International
Labour
Organization

REQUEST FOR PROPOSAL
Partnership for Skills Development in the Renewable Energy, Energy Efficiency and Renewable Energy Integration Sub-sector

Responses to be received by *15TH JUNE 2021*

MAY/2021

International Labour Office

Subject: Procurement of Consultancy services to develop partnerships for skills development in the Renewable Energy, Energy Efficiency and Renewable Energy Integration Sub-sector

Request for Proposal (RFP) N°: 107875-21/003

Date: 24/05/2021

Dear Sir/Madam,

The International Labour Office (hereinafter the "ILO") is pleased to invite your company to submit a Proposal for Consultancy services to develop partnerships for skills development in the Renewable Energy, Energy Efficiency and Renewable Energy Integration Sub-sector and as further described in Annex III.

To enable you to prepare and submit a Proposal, please find enclosed the following Annexes:

- Annex I: Instructions to Bidders;
- Annex II-A: Acknowledgment of Receipt;
- Annex II-B: Bidder's Declaration Form;
- Annex II-C: Bidder's Information Form;
- Annex II-D: Recent References;
- Annex II-E: Technical Proposal;
- Annex II-F: Financial Offer;
- Annex III: Terms of Reference; and
- Annex IV: Terms and Conditions applicable to ILO Contracts.

Your Proposal must be received by the ILO no later than **05:00PM CAT on 15/06/2021 05:00 PM**. Late bids shall be rejected.

You may submit a Proposal to the ILO provided that your organization is qualified, able and willing to deliver the goods, works and/or services specified in this RFP. Participation in this RFP indicates acceptance of the Terms and Conditions applicable to ILO Contracts provided in Annex IV. Failure to comply with the requirements of this RFP and its Annexes may render a Proposal ineligible for consideration.

You are kindly requested to acknowledge receipt of this RFP and to indicate whether or not you intend to submit a Proposal by completing and returning the form provided in Annex II-A.

We look forward to receiving your Proposal.

Yours sincerely,

George Okutho
Director
ILO/Malawi, Zambia and Mozambique

International Labour Office

ANNEX I

INSTRUCTIONS TO BIDDERS

Reference: **RFP N° 107875-21/003**
Partnerships for skills development in the Renewable Energy, Energy Efficiency and Renewable Energy Integration Sub-sectors

Abstract

This document outlines the requirements for presentation of a Proposal to be considered by the International Labour Office.

International Labour Office

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ANNEX I

1. INTRODUCTION

1.1 General

These instructions are provided for general information for the preparation of the Proposal for procurement of Consultancy services to develop partnerships for skills development in the Renewable Energy, Energy Efficiency and Renewable Energy Integration Sub-sectors. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in the RFP documents. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of the Bid concerned.

1.2 Eligible Bidders

Bidders should not be associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates or an individual which have been engaged by the ILO to provide consulting services for the preparation of the design specifications, and other documents to be used for the procurement of goods, works or services to be purchased under this Request for Proposal.

1.3 Cost of Bid

The Bidder shall bear all costs associated with the preparation and submission of the Bid. ILO will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

1.4 RFP Schedule Summary

• RFP release date:	25/05/2021
• Site visit or bidders' conference (if applicable):	
• Clarification questions, if any, related to this RFP must be submitted to lusaka@ilo.org by:	31/05/2021, **COB**
• ILO response to clarification questions by:	02/06/2021
• **Proposals Receipt Deadline**:	**15/06/2021. 05:00 PM CAT**
• Estimated Contract Signature Date:	25/06/2021
• **Estimated Contract Start Date:**	28/06/2021

1.5 [Mandatory] Site Visit / Bidders' Conference [where not applicable, delete this paragraph]

N/A N/A

1.6 Clarification Questions

A prospective Bidder requiring any clarification of the RFP documents may notify the ILO in writing. The ILO's response will be provided in writing to any request for clarification received by the deadline indicated in paragraph 1.4 above. Written copies of the response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective Bidders that received the RFP documents.

2. BIDDING CONDITIONS

2.1 Acknowledgment of Receipt

A prospective Bidder is requested to return promptly the Acknowledgement of Receipt form, provided in Annex II-A, duly completed and signed, even if it is not intending to submit a Proposal.

2.2 Number of Copies, Format and Signing of Proposal

The Bidder shall submit one original and 2 copies of the Proposal, clearly marking each "Original Proposal" and "Copy of Proposal" as appropriate. In the event of any discrepancy between them, the original shall prevail. The Proposal shall be typed or written in indelible ink and shall be dated and signed by the Bidder i.e. by a person or persons duly authorized to bind the Bidder to the contract. The Proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initialled by the person or persons signing the Proposal.

2.3 Submission and Receipt of Proposals

It is the responsibility of Bidder to ensure that a Proposal is submitted to the ILO strictly in accordance with the stipulations in the solicitation documents.

Proposals **must be received on or before 15/06/2021. 05:00PM. CAT.** Proposals and modifications to Proposals received after the proposal receipt deadline will be rejected. Proposals must include all the documents requested in these Instructions to Bidders and shall be submitted by:

- **Registered Mail** (official postal service) to:
  International Labour Office
  ILO Office, Plot 4635, Lubwa Rd, Rhodespark
  P.O Box 32181Lusaka 10101
  Zambia

  Or

- **Hand delivered** (including by courier services) directly to the above ILO address in return for a signed and dated receipt.

Proposals submitted by any other means will be rejected.

Proposals must be submitted using the double envelope system, i.e., the outer parcel containing two separate, sealed envelopes, one bearing the words "**Envelope A - Technical Proposal**" and the other "**Envelope B - Financial offer**".

Where there is any infringement of these instructions (e.g., envelopes are unsealed or references to prices are included in the Technical offer) the Proposal will be rejected.

The outer parcel should bear the following information:

a) the address for submission of proposals indicated above;
b) the reference to the RFP to which the Bidder is responding;
c) the name and address of the Bidder to enable the Proposal to be returned unopened if it is declared to have been received "late".

The pages of each of the Technical and Financial Proposal must be numbered.
The inner package shall be sealed and shall bear the name of the Bidder and be marked as follows:

RFP N° 107875-21/003
Partnerships for skills development in the Renewable Energy, Energy Efficiency and Renewable Energy Integration Sub-sectors
CONFIDENTIAL
DO NOT OPEN BEFORE
15 JUNE 2021. 05:00 PM CAT

In addition, the information below should appear on both sides of the inner envelope:

CONFIDENTIAL
To be opened by the Evaluation Panel ONLY

2.4 Official Language

The Proposal and all correspondence and documents related to the Proposal shall be written in the English language.

2.5 Correspondence

Any communication in connection with this RFP should be addressed in writing to the E-mail address mentioned in paragraph 1.4 above. All correspondence should quote the reference number of the RFP. Bidders are requested **not** to contact the ILO after the closing time, i.e. during the RFP assessment period.

2.6 No Consultation

A Bidder shall not:

- consult, communicate or agree with any other Bidder or competitor, with regard to price or any other matter related to the RFP for the purpose of restricting competition;
- disclose its price, directly or indirectly, to any other Bidder or competitor, except in the case of provision of standard public price lists;
- make any attempt to induce any other person or organization to submit or not to submit a Proposal for the purpose of restricting competition.

If a Bidder is found to be in breach of any of these instructions, the ILO reserves the right to exclude the Bidder from the procedure and reject its proposal.

Nothing in this paragraph shall restrict the right of a Bidder to form a joint venture, a consortium, a partnership or an association for the purpose of submitting a joint Tender.

2.7 Contract Conditions

Bidders are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in these RFP documents.

By submitting a Proposal, the Bidder accepts in full and without restriction these instructions. It also accepts the Terms and Conditions of ILO Contracts (Annex IV) being relied on for this bidding procedure and resulting contract, irrespective of the provisions of the Bidder's own conditions of sale, which it hereby waives.

The ILO reserves the right to decline to consider without further comment any Proposal which does not accept the Terms and Conditions of ILO Contracts set out in Annex IV.

2.8 Work on ILO Premises

If the Bidder's personnel are required to work on ILO premises, they shall comply with the security and safety and health arrangements established by the ILO, including applicable provisions of local laws. Where applicable, the Bidder shall be responsible for obtaining valid entry visas and work permits for its employees or sub-contractors and contract commencement may be made subject to complying with these obligations. Failure to comply with such obligations may lead to suspension of payments under and cancellation of the contract.

2.9 Bid Currency

All prices shall be quoted in US Dollars. If the Bid is submitted in a currency other than the Bid Currency, to facilitate evaluation and comparison, the ILO will convert all such prices in US Dollars at the official UN exchange rate applying on the last day for submission of Bids.

2.10 Incomplete Proposals

ILO may reject a Proposal that does not provide all the information requested which is necessary for assessment of the Proposal by the ILO.

2.11 Changes to Proposals

Changes or amendments to Proposals will only be accepted if they are received before the deadline for receipt of Proposals and shall be submitted in accordance with the instructions given above. The envelope shall be clearly marked as "Change(s) to Proposal''.

2.12 No Material Change(s) in Circumstances

The Bidder shall inform the ILO of any change(s) of circumstances arising during the RFP process including, but not limited to:

- a change affecting any declaration, accreditation, license or approval;
- major re-organizational changes, company re-structuring, a take-over, buy-out or similar event(s) affecting the operation and/or financing of the Bidder or its major sub-contractors;
- a change to any information on which the ILO may rely in assessing Proposals.

2.13 RFP Document, Specifications, Drawings

The RFP Documents and any specifications, plans, drawings, patterns, samples or information issued or furnished by the ILO, are issued solely for the purpose of enabling a Proposal to be completed and may not be used for any other purpose. The RFP documents and any additional information provided to Bidders shall remain the property of the ILO.

2.14 Sub-Contracting

Sub-contracting of work to be undertaken as a result of this ITB is permitted, ILO reserves the right to approve any sub-contractor that was not included in the RFP Submission Form and request a copy of the sub-contracting agreement between the Bidder and its sub-contractor(s).

2.15 Proposal Validity

The validity of a Proposal shall be six (6) months commencing from the time and date of the closure of Proposals stated in paragraph 2.3 above. The ILO reserves the right to request an extension of the period of validity of Proposals, and to modify or exclude any of the terms of this RFP, at its sole discretion.

2.16 Notification of Proposal Evaluation

The ILO will evaluate the Proposals based on the Bidders' responses to the requirements set out in the RFP documents. Each Bidder will be informed of the decision reached concerning the award of the contract.

2.17 Publicity

During the RFP process, a Bidder is not permitted to create any publicity in connection with the RFP.

3. CONTENT OF THE PROPOSAL

Each Proposal shall comprise the following documents:

3.1 Envelope A-Technical Proposal (Annex II-B, C, D, and E)

Bidders are requested to submit in **Envelope A-Technical Proposal** the following Forms, Annexes II-B to E.

All information must be provided as requested and all Forms must be completed for a Proposal to constitute a valid offer, which is a prerequisite for subsequent evaluation.

3.1.1 Administrative Requirements

a) Bidder's Declaration Form (Annex II-B) (also to be completed by any Bidding partners and/or associates)

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices. The key terms used in the Declaration at Annex II-B are defined as:

"*Coercive practice*" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another;
"*Collusive practice*" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;
"*Conflict of interest*" is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;
"*Corrupt practice*" is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;
"*Fraudulent practice*" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

b) Bidder's Information Form (Annex II-C)

The Bidder's Information Form explicitly indicates that the Bidder accepts in full and without restriction the Terms and Conditions applicable to ILO Contracts.

Each Bidder shall attach to this Annex the following mandatory documents:

1) Certificate(s) confirming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled;
2) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company;
3) A copy of the last three financial statements of the Bidder, certified by independent auditors.

c) Recent References (Annex II-D)

Each Bidder must provide details of three contracts entered into during the past five years which are similar in nature to that which will arise from this RFP. The information in Annex II-D must include as a minimum:

- Client name, location and date of project;
- Description of goods provided and works or services performed;
- Contract value;
- Contact details for references.

d) Technical Proposal (Annex II-E)

1) The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III;
2) In preparing its Proposal, the Bidder shall review all RFP requirements, including any document referred to in the RFP documents, and will reflect its understanding of and approach to meeting these requirements in the Proposal.
3) In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as CVs of key personnel which will deliver the goods, services or the works specified in this RFP.
4) The Bidder may also add any other document and information to demonstrate its technical and professional capacities and competencies to fulfill the requirements as specified in the Terms of Reference.

3.2 Envelope B-Financial Offer (Annex II-F)

Bidders are requested to submit their Financial Offer in a separate envelope (**Envelope B-Financial Offer).** The Financial Offer should be presented in the format provided in Annex II-F**.** The Bidder must also provide price breakdown information to support its Financial Offer.
All Financial Offers must be established and submitted net of any direct taxes or customs duties. As an international organisation, the ILO is exempt from all taxes and duties.

The ILO is not bound to accept the lowest priced offer from any Bidder, nor give any reason for rejecting a proposal.

4. EVALUATION OF PROPOSALS AND CONTRACT AWARD

4.1 Preliminary Evaluation

Prior to the detailed evaluation of each Proposal, the ILO will undertake a preliminary examination. Proposals will not be considered for further evaluation in cases where:

a) They are incomplete (i.e. do not include all required documents as specified in Annex I, Instructions to Bidders, paragraph 3: Content of the Proposal);
b) The Original Proposal is not signed by the duly authorized individual of the organization/company, as specified in Annex I, Instructions to Bidders, paragraph 2.2: Number of Copies, Format and Signing of Proposal;
c) Technical and financial documents have not been submitted in separate sealed envelopes and/or pricing information is included in the Technical Proposal envelope, as specified in Annex I, Instructions to Bidders, paragraph 2.3: Submission and Receipt of Proposals;
d) The validity period of the Proposal is not in accordance with the requirements of the RFP as specified in Annex I, Instructions to Bidders, paragraph 2.15: Proposal Validity.

4.2 Evaluation Process and Criteria

Proposals will be reviewed and evaluated by an Evaluation Panel, to determine compliance with the requirements specified in the RFP.

A two-stage procedure will be utilized in evaluating the Proposals, with evaluation of each Technical Proposal being completed prior to any Financial Offer being opened and compared. Financial Offers will be opened only for Bidder submissions that meet or exceed the minimum technical score of 3.5 (70 percent) of the obtainable score during the evaluation of Technical Proposals. Where the assessment of a Technical Proposal results in the minimum specified score not being achieved, the corresponding Financial Offer will not be eligible for further consideration.

Each Technical Proposal is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

During the second stage of the evaluation, the Financial Offers of all Bidders which have attained at least the minimum [3.5] (70%) score during the technical evaluation will be compared.

The proposals will be evaluated according to the criteria described below:

(a) Depth and quality of response to the RFP;
(b) Technical compliance with the Terms of Reference;
(c) The qualifications and experience of proposed key personnel;
(d) The proposed implementation and management plan;
(e) The overall cost.

The process of evaluating the proposals will be based on the following percentage combination of Technical and Financial elements:

	Percentage
Technical Proposal	65**%**
Financial Offer	35**%**
Total	100%

4.3 Award of the Contract

The ILO will award the contract to the Proposal (Technical and Financial) which represents best value for money, i.e. achieving the highest overall score.

The ILO reserves the right to accept or reject any Proposal in whole or in part, to annul the solicitation process and reject all Proposals at any time prior to the issue of the purchase order, without thereby incurring any liability to the affected Bidder(s) or any obligation to provide information on the grounds for the ILO's decision(s).

The award of the contract arising from this RFP will be made at the absolute discretion of the ILO. The ILO's decision to award the contract to a preferred Bidder is final and shall not be questioned by any Bidder.

The Contract or the benefit of the Contract shall not be assigned, sub-contracted or otherwise transferred by the successful Bidder in whole or in part, without ILO's prior written consent, to be given at its sole discretion.

4.4 Debriefing / Bid Protest Mechanism

The ILO is committed to ensure that all its bidding processes are conducted in a fair and transparent manner. A Bidder who participated in a formal ILO solicitation process and believes that he/she has been treated unjustly or unfairly, or who would simply like to receive clarifications on his/her unsuccessful proposal ("debriefing"), must submit a request by email to pcrt@ilo.org, within ten (10) business days after receiving the ILO notification of regret. PROCUREMENT will contact the Bidder upon receipt of his/her request and will invite him/her to a debriefing session.

Debriefing process

The purpose of the debriefing is to discuss the strengths and weaknesses of his/her proposal. If the Bidder believes he/she has been treated unjustly or unfairly this debriefing will hopefully shade lights on the rational of the ILO decision. The ILO will not disclose any technical or financial information related to offers received by other Bidders who participated to the solicitation, nor the evaluation scores or other details from the tender process.

Debriefing will normally be conducted via teleconference by the Procurement Officer in charge of the relevant solicitation at an agreed time with the Bidder.

Should the Bidder not be satisfied with the clarifications provided during the debriefing, he/she may file a protest to the Chief, PROCUREMENT in the way described below.

Bid Protest

A Bidder who is not satisfied with the debriefing outcome, may lodge a protest to the ILO Chief, PROCUREMENT, by sending an email to bidprotest@ilo.org

The protest must be sent within ten (10) business days after the debriefing has taken place. The ILO will acknowledge receipt of the protest.

In his/her protest, the Bidder must provide the following information:

1) Its name, address, telephone number, fax number and email;
2) The solicitation number and title, the contracting office and the name of the officer who has been leading the tender process;
3) The date of debriefing; and

4) The reasons for the protest together with copy of any documentation in support of the allegations.

The Chief, PROCUREMENT will perform a receivability review of the protest to determine if it was timely and correctly submitted and complies with the requirements set out above. The Bidder will be notified whether the protest is receivable in writing within ten (10) business days after receipt of the protest. A decision rejecting the receivability of the protest is final and not subject to further appeal or recourse.

If the protest is deemed receivable, the ILO will conduct an inquiry to determine its merits. The Bidder will be notified of the ILO decision as soon as it is available. The decision on the merits of the protest is final and not subject to further appeal or recourse.

Allegations of Misconduct or Fraud

Allegations of misconduct or fraud must be addressed by the Bidder to the ILO Treasurer and Financial Comptroller TR/CF (email: TRCF@ilo.org) and to the ILO Chief, Internal Auditor Office (email: IAO@ilo.org). The allegations will be investigated in accordance with ILO's investigating procedures.

ANNEX I

FORMS TO BE COMPLETED

AND

TO BE SUBMITTED BY THE BIDDER

- **ANNEX II-A:** **Acknowledgement of Receipt**
- **ANNEX II-B:** **Bidder's Declaration Form**
- **ANNEX II-C:** **Bidder's Information Form**
- **ANNEX II-D:** **Recent References**
- **ANNEX II-E:** **Technical Proposal**
- **ANNEX II-F:** **Financial Offer**

International Labour Office

ANNEX II-A

ACKNOWLEDGEMENT OF RECEIPT

To be returned to:

ILO LUSAKA CO
Plot 4635, Lubwa Rd, Rhodespark
P.O. Box 32181 Lusaka 10101
ZAMBIA

Fax:
E-mail:lusaka@ilo.org

Reference: **RFP N° 107875-21/003**
Partnerships for skills development in the Renewable Energy, Energy Efficiency and Renewable Energy Integration Sub-sectors

☐ WE ACKNOWLEDGE RECEIPT OF ALL TENDER DOCUMENTS FOR THE ABOVEMENTIONED RFP
(Note: In event of missing elements, contact the ILO Officer in Charge)

☐ WE INTEND TO SUBMIT A PROPOSAL

☐ WE WILL NOT BID FOR THE FOLLOWING REASONS:

……
……

COMPANY STAMP

Signature:

Name: .....

Position: .....

Tel/Fax: .....

E-mail: .....

Date: .....

International Labour Office

ANNEX II-B

BIDDER'S DECLARATION FORM

Certification to be submitted by a bidder in an ILO competitive bidding procedure

RFP N°107875-21/003 – Partnerships for skills development in the Renewable Energy, Energy Efficiency and Renewable Energy Integration Sub-sectors

Date: 24/05/2021

The ILO expects all participants in its procurement process to adhere to the very highest standards of moral and ethical conduct and transparency, to prevent any conflict of interest and not to engage in any form of coercive, collusive, corrupt, or fraudulent practices.

With respect to its proposal submitted in response to the ILO's Invitation to Bid/Request for Proposal mentioned above, the Bidder hereby certifies that:

1. The prices in its proposal have been arrived at independently without consultation, communication or agreement with any other interested companies, competitor or potential competitor with a view to restricting competition.
2. No attempt has been made or will be made by the Bidder to influence any other Bidder, organization, partnership or corporation to either submit or not submit a proposal.
3. The Bidder will not offer, solicit or accept, directly or indirectly, any gratuity, gift, favour, entertainment, promises of future employment or other benefits to or from anyone in the ILO.
4. The Bidder (parent company and/or any subsidiaries) is not identified on, or associated with any individual, groups, undertakings and entities identified on, the list established pursuant to UN Security Council Resolution 1267 (Consolidated List).[1]
5. The Bidder (parent company and/or any subsidiaries) will not use the funds received under any contract with the ILO to provide support to individuals, groups, undertakings or entities associated with terrorism.
6. The Bidder (parent company and/or any subsidiaries) is not the subject of any form of sanction imposed by an organization or body within the United Nations System, including the World Bank.

The ILO reserves the right to cancel or terminate with immediate effect and without compensation any offer of or contract arising from this bidding procedure in the event of any misrepresentation in relation to the above certifications.

Definitions of terms used in this declaration:

"*coercive practice*" is impairing or harming, or threatening to impair or harm, directly or indirectly, another or the property of another to influence improperly the actions of another.

"*collusive practice*" is any conduct or arrangement between two or more bidders or contractors, designed to achieve an improper purpose, including to influence improperly the actions of another or to set prices at an artificial level or in a non-competitive manner;

"*conflict of interest*" is a situation that gives rise to an actual, potential or perceived conflict between the interests of one party and another;

"*corrupt practice*" is the offering, giving, receiving or soliciting, directly or indirectly, of any advantage, in order to influence improperly the actions of another;

"*fraudulent practice*" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, another to obtain a financial or other benefit or to avoid an obligation;

The undersigned certifies/y to be duly authorized to sign this Certification on behalf of the Bidder.

[1] *The Consolidated List can be found at the website:https://www.un.org/securitycouncil/content/un-sc-consolidated-list.*

Name and Position	Signature	Date

International Labour Office

ANNEX II-C

BIDDER'S INFORMATION FORM

I, the undersigned, by submitting this Proposal, hereby confirm that these instructions are accepted in full and without restriction, including the proposed ILO Contract being used for this bidding procedure and resulting contract.

1. SUBJECT	
Request for Proposal:	107875-21/003
Requirements:	Partnerships for skills development in the Renewable Energy, Energy Efficiency and Renewable Energy Integration Sub-sectors

2. BID SUBMITTED BY A SINGLE ECONOMIC OPERATOR	
Bidder:	[Insert Full Name of the entity submitting a bid]

3. BIDDER INFORMATION[1]	
Corporate Name:	
Legal Status:	
Authorised Capital:	
Headquarters Address:	
Place of Business Address:	
Telephone:	
Fax:	
Trade Registered N°:	
VAT N°:	
Date established:	
Permanent Workforce:	
Number of Secondary Offices:	
Names of Main Managerial Staff:	1) 2) 3)
Names and Job Positions of Person Authorized to represent the Company:	1) 2) 3)
Certification (if any):	
Accreditation (if any):	[Type and Validity]

Turnover, Net Income for the past Three Financial Years:				
[Currency]	Year 1 [i.e. 2011]	Year 2 [i.e. 2012]	Year 1 [i.e. 2013]	Average
Turnover				
Net Income (+/-)				
Comments				

[1] *This information shall be provided by **each** member of the consortium and any subcontractor(s).*

4. SUMMARY OF WORK DISTRIBUTION			
	Name	**Scope of Work/Tasks/Sub-Tasks**	**% of the Proposal Price**
[Bidder]			
[if applicable]			
[Sub-contractor]			
[Sub-contractor]			
[Sub-contractor]			

5. MANDATORY DOCUMENTS
As requested in Annex I, Instructions to Bidders, paragraph 3.1.1 b): Bidder's Information Form, the following documents are attached to this form: a) Certificate(s) conforming that obligations relating to the payment of social security contributions and/or the payment of taxes in accordance with the legal provisions of the country in which the Bidder is established have been fulfilled; b) The proof of declaration and payment of taxes, fees and social security contributions by the Bidder should indicate the state of affairs at the end of the previous fiscal year, bearing the statement "certified true copy", the date and the signature of a person authorized to represent the company; c) A copy of the last three financial statements by the Bidder, certified by independent auditors.

COMPANY STAMP

Signature: ……

Name: ……..

Position: ……..

Tel/Fax: ……..

E-mail: ……..

Date: ……

ANNEX II-D

RECENT REFERENCES
RELEVANT EXPERIENCE WITHIN THE PAST FIVE YEARS

Each Bidder will provide, in the sample table below, the reference information of up to three (3) projects carried out by it which are of a similar nature to that which will arise from this RFP. The information must include as a minimum:

- Client name, location, and date of execution;
- Description of project and specifically the work done by the Bidder in the project;
- The Contract value;
- Contact details for checking references.

	Client Name, Location, and Date of Execution	Description of the Project and the Work performed	Contract Value (Currency)	Contact Details for Reference Check
1				
2				
3				

ANNEX II-E

TECHNICAL PROPOSAL

TO BE RETURNED ON BIDDER'S LETTERHEAD

i. The Bidder shall use Annex II-E to describe how it intends to meet the requirements described in the RFP documents and in particular the Terms of Reference provided in Annex III.

ii. In preparing its Proposal the Bidder shall review all RFP requirements, including any document referred to in the RFP, and will reflect its understanding of and approach to meeting these requirements in the Proposal.

iii. In preparing the Technical Proposal, the Bidder shall provide details of the proposed project methodology and implementation and management plan as well as the CVs of key personnel which will contribute to the project.

iv. The Bidder may also include in this Annex other documents and information to demonstrate its technical and professional capacities and competencies to fulfil the requirements of the Terms of Reference.

International Labour Office

ANNEX II-F

FINANCIAL OFFER

TO BE RETURNED ON BIDDER'S LETTERHEAD

Having examined this Request for Proposal including its Annexes, and having examined all conditions and factors which might in any way affect the cost or time of performance thereof, we, the undersigned, offer to execute and complete the Works or the Services, in accordance with the Terms and Conditions applicable to ILO Contracts for the following Total Contract Price, net of any direct taxes or customs duties and other import taxes:

Task	Description	Lump Sum in [Currency] (Excluding VAT)
1		
2		
3		
TOTAL		

Attached to this Annex is the proposed cost breakdown for each of the above tasks.

Additional Services
Compensation for any additional services to this RFP shall be calculated on the basis of the rates below:

Position	Rate per day in [Currency]		
	Based at Contractor's Office	Based at ILO	Visiting ILO (<6 consecutive days)
[Insert Title]			
[Insert Title]			
[Insert Title]			
Comments			

COMPANY STAMP

Signature: ……

Name: ……..

Position: ……..

Tel/Fax: ……..

E-mail: ……..

Date: ……

ANNEX III

TERMS OF REFERENCE

[Annex III shall consist of the Terms of Reference, Scope of Works, Drawings, etc.]

International Labour Office

ANNEX IV

TERMS AND CONDITIONS APPLICABLE TO ILO CONTRACTS FOR SERVICES

https://www.ilo.org/wcmsp5/groups/public/---ed_mas/---inter/documents/legaldocument/wcms_768752.pdf

TERMS OF REFERENCE

Partnerships for Skills Development in the Renewable Energy, Energy Efficiency and Regional Energy Integration Sub-sectors

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These Terms of Reference (1) provide background information on the SESA Project, (2) outline the framework for the assignment, (3) describe the specific inputs and outputs required from the Consultant and (4) list the terms and conditions of the assignment.

1.0. BACKGROUND

1.1 Introduction

The International Labour Organization (ILO), with funding provided by the Government of Sweden, is supporting the Kafue Gorge Regional Centre (KGRTC) to implement the Skills for Energy in Southern Africa (SESA) Project, a three and a half year intervention. The overarching development objective is to ***"Increase uptake of Renewable Energy, Energy Efficiency and Regional Energy Integration interventions in Southern Africa, leading to a more sustainable and low-carbon energy mix***" through skills development and the establishment of Public-Private Development Partnerships in Zambia and in the SADC region.

1.2 Background and Problem Analysis

Access to reliable and affordable energy is still a challenge in the Southern Africa Development Community (SADC). Improved access is vital for economic development, increased business activities and opportunities for decent employment. A key challenge in trying to grow regional energy capacity is doing so without increasing carbon emissions. Renewable energy technologies offer a good option in this regard, even though a shortage of skills hampers their deployment. There is equally a shortage of skills in deploying energy efficiency and regional energy integration technologies; interventions that contribute to improved access to energy.

Renewable energy development was one of the areas of consideration for implementing the SADC's Energy Sector Plan under the Regional Infrastructure Development Masterplan Energy of 2012. Regional Energy Integration and Skills Development were two other key factors. Exploits in energy are presently being aligned to contribute to SDG 7, aiming to ensure access to affordable, reliable, sustainable and modern energy for all.

SADC member states have embarked on various energy projects and initiatives, rising to the challenge of increasing accessibility from the lowest penetration level on the continent. They are expanding on existing infrastructure and making policy pronouncements that are directly addressing the challenges. The solution can also appear in a three-pronged approach – deployment of renewable energy technologies, energy efficiency, and regional integration. Skills and capacity development can firmly anchor all these.

Therefore, as Zambia and the Southern African region continue to seek ways to diversify their energy sources, it has become necessary to upskill in renewable energy, energy efficiency, and regional energy integration.

From April 2019 to October 2020, the International Labour Organization (ILO), with funding from the Swedish International Development Cooperation Agency (Sida), supported the Kafue Gorge Regional Training Centre (KGRTC) in the Skills Development for the Renewable Energy Sector (SkiDRES) pilot Project. The objective of this pilot project was to test and prepare for further skills development for the Renewable Energy (RE) and Energy Efficiency (EE) sector, relevant for the Zambian context and the region with a strong ownership by key stakeholders. The pilot project laid the foundation for the development of the "Skills for Energy in Southern Africa" (SESA).

Through a Public-Private Development Partnership (PPDP) approach, the SESA project will enable the transfer of technical skills from international and local energy companies to power technicians and managers in Southern Africa. The intervention, will be led by the Kafue Gorge Regional Training Centre (KGRTC) with the technical support of the ILO and its International Training Centre (ITCILO).

Partnerships with the private sector will be crucial to position KGRTC as a Centre of Excellence for the region, through increased outreach, impact, diversification, good governance and financial sustainability.

The main development objective of the SESA Project is to contribute towards increasing the uptake of Renewable Energy, Energy Efficiency and Regional Energy Integration interventions in Southern Africa, leading to a more sustainable and low-carbon energy. The objective of the project is to harness social development and spill-over effects, which are expected to be realised from increased investment in renewable energies from both foreign and domestic investors through skills development in the Renewable Energy (RE), Energy Efficiency (EE) and Regional Energy Integration (REI) sector.

2.0. FRAMEWORK OF THE ASSIGNMENT

2.1 Purpose of the assignment

A Public Private Development Partnership (PPDP) is an appropriate approach for KGRTC to engage effectively with industry and, together, contribute sustainably to economic growth and environmental sustainability. This in turn will be pivotal in the development of the demand and supply side of the renewable and energy-efficient technologies. It will also provide a model for financial sustainability and replication within other training institutions and help promote achievement of inclusive green growth and development in Zambia.

The PPDP will address the inadequate technical and vocational training and skills taking into account the gender disparities, particularly that of underrepresentation of women, including young women in the energy sector. Inadequate technical skills is a major bottleneck for the sub-region's future transformation, mainly because of a mismatch between skills currently offered and the skills demanded by the private sector in the emerging area of RE and EE, where skills, except for hydropower, are nearly absent.

Building on the experience gained on the SKIDRES pilot project, the SESA project intends to support skills development, driven by market needs, gender dimensions and having strong ownership by key stakeholders in the sub-region. With strong engagement by the private sector, the project aims to contribute to the region having the necessary skilled people to be able to tap into the rapid development of technology in renewable energy, energy efficiency and regional energy integration technologies.

The intervention will contribute to creating a cadre of youth and women with skills for employability in the sector, and to speeding up and decreasing costs for access to universal clean and sustainable energy, which in turn will contribute to poverty reduction and improved livelihoods through increased access to affordable, reliable and sustainable energy.

In view of the foregoing, and in consideration of the regional scope of the assignment, the ILO intends to engage the services of an International Consultant to participate in the overall effort of building and sustaining strategic partnerships with private sector, public sector and other stakeholders in the RE/EE/REI sectors. This Terms-of-Reference (ToR) outlines the broad work to be undertaken by the consultant in collaboration with the ILO technical team.

2.2 Objectives of the assignment

This assignment contributes towards achieving the two project outcomes in general, but specifically to Outcome 1: *More power technicians, engineers and managers in the SADC region skilled in Renewable Energy, Energy Efficiency and Regional Energy Integration.*

Under the overall supervision of the SESA Project Manager, the consultant will work with the Project Management Team in supporting consultations with the private and public sector actors on commitments, roles and responsibilities for the SESA PPDP implementation, including in Zambia, the SADC region and in Sweden as well as other Nordic countries. The assignment shall also foresee the development of a Partnership Strategy for the Skills SESA Project, which will include a private sector stakeholders mapping, a tentative implementation plan on partnership engagement, and development of key messages to pitch the project to prospective partners.

2.3 Specific Work to be undertaken

The specific work includes the following tasks:

Task 1: To Develop Partnership Engagement Strategy for the SESA Project

i. With respect to drafting the Partnership Engagement Strategy, conduct desk review and meetings and consultations with government, workers and employers organizations, development partners, private sector and other stakeholders;
ii. Draft the Partnership Strategy related to skills development, partnership development and private sector engagement, inclusive of a detailed stakeholders mapping and
iii. Incorporate inputs, comments and suggestions from ILO CO Lusaka and KGRTC and finalize the Partnership Engagement Strategy.

Task 2: To develop mutually beneficial agreements (MoUs) established with additional private and public sector actors on commitments, roles, and responsibilities in the PPDP implementation to enable KGRTC to implement the new training portfolio

i. With respect to potential partners for the PPDP, identify entry points and liaises, track activities and pursue opportunities, with national and regional private and public sector actors, including in the region and in Sweden and other Nordic countries;
ii. Provide strategic assistance to the ILO technical team, in developing strategies for partner engagement, as well as in initiating and enhancing partnerships and relationships with social partners, public and private sector actors in the RE/EE/REI sector;
iii. Conduct meetings with social partners, public and private sector actors in the RE/EE/REI sector to establish institutional linkages and networks, and seek to determine their contributions to the partnership;
iv. Participate in exploratory meetings in the SADC region to incorporating the regional dimension of the PPDP with corresponding inputs from Swedish and Nordic public and private partners;
v. Support development of agreements with private and public sector actors; and
vi. Map and report on agreements with private and public sector actors on their commitments, roles and responsibilities for the SESA PPDP implementation.

3.0. SPECIFIC INPUTS AND OUTPUTS REQUIRED FROM THE CONSULTANT

3.1 Expected deliverables

The outputs of this consultancy will be:

i. **Inception Report -** upon review of available documents, methodological approaches and initial discussion with the project team. The inception report will;
    a. Describe a conceptual framework that will be used to undertake the assignment;
    b. Detailed workplan;
    c. Stakeholder map with a list of key stakeholders to be engaged; and
    d. Description of envisaged consultation approach to be adopted when meeting with government, workers and employers organizations, development partners, private sector and other stakeholders
ii. **Draft Stakeholder Engagement Strategy** for the SESA Project strategy for engagement with national private and public sector actors, including in the region and in Sweden and other Nordic countries; the engagement strategy will include a set of engagement tools and key messages to pitch the project to prospective partners
iii. **Final Stakeholder Strategy and Report on agreements** with private and public sector actors on their commitments, roles and responsibilities in the forthcoming PPDP implementation.

3.2 Time frame

The assignment contract shall commence no later than **July 2021** and shall conclude no later than **30th November 2021** after which this contract will expire.

3.3 Budget

A budget is allocated for this assignment and is under the full control of ILO for the engagement of the Consultants, domestic travels and organizing of workshops and consultative meetings with stakeholders.

The Consultant is expected to provide:

- A detailed budget with consulting fees of the consultant including the designing of research instruments, pilot testing, analysis and report writing.
- A cost breakdown of the expected transport and logistics costs.

3.4 Payment schedule

Payments shall be made based on the deliverables as follows:

1) 30% upon acceptance by the ILO of Inception Report
2) 45% upon acceptance by the ILO of Draft Stakeholder Engagement Strategy
3) 25% upon acceptance by the ILO of Final Strategy and Report on engagements

3.5 Evaluation Criteria

Applications will be evaluated technically and scored based on how well the proposal meets the requirements of the summary Terms of Reference iterated above. The proposals will be evaluated using the cumulative analysis method of technical (innovation, creativity and originality) and financial scoring. The proposal with the highest cumulative scoring shall be awarded the contract.

3.6 Management Arrangements

The consultant will report to the Skills for Energy in Southern Africa (SESA) Project Manager in conducting consultations with the private and public sector potential partners in the RE and EE sector in Zambia, SADC and beyond. The consultant is expected to liaise closely with the ILO technical/project team in Lusaka and KGRTC in relation to relevant project documents and other logistical support.

3.7 Profile of the consultant.

The consultant must have the following minimum qualifications and experience:-

- Master's degree level / advanced university degree in the field of education, labour economics, business administration, social sciences, or equivalent in a relevant field of speciality or other equivalent qualification;
- Advanced knowledge of the skills, MSME and rural enterprise development environment in the SADC region;
- excellent analytical and report writing skills and proven experience in undertaking a similar task with;
- Experienced with working with the private sector or in the field of private sector development;
- Familiarity with policies on energy and rural electrification for SADC countries and the SADC region;
- Regional and international experience in Development Cooperation and PPDP development;
- Extensive knowledge of the Sida Development Cooperation Strategy in Zambia and the region; and
- Having a network of Swedish private and public renewable energy actors in Sweden, as well as at Sida HQ combined with having a network of industry players in the SADC region is an added advantage.

4.0. PROPOSAL SUBMISSION

Deadline and Proposal Submission Interested consultants are encouraged to submit a technical and financial proposal to lusaka@ilo.org . Consultants submitting by emails are encouraged to send Technical and financial proposals in separate emails.

The submission of the detailed technical and financial proposal should take into account the following:

- A letter of interest stating that you are eligible for the assignment;
- A technical proposal clearly indicating description of the proposed methodology to be used and a schedule of planned activities;
- Detailed budget, indicative of all-inclusive costs for activities, including administrative fees;
- Company/organization profile;
- CV of the individual /s to undertake the assignment; and
- A summary or samples of similar assignments undertaken previously.

The deadline for submission of proposals is **15 June 2021** by 17.00 hrs. Interested consultants are encouraged to send their application with the subject: **Partnership Strategy for Skills Development in Renewable Energy, Energy Efficiency and Regional Energy Integration**