



Traineeship Agreement Template

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Preamble

This Traineeship Agreement is made between:

1. [Name of Sending Institution], represented by [Name and Title] (the 'Sending Institution').
2. [Name of Receiving Institution], represented by [Name and Title] (the 'Receiving Institution').
3. [Name of Trainee],
Date of Birth: [DOB],
Nationality: [Nationality],
Programme of Study: [Programme]

(the 'Trainee').

Article 1 – Purpose

This agreement establishes the terms and conditions under which the Trainee will undertake a traineeship under the SMECC2E (Sustainable Energy & Materials, Energy Policy, Climate Change, Energy Economics, and Environment) Project, implemented under the NDICI-2024-MOBAF Intra-Africa Academic Mobility Scheme.

Article 2 – Duration and Location

Start Date: [Insert]
End Date: [Insert]
Total Duration: [Insert]
Location: [Insert]

[Receiving Institution name and address]. Any changes to the duration must be agreed in writing by all Parties.

Article 3 – Rights and Obligations

- 3.1 **Sending Institution:** Approve the programme, ensure academic recognition, provide admin support, and monitor quality.
- 3.2 **Receiving Institution:** Provide safe environment, assign supervisor, provide access to facilities, and facilitate integration.

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3.3 Trainee: Comply with rules, complete activities, submit reports, and maintain professional conduct.

Article 4 – Traineeship Program

The programme shall include learning objectives and activities aligned with SMECC2E thematic areas such as Solar PV System Design, Sustainable Transport, Biogas and Biodiesel Technologies, GIS Tools, Hybrid Energy Systems Modelling, and Climate Financing and etc. A list of the training modules available in each country is listed in Annex 1. The learning activities, competencies and assessment methods would be shown detailed in the agreement.

Article 5 – Financial Provisions

The traineeship will be funded under SMECC2E mobility, covering travel, subsistence, insurance, and participation costs as per budget. Any additional expenses are the Trainee's responsibility unless otherwise agreed.

Article 6 – Insurance and Liability

The Trainee must have comprehensive health, accident, and liability insurance for the full duration. Proof must be provided before mobility begins. No Party is liable for events beyond their control (force majeure).

Article 7 – Monitoring, Evaluation, and Certification

The Receiving Institution will provide a Traineeship Certificate upon completion. The Sending Institution will integrate this into academic records. Outcomes will be reported to the NDICI-MOBAF funding body.

Article 8 – Amendments and Termination

Amendments must be in writing and signed by all Parties. The agreement may be terminated by consent or for serious breach. Arrangements will be made for the Trainee's safe return if terminated.

Article 9 – Dispute Resolution

Disputes shall be resolved amicably. If unresolved, they shall be referred to the SMECC2E Project Coordination Committee.

Article 10 – Applicable Law

This agreement is governed by the laws of the Sending Institution's country, unless otherwise agreed.

Signatures

For the Sending Institution:

Name: _____

Title: _____

Date: _____

Signature: _____

For the Receiving Institution:

Name: _____

Title: _____

Date: _____

Signature: _____

For the Trainee:

Name: _____

Date: _____

Signature: _____

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Annex 1: Traineeship Hands-on Programmes Available (Select the relevant ones applicable in the country of visit)

Nigeria

Training Module	Description	Thematic Area	Duration (weeks)
Solar PV & Mini-grid Design & Installation	Practical system sizing, installation, and commissioning of solar and mini-grid systems	Sustainable Energy / Clean Energy Transition	3
AI Modelling & Digital Tuning	Application of AI tools for energy forecasting, optimization, and system tuning	Digitalization in Energy Systems	2
HOMER & LEAP Modelling	Energy system simulation and policy scenario modelling using HOMER and LEAP tools	Energy Policy	2
Sustainable Materials Characterization	Hands-on training using SEM, FTIR, and XRF for material analysis	Sustainable Materials / Circular Economy	2
3D Printing	Design and fabrication using 3D printing technologies	Advanced Manufacturing /	1
MATLAB for Energy & Climate Studies	Data analysis, modelling, and simulation using MATLAB for climate and energy systems	Energy Analytics / Climate Science	2

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Ghana

Training Module	Description	Thematic Area	Duration (weeks)
Biogas & Biodiesel Technologies	Design and operation of bioenergy systems for waste-to-energy conversion	Sustainable Energy / Circular Economy	2
Business Model Development for Solar	Financial modelling, market analysis, and scaling strategies for solar businesses	Energy Finance/Economics	2
Life Cycle Assessment (LCA) Tools	Environmental impact analysis using LCA software tools	Environment / Sustainability Assessment	2
GIS Tools for Weather Data	Use of GIS tools for solar and climate data collection and analysis	Environment / Climate Data & Analytics	1

Kenya

Training Module	Description	Thematic Area	Duration (weeks)
Sustainable Transport & E-mobility	Electric mobility systems, policy, and infrastructure development	Sustainable Transport	2
Off-grid Solar Appliance Testing & Maintenance	Testing, troubleshooting, and maintenance of off-grid solar systems	Sustainable Energy	2

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Rwanda

Training Module	Description	Thematic Area	Duration (weeks)
Climate Financing	Accessing and managing climate funds and green investments	Climate Finance	2
Renewable Energy Business Case Development	Feasibility studies and investment case preparation for RE projects	Energy Economics	2
HOMER & LEAP Modelling	Advanced modelling for energy planning and decision-making	Energy Systems Modelling	2
Solar PV & Mini-grid Design & Installation	Practical deployment of solar systems and mini-grids	Clean Energy Deployment	2

Zimbabwe

Training Module	Description	Thematic Area	Duration (weeks)
Climate Adaptation (Social Aspects)	Community-based adaptation strategies and social resilience planning	Climate Adaptation	2
Research Methodology	Quantitative and qualitative research design, data collection, and analysis	Research & Innovation	2

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Annex 2: Minimum Insurance Requirement -

See other relevant SMECC2E documents for further information

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