



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Burundi Energy Specialist Consultancy
Type of Procurement:	Individual Consultant Agreement
Type of Contract:	Fixed-cost contract
Term of Contract:	12 months
Contract Funding:	United States Agency for International Development (USAID)
This Procurement supports:	Empowering East and Central Africa (EECA) program
Submit Proposal to:	Rachel Friedman rfriedman@powerafrica-eaep.org Sara Scholl sscholl@rti.org
Date of Issue of RFP:	September 21, 2023
Date Proposal Due:	October 9, 2023

Attachments to RFP:

1. Attachment "A" – Commodity Specifications
2. Attachment "B" – Instructions to Bidders/Sellers
3. All PO Terms and Conditions are listed on our website at:
<https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf>,
http://www.rti.org/files/PO_FAR_Clauses.pdf or for commercial items:
http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf (hereinafter the "Terms").
Supplier's delivery of products, performance of services, or issuance of invoices in connection with this purchase order establishes Supplier's agreement to the Terms. The Terms may only be modified in writing signed by both parties.

All bidders/sellers are responsible to carefully review each attachment and follow any instructions that may be relevant to this procurement.

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Attachment A

Commodity Specifications or Statement of Work

Statement of Work

Indicate a description of the activity/service that is expected from the supplier. Provide product specifications or service expectations (both if applicable). Include deliverables, timelines, and any special terms and conditions.

Description of Activity/Service:

Research Triangle Institute (RTI) has over 30 years' experience assisting governments, communities, and the private sector. As a not-for-profit, independent research institute based in North Carolina, USA, RTI has roughly 6,000 employees with global experience implementing international development projects. RTI's Sustainable Growth & Resilience (SG&R) technical unit within the International Development Group brings together RTI experts and capabilities across food security, agriculture, energy, environment, water, governance, and economic opportunity. SG&R will leverage RTI's experience designing and delivering multisectoral programming and technical solutions to respond to climate change, build resilience, and promote economic growth around the world.

Project Description

The USAID funded Empowering East and Central Africa (EECA) program will increase the availability of and access to affordable, reliable, sustainable, and clean energy in East and Central Africa with a focus on ending energy poverty, accelerating a carbon free future, and bolstering energy sector investment and innovation. EECA will support the accelerated connection of more East and Central African homes, businesses, and institutions to reliable electricity and increase its productive use; reduce greenhouse gas emissions from the energy sector by supporting cleaner electricity generation and just energy transitions; and increase energy sector investment, working in partnership with East and Central African governments to improve the enabling environment for the energy sector.

Position Description

The **Burundi Energy Specialist** will be based in Burundi and will work with government institutions, private sector, energy sector entities (including utility, regulator, rural electrification agency, and other institutions), energy sector donor and project developer community, and relevant civil society groups and NGOs. This position will oversee and manage all activities for the program in Burundi. The Burundi Energy Specialist is expected to provide energy sector technical support and serve as coordinator and champion for project activities or both on and off-grid energy activities. They will support the provision of business-focused technical assistance to off-grid companies to help develop and implement their business models to increase their numbers of new electrification connections and generation from off-grid energy systems, in particular solar home systems (SHS), productive use of energy devices, and micro-grids.

The Specialist will work with IPPs to help advance transactions towards financial close by providing and/or coordinating technical assistance. The Specialist will help support and/or lead capacity building initiatives undertaken by government energy sector stakeholders and the utility. Additionally, the Specialist will support the advancement of rural distribution to increase energy access and household connections in Burundi. This position will report to

the Central Africa Regional Lead and coordinate closely with technical team leaders to align budget and activities with approved work plans.

Specific Responsibilities:

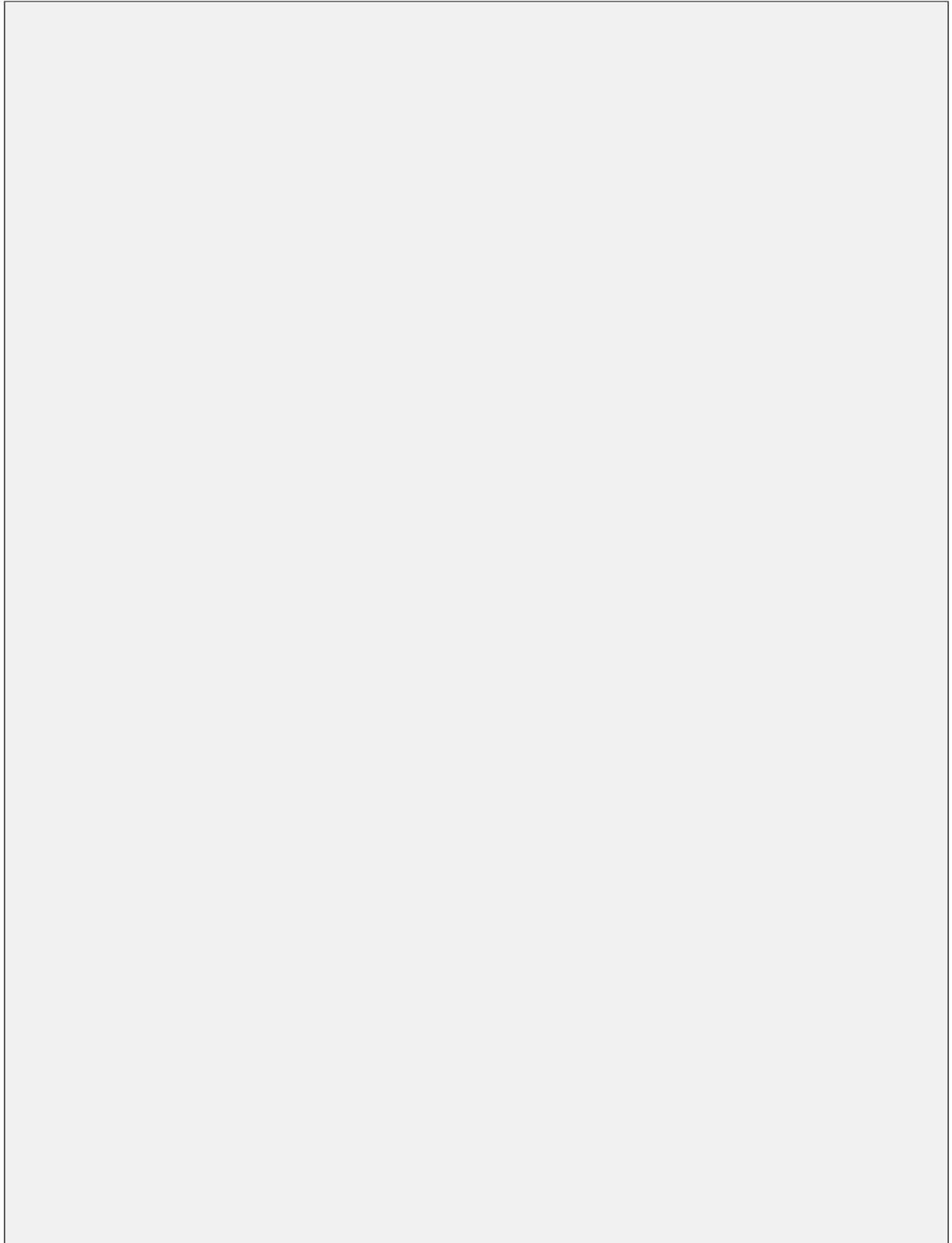
- Lead point-of-contact for USAID Burundi country office and Power Africa partners (e.g. US interagency representatives, development partners, and private sector partners)
- Lead all off-grid activities including supporting market assessment consultants, identification of high impact financing opportunities with the access to finance team, and liaising with in-country energy sector entities for awareness of USAID activities and support opportunities in off-grid work.
- Design and lead overall energy sector development activities including (but not limited to) energy sector planning (e.g., generation, transmission, distribution, and off-grid), integration into regional trade networks (e.g. EAPP, NELSAP, EGL), and capacity strengthening support for independent power producer development in Burundi.
- Provide support to government agencies in developing an enabling environment that supports the growth of private sector in the on and off-grid space.
- Provide gender equity/inclusion, environmental resilience, community engagement and investment, and other cross-cutting leadership with opportunities to develop Burundi's energy resilience.
- Contribute to weekly reporting on progress and challenges to USAID and routine reporting with leadership team.
- Maintain and update a database of on and off-grid energy company transactions and provide updates on transactions to Power Africa.
- Work with other development partners ensuring up-to-date knowledge of the sector and its activities to ensure harmonized support
- Lead all on-grid activities including providing and/or coordinating technical assistance to IPPs to advance transactions towards financial close
- Provide support to REGIDESO to help strengthen their capacity

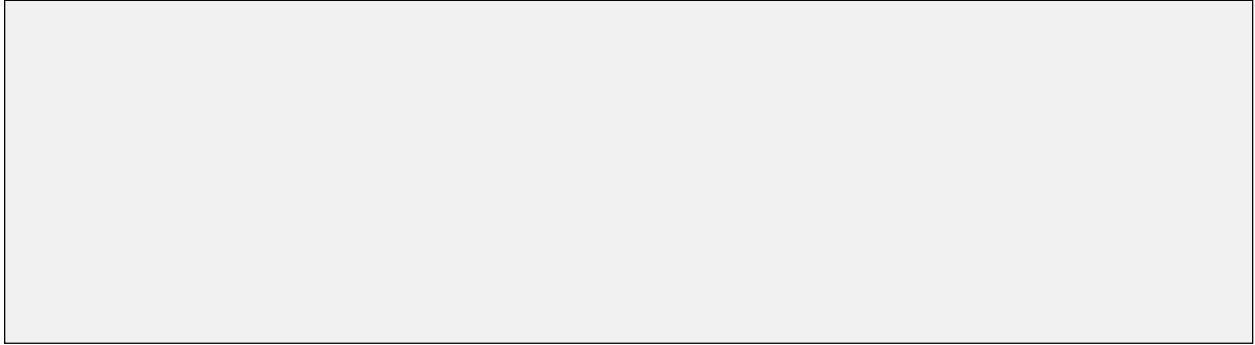
Required minimum qualification and experience.

- Bachelor's degree and 8 years of experience, master's degree and 6 years of experience, or equivalent combination of education and experience in the energy sector, engineering, and/or environment.
- Experience implementing on and/or off-grid energy support in Burundi (such as conducting assessments, financial matchmaking, capacity building, planning development, or legal support)
- Experience providing support to government agencies in developing an enabling environment that supports the growth of private sector in the on and/or off-grid space.
- Demonstrate project management experience with excellent organizational and communication skills.
- Good writing and communication skills in French; experience working in English.
- Must be Burundian or eligible to work in Burundi.

How to apply:

Interested candidates are requested to submit updated CV, short summary of your expertise and your experience (not more than 1 page), daily consultancy fee rate and related costs (communication, travels) and few sample of similar reports authored or co-authored.





Attachment "B" Instructions to Bidders/Sellers

1. **Procurement Narrative Description:** The Buyer (RTI) intends to purchase commodities and/or services identified in Attachment A. The Buyer intends to purchase the quantities (for commodities) and/or services (based on deliverables identified in a Statement of Work). The term of the Ordering Agreement shall be from Award Date to the Delivery date of the Offeror unless extended by mutual agreement of the parties. The Buyer intends to award to a single "approved" supplier based on conformance to the listed specifications, the ability to service this contract, and selling price. We reserve the right to award to more than one bidder. If an Ordering Agreement is established as a result of this RFQ/RFP, supplier understands that quantities indicated in the specifications (Attachment A) are an estimate only and RTI does not guarantee the purchase quantity of any item listed.
2. **Procuring Activity:** This procurement will be made by **Research Triangle Institute (RTI International)**, located at

RTI International | The Westwood, 5th Floor
Vale Close, Ring Road Parklands
Nairobi, Kenya

(insert full address of the office)

who has a purchase requirement in support of a project funded by

United States Agency for International Development (USAID)

(insert client's name)

RTI shall award the initial quantities and/or services and any option quantities (if exercised by RTI) to Seller by a properly executed Purchase Order as set forth within the terms of this properly executed agreement.

3. **Proposal Requirements.** All Sellers will submit a quote/proposal which contains offers for all items and options included in this RFQ/RFP. All information presented in the Sellers quote/proposal will be considered during RTI's evaluation. Failure to submit the information required in this RFQ/RFP may result in Seller's offer being deemed non-responsive. Sellers are responsible for submitting offers, and any modifications, revisions, or withdrawals, so as to reach RTI's office designated in the RFQ/RFP by the time and date specified in the RFQ/RFP. Any offer, modification, revision, or withdrawal of an offer received at the RTI office designated in the RFQ/RFP after the exact time specified for receipt of offers is "late" and may not be considered at the discretion of the RTI Procurement Officer. The Seller's proposal shall include the following:
 - (a) The solicitation number:
 - (b) The date and time submitted:
 - (c) The name, address, and telephone number of the seller (bidder) and authorized signature of same:
 - (d) Validity period of Quote:

- (e) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in the solicitation. This may include product literature, or other documents, if necessary.
 - (f) If RTI informs Seller that the Commodity is intended for export and the Commodity is not classified for export under Export Classification Control Number (ECCN) "EAR99" of the U.S. Department of Commerce Export Administration Regulations (EAR), then Seller must provide RTI the correct ECCN and the name of Seller's representative responsible for Trade Compliance who can confirm the export classification.
 - (g) Lead Time Availability of the Commodity/Service.
 - (h) Terms of warranty describing what and how the warranties will be serviced.
 - (i) Special pricing instructions: Price and any discount terms or special requirements or terms (special note: pricing must include guaranteed firm fixed prices for items requested.)
 - (j) Payment address or instructions (if different from mailing address)
 - (k) Acknowledgment of solicitation amendments (if any)
 - (l) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including points of contact with telephone numbers, and other relevant information)
 - (m) **Special Note:** *The Seller, by his response to this RFQ/RFP and accompanying signatures, confirms that the terms and conditions associated with this RFQ/RFP document have been agreed to and all of its attachments have been carefully read and understood and all related questions answered.*
4. **Forms:** Sellers (potential bidders or suppliers) must record their pricing utilizing the format found on Attachment "A". Sellers must sign the single hardcopy submitted and send to address listed on the cover page of this RFQ/RFP.

5. **Questions Concerning the Procurement.** All questions in regards to this RFQ/RFP to be directed to

(insert name of procurement officer)

at this email address:

(insert email address of the procurement officer).

The cut-off date for questions is *(insert date)*.

6. **Notifications and Deliveries:** Time is of the essence for this procurement. Seller shall deliver

the items or services no later than the dates set forth in the contract that will be agreed by both parties as a result of this RFQ/RFP. The Seller shall immediately contact the Buyer's Procurement Officer if the specifications, availability, or the delivery schedule(s) changes. Exceptional delays will result in financial penalties being imposed of Seller.

7. **Documentation:** The following documents will be required for payment for each item:
 - (a) A detailed invoice listing Purchase Order Number, Bank information with wiring instructions (when applicable)
 - (b) Packing List
 - (c) All relevant product/service documentation (manuals, warranty doc, certificate of analysis, etc.)
8. **Payment Terms:** Refer to RTI purchase order terms and conditions found in <https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf> , [http://www.rti.org/files/PO FAR Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO FAR Clauses Commercial Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.
9. **Alternative Proposals:** Sellers are permitted to offer "alternatives" should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.
10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.
11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the **best value** to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the "best value" awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller's initial offer should contain the Seller's best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

The evaluation factors will be comprised of the following criteria:

- (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities) .
- (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
- (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A.
- (d) **PAST PERFORMANCE** - Seller can demonstrate his/her capability and resources to provide the items/services requested in this solicitation in a timely and responsive manner.
- (e) **OTHER EVALUATION CRITERIA.**

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12. **Award Notice.** A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful supplier within the time acceptance specified in the offer, shall result in a binding contract without further action by either party.
13. **Validity of Offer.** This RFP in no way obligates RTI to make an award, nor does it commit RTI to pay any costs incurred by the Seller in the preparation and submission of a proposal or amendments to a proposal. Your proposal shall be considered valid for _____ days after submission.
14. **Representations and Certifications.** Winning suppliers under a US Federal Contract are required to complete and sign as part of your offer RTI Representations and Certifications for values over \$10,000.
15. **Anti- Kick Back Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.
16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component

Acceptance:

Seller agrees, as evidenced by signature below, that the seller's completed and signed solicitation, seller's proposal including all required submissions and the negotiated terms contained herein, constitute the entire agreement for the services described herein.

By: *(Seller Company Name)*

Signature: _____

Title:

Date: