



**Guidelines and Eligibility Criteria  
For Participation in  
NEECA Training of Trainers (ToT) Program - 2022**

## Why Training of Trainers Program?

This Program intended to engage master trainers in coaching new trainers that are less experienced with a particular topic or skill, or with training overall. A Tot workshop can build a pool of competent instructors who can then teach the material to other people.

- **Improve Knowledge Management:**

A team of subject special experts, who understand the goals of the organization and its culture, its products, and its customers, can create learning that is highly strategic and very useful. There is no better way to capture, distribute, and use knowledge within your organization than through customized training programs delivered by knowledgeable experts.

- **All about Money:**

One of the biggest benefits of implementing train the trainer programs is cost savings. It is hugely cost-effective when you can eliminate travel costs and the costs of paying the same course tuition for every leader to receive the same training.

- **Grow Your Team:**

As your team learns and grows with each other in an internal knowledge-sharing environment, a sense of support and well-being will also enhance team dynamics.

- **Empanelment:**

You would be enlisted with NEECA for next two years as a subject special trainer; your services will be availed for conducting the preparatory courses for the Certified Energy Auditors and Managers Examinations through NEECA and its Provisional Designated Agencies platforms.

- **Opportunity:**

There will be a work opportunity for you as a trainer for next 3 trainings and you will be paid and enlisted as NEECA registered trainer where you will train other professionals.

**Eligibility Criteria:**

- (a) A graduate Engineer or Architect or equivalent with two years of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation; or
- (b) A post-graduate Engineer or a post graduate Architect or equivalent degree in Management or equivalent with two years of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation; or
- (c) A graduate Engineer or Architect with post-graduate degree in Management or equivalent with two years of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation; or
- (d) A diploma Engineer or Architect equivalent with six years of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation; or
- (e) a post-graduate in Physics or Electronics or Chemistry (with Physics and Mathematics at graduation level) with three years of work experience involving use of energy in operation, maintenance, planning, energy management, energy efficiency and energy conservation.

**Training Program Schedule:**

The 5 days training program will be conducted physically in all the provincial capitals of Pakistan i.e Islamabad ,Karachi, Lahore, Peshawar, and Quetta tentatively in December 2022. The training will include the whiteboard/presentation sessions as well as site visit/onsite training/demonstration of auditing tools. The final training program will be communicated to the shortlisted participants.

**How to Apply:**

If you are interested to be empanelled with NEECA, Please Submit your training registration fees of Pak Rs. 1000/- of in the form of a nonrefundable Payee Account Demand Draft in favor of “Energy Conservation Fund” or online payment through internet/mobile banking in the following account and send your transaction receipts at [trainings@neeca.gov.pk](mailto:trainings@neeca.gov.pk) along with filled application form available on [www.neeca.gov.pk](http://www.neeca.gov.pk) under Training Tab. Upon confirmation of your seat, you will be requested to submit the training fees of Pak Rs 25000/-. In case of an online fee deposit, make sure to email us bank generated online receipt showing your name clearly.

**Account Title:** Energy Conservation Fund  
**Account Number:** 50127000415803  
**Bank:** Habib Bank Limited  
**Branch:** Rizwan Center, Blue Area, Islamabad.