**Concept Note**

**Review of Sustainable Energy Certificate Level 1 & 2, and Progress Update on Certificate Level 4**

## Background

**Tonga Energy Sector**

The Tonga Energy Road Map Plus (TERMPLUS) is a strategic extension of Tonga’s original Tonga Energy Road Map, designed to further advance the country’s sustainable energy ambitions. TERMPLUS sets clear targets that align with Tonga’s enhanced Nationally Determined Contributions (NDCs) under the Paris Agreement, as well as broader national goals for climate resilience and energy security. Key objectives include:

* Renewable Energy Share: Achieving 70% renewable energy penetration in the national electricity grid by 2030.
* Energy Efficiency (EE): Improving efficiency across sectors—particularly transport and electricity—through initiatives such as the adoption of Minimum Energy Performance Standards and Labelling (MEPSL) program.
* Transport Decarbonization: Increasing the uptake of electric and hybrid vehicles, particularly within the government fleet, to reduce dependence on imported fossil fuels.
* Resilience and Adaptation: Enhancing the capacity of energy infrastructure to withstand natural disasters and climate-related impacts.
* Capacity Building: Strengthening national capacity through local workforce development in renewable energy system maintenance, design, and operation.

Despite notable progress, a shortage of technically trained personnel remains a critical barrier—especially in outer/remote islands—hindering the installation, maintenance, and management of renewable energy systems such as solar PV minigrids. The current vocational training offerings do not adequately address the intermediate-to-advanced technical skills needed for the evolving energy sector.

To address this gap, the development of a national qualification in Sustainable Energy has been prioritized. This qualification is intended to:

* Equip learners with job-ready skills in renewable energy, energy efficiency, and sustainability;
* Professionalize the sector through competency-based training;
* Reduce reliance on external technicians by building local expertise.

Support the long-term sustainability and resilience of Tonga’s energy transition by building locally available expertise that reduces reliance on external technicians and consultants.

**Transforming Energy Access Programme – Pacific – The Pacific Community (TEA-P-SPC)**

The Pacific Community (SPC) has started rolling out the UK-funded Clean Energy Access in Remote Pacific Island Communities (CLEARPICs) project. Part II of the CLEARPICs is the - Transforming Energy Access Programme – Pacific – The Pacific Community (TEA-P-SPC). Work Stream 2 of the TEA-P-SPC is to support works of the PCREEE in its Key Strategic Area 1 - Local RE Business Start-Up and Entrepreneurship Support. These include

* supporting to the works of the STAR-C on ***national energy qualifications*** ***with the output / deliverable being*** Level 5 on Sustainable Energy is registered in the Regional Framework and delivered by a national technical institute

**Tonga – PCREEE partnerships**

The Nuku’alofa-based PCREEE is co-hosted by the Pacific Community (SPC) and the Government of Tonga and is a young and new contributor to the National Energy Target (TERM and now TERM Plus) and has continuously supported the Tonga Department of Energy with its effort on energy transition.

The PCREEE Business Plan 2020-2030 calls on the PCREEE to provide support to improve the policy and regulatory frameworks and business enabling environment for rural electrification at both the regional and national levels.

Since the establishment of the PCREEE in Nuku’alofa, the center has supported the Government of Tonga with delivering technical assistance through the following initiatives:

* Facilitated the development and delivery of Sustainable Energy Qualifications in Tonga.
* Reviewing and finalizing Tonga Energy Efficiency Master Plan 2020 – 2030 and supported developing of fundings proposals and concept notes.
* Hosted and delivered training and workshops both at the main islands and outer islands on sustainable energy that has covered various topics energy efficiency measures, Mini grids, sustainable energy business startup as well as e-mobility.
* Funded representatives from the department of energy and power utility to participate in regional and international workshops on sustainable energy.
* Supported the department of energy with developing of awareness materials on energy and have distributed across Tonga.
* Supported with the development and delivery of NCSE Level 1 & 2.
* Supported with co-hosting the 1st functional analysis workshop for the development of Certificate level IV in May 2025 – further details can be found [here](https://www.pcreee.org/event/functional-analysis-workshop-development-certificate-level-4-sustainable-energy-tonga).

## Request for Support from PCREEE

To ensure the effective continuation of the PCREEE–DoE collaboration on the development and review of national qualifications in Sustainable Energy, a joint Functional Analysis Workshop will be conducted to review the 5-year-old Certificate Levels 1 & 2. This will be followed by meeting of the ITAC (Industry Technical Advisory Committee) members. This review is a mandatory requirement by TNQAB before their expiry in November 2025 to ensure the qualifications remain relevant and aligned with industry needs.

Therefore, the Tonga Department of Energy has requested the technical and financial support of the PCREEE for:

1. A functional Analysis Workshop to be held on ***Thursday 28th August 2025*** to identify and validate the key occupational roles, functions, and competencies required for Sustainable Energy Certificate Levels 1 and 2, ensure their alignment with Tonga’s energy sector priorities, and agree on the next steps for their review and for the continued development of Certificate Level 4. The workshop will also serve as a platform to share progress on the development of Sustainable Energy Certificate Level 4, strengthening the qualification pathway from entry level through to higher technical competencies.

*\*\*The tentative agenda for the functional analysis workshop is contained in Annex 1.*

1. An ITAC Review Meeting/Writeshop to be convened on ***Tuesday 7th October 2025***, is for members to review and provide updates on the existing Certificate Level 1 and 2, assess their units of competence and provide updates and feedback to ensure their relevance and quality.

*\*\* The tentative agenda for the ITAC review meeting is contained in Annex 2.*

## Objectives

1. **Functional Analysis Workshop,** *Thursday 28th August, 2025*

The objectives of the Functional Analysis Workshop are to:

* Identify the key occupational roles, functions and competencies relevant to Sustainable Energy Certificate Level 1 and 2.
* Ensure the identified occupational functions align with Tonga’s energy sector priorities under TERMPLUS and the NDCs.
* Establish or confirm the members for Industry Training Advisory Committee (ITAC) and convene their writeshop meetings as part of reviewing the Sustainable Energy Certificate Level 1 & 2 as well as ongoing qualification development process for Certificate Level 4.
* Present and discuss progress on the development of Sustainable Energy Certificate Level 4
* Agree on clear next steps for completing the review of Sustainable Energy Certificate Level 1 and 2 and continuing of Level 4 development.

1. **ITAC Review Meeting/Writeshop,** *Tuesday 7th October 2025*

The objectives of the ITAC Review Meeting are to:

* Review and provide feedback on the existing Sustainable Energy Certificate Levels 1 and 2, including their unit standards, to ensure relevance, quality, and alignment with market needs.
* Validate and endorse proposed updates to unit competencies where necessary.

## Budget

To successfully deliver this support, the PCREEE and the Tonga Department of Energy will co-finance the proposed items, as outlined in below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost items** | **Government of Tonga (USD)** | **TNQAB**  **(USD)** | **PCREEE (USD)**  **J00488 – workshop sundry expenses** | Comments |
| Catering (Morning tea and Lunch) for the functional analysis workshop | - |  | 500 | For 20 people  \*Lunch – approx. 35/head  \*Morning – approx. 15/head |
| Functional Analysis Workshop venue | 200 (in-kind) |  | - | Dept of Energy’s conference room |
| Functional analysis Workshop Materials – projector, printed materials, e.g. agenda etc. as well as group work materials | 50(in-kind) |  | - |  |
| ITAC review meeting fees for members for 4 working days? |  |  | 4,000 | Max of 4 – 6 members |
| Venue and Refreshment for Review Meeting |  | 2,000 |  |  |
| **Total** | **250** | **2,000** | **4,500** |  |

## Output & Deliverable/s

1. Functional Analysis Workshop

Upon completion of the workshop, a summary report will be submitted within 1 week. The report will include:

* A list of participants, key discussion points, workshop outputs such as documented list of identified core functions and occupational roles relevant to the Sustainable Energy sector.
* Recommendation and agreed next steps;
* Confirmed membership of the Industry Training Advisory Committee (ITAC) to guide the qualification review and development process.

1. ITAC review meeting

Upon completion of the ITAC Review Meeting, the following outputs will be produced:

* An ITAC meeting report including:
  + List of attendees and confirmed membership of the ITAC.
  + Summary of feedback and recommendations on Certificate Levels 1 and 2, including unit standards and competencies.
  + Endorsement of any proposed updates or revisions to the Level 1 and 2.

## **Annex 1**

Tentative Agenda: Functional Analysis Workshop

|  |  |  |
| --- | --- | --- |
| **Time** | **Session** | **Facilitator** |
| 09:00 – 09:15 | Opening Remarks  Setting the Scenes – introduction and workshop objectives | Director for Energy  DoE/PCREEE |
| 09:15 – 09:30 | Morning TEA & Group photo | |
| 09:45 – 10:00 | Brief background and overview of the current Sustainable Energy Cert Level 1 and 2 and its components /unit standards. | PCREEE/DoE – Mr. Sosefo Tofu |
| 09:30 – 09:45 | Overview of Qualification Review and Development Process, requirements/criteria & Functional Analysis. | TNQAB representative (Vilimaka Foliaki) |
| 10:00 – 11:00 | Open Discussion on Cert Level 1 & 2. | To be facilitated by Mr. Sosefo Tofu |
| 11:00 – 11:15 | Update on the progress with the development of S.E Cert Level 4 (Solar) | DoE – Samuela Matakaiongo |
| 11:15 – 12:15 | OPEN Discussion on the Cert Level 4 (go over the current version of Form D) | To be facilitated by Mr. Samuela Matakaiongo |
| 12:15 – 12:30 | Confirmation of ITACs’ member, Final Wrap Up Discussion (consensus, way forward etc.) and Closing Remarks | All - to be facilitated by DoE & PCREEE.  Closing by Director for Energy. |
| 12:30 | LUNCH | |

**List of Stakeholders (draft)**

TNQAP - 1

PCREEE - 2

GGGI - 1

Department of Energy – 5

TNU – 3

Montfort - 1

Tonga Energy Commission - 1

Tonga Power Ltd - 1

Private Sectors – Kingdom Energy, JH Electrical etc. – 5

## **Annex 2**

Tentative Programme: ITAC Review Meeting (tbc)