

“Standards4Sustainability”: Tot Journey on Energy Management

Project Overview and Eligibility Criteria

1 Background

The Training-of-Trainers (ToT) journey on energy management standards (i.e., ISO 50001 family) for **Southern and Eastern African countries**, will be rolled-out from **July 2025 to August 2026**, as part of the project “Standards4Sustainability (S4S)”. The project is linked to the objectives of ISO’s **Action Plan for Developing Countries 2021-25** (APDC), as it aims to support National Standards Bodies (NSBs) and their stakeholders’ uptake of selected ISO standards in support of the UN SDGs. It relies on a ToT approach to build local knowledge and skills on the requirements and benefits of energy management standards, as well as support NSBs to deliver outreach activities on the role of these standards in contributing to the UN SDGs.

2 ToT learning objectives

The expected outputs of this ToT journey are to i) support the uptake of energy management standards at the national level, including in pilot organizations, and ii) create a pool of national trainees to support NSBs in raising awareness on the importance of these standards towards advancing the SDGs. That is, the trainees who successfully completed the ToT journey, developed, and put into practice their skills to become subject-matter experts (subject to performance evaluation), will potentially support NSBs in the uptake of energy management standards and/or in the process of standards development related to this topic. They may also have the opportunity to pair up with international experts in future ToT editions on energy management.

Upon successful completion, by the end of the ToT journey, trainees will be able to:

A. CONSOLIDATE THEIR KNOWLEDGE BASE AND SKILLS – PHASE I

- Understand and explain the role of international standards and how they can be used to support the country’s development objectives and advance the achievement of the SDGs.
- Understand and explain the context surrounding an organization’s use of energy, i.e. environmental aspects, sustainability, climate change, energy security, energy cost, and how it supports building commitment and leadership to improve its energy and carbon performance.
- Understand and explain the connections between an Energy Management System (EnMS) according to ISO 50001 and a decarbonization strategy, focusing on scopes 1 and 2 of carbon emissions.
- Understand and explain how to calculate energy performance and the benefits and limitations of different types of energy and carbon performance indicators, including the principles from ISO 50006.
- Outline the role and responsibilities of top management, the energy manager, and the energy team in the implementation process and how other staff members need to get involved.
- Illustrate how to integrate different management systems to include EnMS activities.

B. APPLY ACQUIRED KNOWLEDGE AND SKILLS TO PRACTICE – PHASE II

- Support pilot organizations to apply a results-oriented EnMS meeting ISO 50001 requirements to improve energy performance through a systematic approach – including planning, implementing, managing, monitoring, and maintaining the EnMS and supporting a culture of continuous energy and carbon performance improvement.¹
- Deliver training and support the implementation of an effective EnMS in other national organizations, using tools (such as the roadmap developed during the ToT) and techniques and taking feedback to improve training materials and delivery methods.
- Organize awareness events to sensitize relevant stakeholders (public, private sector, civil society) on the benefits of energy management standards, as well as share experiences and good practices on their application, including how they can be used to support the country’s development objectives and advance the achievement of the SDGs.

¹ Some technical examples will be used throughout the program, including the trainers’ personal experiences.

3 Trainee Profile

The ToT journey on energy management is suitable for individuals involved in implementing energy management initiatives. Candidates should include a mix of:

- Stakeholders from the private sector, e.g., EnMS consultants, energy trainers, energy or operational managers, EnMS operators, companies' (including SMEs) top management, facilities management, energy services companies, etc.
- Auditors of public or private certification or accreditation bodies.
- NSB staff members.
- Academia.

This ToT journey is limited to a maximum of 20 participants from five countries in the region. Each of the five (5) participating NSBs will select a maximum of four (4) national trainees to complete the journey, including one from their own staff who will act as a focal point vis à vis the ISO/CS CBU.

4 Tasks of trainees

The table below provides an overview of the events that are part of the ToT journey, as well as the tasks trainees are expected to fulfil², the events' duration and number of participants:

Event	Duration	# of Participants
Phase I		
0. Awareness-raising session for pilot organizations – Jul 2025: Trainees are expected to attend an awareness-raising session held for pilot organizations interested in benefitting from the project, to help the NSBs select them and explain the project to the candidate organizations.	Session of 1h30	NSBs + 20 trainees + candidate pilot organizations
1. Onboarding & Virtual training on management for trainees – Aug 2025: Trainees will participate in an onboarding session to understand their roles and responsibilities in project and a training on management systems. These sessions will require the following preparation and follow up: i. Preparation: read ISO 50001 and other reading material provided;	Session of 2h	20 trainees
2. Virtual training on data analysis for trainees – Aug 2025: Trainees will participate in a virtual training on data analysis prior to the in-person ToT course to advance on content and complete pre-course assignments. This includes to complete a preliminary knowledge test and any pre-assignments.	Session of 2h	20 trainees

² It is to be noted that the aim of the ToT journey is to make national expertise on the implementation of the standard available and NOT provide training for auditors.

<p>3. Session with companies' senior management – Aug/Sep 2025:</p> <p>Trainees and NSBs will participate in a session with the selected companies' senior management to understand their roles and responsibilities in project. This sessions will require the following preparation and follow up:</p> <ol style="list-style-type: none"> i. Prepare a checklist of data they need to obtain from the perspective pilot organizations prior to the face-to-face ToT course, including: <ol style="list-style-type: none"> a. Monthly energy consumption for each type of energy used on site for the last 18 to 24 months. If data with a shorter interval than monthly is available, e.g. hourly data or daily data, then it would be very beneficial to use that data. b. A process diagram or list of processes in the organization, a list of employees who will be available to work with the coaches, including phone numbers, emails, and best time to contact them. ii. Follow up: coordinate with respective NSBs to meet with pilot organizations³, which will implement ISO 50001; 	<p>Session of 1h30</p>	<p>NSBs + 20 trainees + selected pilot organizations</p>
<p>4. On-site ToT course – 15-17 Sep 2025:</p> <p>Trainees will participate in a 3-day in-person ToT course (50/50 to 60/40 activity/presentation) to consolidate the knowledge base and skills needed to plan and deliver on the activities that will follow in phase II, as well as potential activities they wish to carry out after the project. Trainees' tasks may include:</p> <ol style="list-style-type: none"> i. engage in group work and practical exercises; ii. practice presentation/discussion skills; iii. develop a roadmap to implement ISO 50001 in pilot organizations; and iv. complete a second knowledge test. 	<p>3 days</p>	<p>20 trainees</p>
<p>Phase II</p>		
<p>5. Distance mentoring: standard implementation & development of case studies – Oct 2024-May 2025:</p> <p>Trainees will team up in pairs within the same country to support a pilot organization on the application of ISO 50001 following the roadmap. They will also document the status of implementation and develop a case study to feature preliminary results.</p> <p>They will benefit from virtual distance mentoring from the international experts to complete this assignment:</p> <ul style="list-style-type: none"> • Trainees will submit a schedule of coaching activities with the pilot organizations and 5 bullet points on what was discussed/accomplished prior to each distance mentoring session. 	<p>within 8 months</p>	<p>2 trainees per pilot organization within same country</p>

³ See criteria for selection of pilot organizations under section 7.

<ul style="list-style-type: none"> • They will complete the relevant sections of the case study and submit the draft every other month. (e.g. the policy statement, the team member list, the data file, the energy balance, the current list of opportunities etc. The document can of course be revised but it would provide additional information on what they are working on. • The best case studies will be featured in the format of result stories and published on ISO/CBU website. 		
<p>6. Virtual refreshers – Nov 2025/Mar 2026 (TBC):</p> <p>Trainees will benefit from virtual refresher training before and after country visits by the international expert.</p> <p>The objective of the refreshers is to revise what is missing on the implementation and complete the case studies.</p>	2 half day refreshers	20 trainees
<p>7. International experts country visit in pilot organizations – Dec 2025-Feb 2026 (TBC):</p> <p>International experts will visit the trainees and pilot organizations to check on implementation status, and clarify any outstanding questions so trainees and pilot organizations can advance and finalize the implementation.</p>	2 days per country	4 trainees and 2 pilot organization within same country
<p>8. Distance mentoring: development and planning of national awareness-raising events – May 2026:</p> <p>Trainees will develop and plan the delivery of a national awareness event to a broad audience with other trainees of the same country, led by the trainee from the NSB.</p> <p>They will benefit from virtual distance mentoring from the international experts to complete this assignment. In close collaboration with respective NSB, trainees are expected to:</p> <ul style="list-style-type: none"> • Complete sectoral stakeholder engagement exercises; • Identify and invite participants for the event; • Put together an event agenda and event presentations featuring the case studies' results; and • Facilitate and deliver the events. 	Half-day session	20 trainees
<p>9. National awareness-raising events (In-kind) – Jun/Jul 2026:</p> <p>NSBs participating in this project committed to hosting a national awareness-raising event on ISO 50001 using outreach/advocacy materials developed during the ToT journey, including case stories. Trainees will support the NSB of their country in planning and delivering this activity.</p>	Half-day session each country	4 trainees per national event (at least one activity per country)
<p>10. Virtual evaluation event – August 2026:</p> <p>Trainees will participate in a final virtual event to debrief, self-evaluate performance, including main challenges and lessons, and present post-</p>	Half-day session	20 trainees

project activities/objectives trainees wish to carry out/achieve. This may include plans to support NSBs on future awareness raising/training activities, participate in ISO/CS webinars to share experience with other NSBs and/or other professional objectives.		
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5 Eligibility criteria of Trainee candidates

Trainees attending the ToT should have the following minimum qualifications, experience, and skills or equivalent combination:

5.1 Qualifications and experience

- University degree or equivalent in engineering, economics, business administration or technical fields (recommended).
- Practical experience in or related to business development, energy management, energy engineering and project management.
- Working knowledge and experience of implementing the ISO 50001.
- Familiarity with data collection, facility level energy performance indicators (EnPI) and modelling activities (i.e., development of normalized indicators and demonstrate clear results in energy performance improvement) as well as management systems activities.
- Experience in consulting or advising organizations (public or private sector) on the application of standards, preferably management system standards.
- Experience in delivering presentations to a wider audience.
- Working experience of at least 5 years in the subject matter (recommended).

5.2 Technical skills

- Adequate knowledge of energy management, business practices and sustainability concepts (including the UN SDGs).
- Adequate knowledge in at least one of the following core subjects: environmental management, energy efficiency, energy management systems or other management systems standards.
- Languages: good command of English (written and spoken); ability to write clearly, present, and moderate workshops in English, as this will be the language of the ToT course and virtual mentoring.
- IT tools: MS Office (Word, PowerPoint, Outlook, Excel), Virtual Platforms (Zoom).

5.3 Interpersonal skills

- **Leadership:** promote teamwork and coordinate activities amongst teammates.
- **Managerial:** good organizational, time-management and problem-solving skills, and a “can do” attitude.
- **Communication:** good written and oral communication skills, ability to deal with people from different stakeholder groups (public and private sector, civil society). Ability to “actively listen and respond” to teammates’ contributions\public enquires. Ability to communicate technical subject matters to non-technical persons in easy-to-understand and relatable terms.

5.4 Others

- Obtain the agreement of his/her organization, if selected as a national trainee, to provide the required time to participate in the training course and follow-up activities.
- Make sure they have access to a laptop during the entire ToT journey.
- Working knowledge of Microsoft Office applications including Word, Excel and Powerpoint.

6 Application process for trainees

- a. Only completed nomination forms with a 1-page CV attached will be accepted. Applications received after the announced deadline will not be accepted.
- b. A list of all applications received will be prepared and a 'short list' of eligible candidates will be established from the list.
- c. The eligibility of all short-listed candidates will be examined by interviews based on the eligibility criteria established by ISO.
- d. All short-listed candidates must be given notice of the interview to allow them to prepare their responses to the questions in the nomination form. Mode of interview will be communicated prior.
- e. The selection results, whether accepted or rejected, will be communicated by the Bureau to all the candidates.