (6) specialized courses, including technical content, audiovisual materials, evaluations, activities, and learning resources tailored to the Latin American and Caribbean context.

Therefore, OLACDE requires contracting a consultant responsible for the independent development of each course.

2. OBJECTIVE AND SCOPE

General Objective

Comprehensively develop an asynchronous and synchronous training program on "Business Models, Planning, and Investment Analysis in Green Hydrogen Projects," including technical content, didactic materials, audiovisual resources, evaluations, and a methodological structure for implementation on OLACDE's capevLAC platform.

Scope

The consultancy comprises the full technical, methodological, and pedagogical development of the specialized asynchronous and synchronous course on green hydrogen, including:

- Development of technical content.
- Methodological structuring.

- Preparation of learning materials (including a Technical Note on the course topic as one of the key deliverables).
- Design of evaluations and learning assessments.
- Development of technical scripts and audiovisual materials.
- Regional adaptation of contents for Latin America and the Caribbean.
- Preparation of resources for upload to the virtual learning platform.
- Technical support during the course implementation process on capevLAC.

Course must be developed in English, with materials prepared in such a way that they can subsequently be translated into Spanish. If videos or audio materials are produced, the consultant must generate this content in both languages.

Contents must incorporate specific examples, case studies, and references tailored to Latin America and the Caribbean.

3. DESCRIPTION OF THE TRAINING PROGRAM

Below are the details regarding the course, its duration, and required hours:

Course Title	Duration	Modules	Total Hours
Business Models, Planning, and Investment Analysis in Green Hydrogen Projects	2 weeks	4 modules	8 hours

Note: This course is scheduled to begin during the second or third week of October 2026.

The courses will feature a mixed format (blended model), combining asynchronous (self-paced) elements with live synchronous classes. The estimated duration is two (2) weeks per course (subject to review according to the selected profile's proposal), requiring an estimated dedication of four (4) to six (6) hours per week from each participant.

4. ACTIVITIES

To achieve the proposed objectives, the consultant must carry out the following activities:

i) Maintain permanent coordination with OLACDE and UNEP throughout the development of the training program.

ii) Design the methodological framework for the course.

iii) Comprehensively develop technical contents for each course module.

iv) Elaborate didactic and pedagogical materials for each course, including

- presentations,
- readings,
- a Technical Note on the course topic,
- technical documents,
- infographics,
- exercises,
- case studies,
- and other learning resources.

v) Develop evaluations, quizzes, and learning validation mechanisms for each module.

vi) Prepare technical scripts and content for audiovisual materials and educational videos.

vii) Adapt all contents and examples to the specific context and needs of Latin America and the Caribbean.

viii) Incorporate relevant technical and bibliographic references from international organizations and specialized entities.

ix) Prepare all materials in formats compatible with OLACDE's capevLAC platform.

x) Coordinate with OLACDE on aspects related to graphic design, virtual structuring, and content loading.

xi) Incorporate observations and feedback provided by OLACDE and UNEP.

xii) Deliver all products in editable formats, organized according to the guidelines defined by OLACDE.

xiii) Perform other related and connected activities consistent with the scope of the consultancy as requested by OLACDE.

All deliverables and activities will be supervised and approved by the team from OLACDE's Directorate of Integration, Access, and Energy Security, as well as the designated team from UNEP.

5. CONSULTANT PROFILE

Mandatory Requirements:

- University degree in engineering, public policy, economics, energy, transportation, urban planning, or related fields.
- Desirable: Master's degree in fields related to energy, transportation, public policy, climate change, or environment.

Professional Experience:

- Minimum of five (5) years of professional experience in projects related to energy, transportation, climate change, infrastructure, or public policy.
- Proven experience working with international organizations and regional projects in the energy sector.
- Desirable experience in projects related to renewable energy, decarbonization, or green hydrogen.
- Desirable experience in training and developing educational/capacity-building programs in the energy sector.

Languages:
• Proficiency in English.

Knowledge and Skills

- Ability to develop specialized technical content.
- Experience in virtual education methodologies and asynchronous learning.
- Ability to work independently and under pressure.
- Excellent organizational capacity and attention to detail.
- Ability to integrate multidisciplinary methodological approaches.
- Strong interpersonal, oral, and written communication skills.
- Intermediate proficiency in office IT tools and software applications.

- Commitment to confidentiality and high ethical standards.

6. COORDINATION

This consultancy will be conducted under the direct supervision of the Directorate of Integration, Access, and Energy Security through its designated technical team. The consultant will execute the assignment in constant coordination and communication with OLACDE officials and advisors.

7. DURATION OF THE CONSULTANCY

The consulting assignment will take place between October 20, 2026, and November 27, 2026, spanning a total duration of 6 weeks (start and end dates are referential and may be advanced based on the progress of internal administrative processes).

The course schedule will be coordinated and agreed upon with OLACDE according to project requirements.

8. CONFIDENTIALITY AND INTELLECTUAL PROPERTY RIGHTS

All information obtained during the execution of this consultancy shall be deemed strictly CONFIDENTIAL and for the exclusive use of OLACDE and UNEP.

All documents, studies, reports, and other deliverables developed within the framework of this consultancy shall be the sole intellectual property of OLACDE and UNEP.

9. TECHNICAL PROPOSAL REQUIREMENTS

The technical proposal submitted by applicants must include, at a minimum, the following components:

a) Proponent's Experience:

Curriculum Vitae detailing experience:

- in virtual training development,
- asynchronous course design,
- energy sector training,
- subject-matter expertise relevant to the course,
- projects with international organizations,
- and experience with virtual learning platforms.

b) Methodological Proposal:

- Detailed description of the proposed methodology for comprehensive course development, covering
- pedagogical approach,
- asynchronous learning framework,
- content structure,
- instructional design,
- evaluation methodology,
- participant interaction (handling asynchronous inquiries),
- and quality assurance mechanisms.

The proposal must be explicitly detailed:

- What a regional adaptation for Latin America and the Caribbean,

- regional case studies/examples,
- and practical applied approaches will be guaranteed.

c) Curriculum Proposal (Syllabus):

- Preliminary curriculum proposal for the course, including:
- learning objectives,
- modular structure,
- thematic contents,
- estimated duration per module,
- learning activities,
- evaluation methodologies,
- and proposed educational resources,

The proposal should adhere strictly to the themes, duration and workload established in these Terms of Reference.

d) Learning Materials and Resources Proposal:

Detailed description of learning materials and resources to be developed:

- Technical Note,
- presentations,
- readings,
- infographics,
- videos,
- interactive activities,
- quizzes,
- case studies,
- practical exercises

Along with:

- delivery formats,
- technological tools to be utilized (considering capevLAC operates on Moodle),
- and LMS compatibility/capevLAC.

e) Work Schedule:

Detailed work plan and timeline indicating:

- main activities,
- deliverables,
- delivery dates,
- key milestones,
- and responsible parties.

10. BUDGET AND PAYMENT TERMS

The total fixed budget allocated for this consultancy is USD $3,000.00

11. SUBMISSION OF PROPOSALS

Proponents must submit their technical and financial proposals, along with formal confirmation of acceptance of these Terms of Reference, via email to the following addresses: din@olacde.org, secretaria.ejecutiva@olacde.org, gloria.alvarenga@olacde.org, recursos.humanos@olacde.org.

Submission Deadline: October 30th, 2026.

Given the legal status of OLACDE as an intergovernmental international organization headquartered in Quito, Ecuador, consultant fees are not subject to any taxes or withholdings. Therefore, financial offers shall represent the net amounts to be disbursed for the contracted services.

Quito, October 21th, 2026

Andrés Rebolledo Smitmans
EXECUTIVE SECRETARY – OLACDE

ANNEX 1: THEMATIC COURSE PROPOSAL

Course 4: Business Models, Planning, and Investment Analysis in Green Hydrogen Projects

Course Objective: Develop skills and capacities to design business models, structure projects, and evaluate investments related to green hydrogen (H2V).

- Course Content Structure

Module 1: Business Models

- Types of business models for green hydrogen (H2V).
- Value chain and commercial opportunities.
- Marketing strategies and target client identification.

Module 2: Project Planning

- Planning methodologies for hydrogen projects.
- Market analysis and conceptual design.
- Cost estimation and Levelized Cost of Hydrogen (LCOH).

Module 3: Investment Analysis

- Net Present Value (NPV), Internal Rate of Return (IRR), and financial analysis.
- Sensitivity analysis and risk assessment.
- Financing and capital structuring strategies.

Module 4: Case Studies

- Successful case studies in Latin America and the Caribbean.
- Lessons learned and best practices.
- Strategic recommendations for future green hydrogen investments.