



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Project management training for somalia electricity service providers (ESPs)
Type of Procurement:	One-time Procurement
Type of Contract:	Fixed Cost Procurement
Term of Contract:	One term
Contract Funding:	USAID
This Procurement supports:	Power Africa's Empowering East and Central Africa (EECA)
Submit Proposal to:	eeca_adminco-ordination@rti.org
Date of Issue of RFP:	April 15, 2024
Date Questions from Supplier Due:	April 19, 2024, at 1700hrs EAT
Date Proposal Due:	April 24, 2024, at 1700hrs EAT
Approximate Date Purchase Order Issued to Successful Bidder(s):	May 2024

Method of Submittal:

By email to eeca_adminco-ordination@rti.org

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Respond via e-mail with attached document in MS Word / pdf format.

The Bidder/Seller agrees to hold the prices in its offer firm for **90 days** from the date specified for the receipt of offers, unless another time is specified in the addendum of the RFP/RFQ.

SUBMISSION REQUIREMENTS.

Bidders are required to submit the following:

1. A technical narrative that demonstrates how the bidders' proposal meets all the technical requirements of the Scope of Work.
2. A completed pricing and past performance template; this should be a separate standalone document from the technical proposal.
3. This full RFP document should be completed and signed. Bidders should also stamp on all required places provided in the document.
4. A Gantt chart that links the technical proposal with the deliverables table contained in the SOW. The total time as per the Gantt chart should match the proposed performance duration by the bidder as indicated in the technical proposal.

Bidders are requested to email eeca_adminco-ordination@rti.org requesting for pricing and past performance fillable form.

Solicitation Number:

[EECA 04/009/24-003](#)

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:

RTI International, a nonprofit research institute and leading international development organization, is the lead for Power Africa Empower East and Central Africa (EECA). Power Africa is a U.S. Government-led partnership, coordinated by USAID.

Power Africa's Empowering East and Central Africa (EECA) activity aims to increase affordable, reliable, sustainable, and clean energy access in East and Central Africa. EECA's goal is to drive measurable development outcomes such as economic growth, resilience, improved livelihoods, and inclusive access to electricity-enabled services in sectors such as agriculture, water, education, transportation, and telecommunications.

Therefore, RTI seeks to engage an individual consultant to facilitate project management training for Somalia Electricity Service Providers (ESPs), as detailed in the SOW below.

Scope of Work

PROJECT MANAGEMENT TRAINING FOR SOMALIA ELECTRICITY SERVICE PROVIDERS (ESPS)

ORGANIZATION OVERVIEW

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. RTI is the lead implementor for Power Africa Empowering East and Central Africa (EECA) program.

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.

BACKGROUND

As the Electricity Service Providers (ESPs) in Somalia expand their generation and network infrastructure to meet the rising demand for electricity in major cities and towns, the significance of effective management capacity becomes more pronounced in ensuring timely and cost-efficient project execution.

Presently, procurement and project management are primarily handled within the technical team, with the Chief Technical Officer(s) (CTO) leading generation and network projects alongside their regular duties, such as overseeing operations and maintenance of existing power plants. This approach to project development by ESPs frequently results in inadequate planning, project delays, and procurement inefficiencies.

SCOPE OF WORK

The purpose of this training is to equip ESPs with the skills needed to strategically plan and execute projects, be it expanding existing generation and grid or developing mini grids elsewhere.

The training will focus on the following key areas:

- **Generation and Distribution Project Management and Oversight:** to equip ESPs with the expertise to effectively manage and oversee distribution projects, ensuring successful execution and timely completion.
- **Project Materials Supply Chain Issues:** To assist ESPs gain insights into managing the supply chain for distribution projects, understanding potential challenges and implementing solutions to ensure smooth material flow.
- **Construction Standards and Global Best Practices:** To familiarize engineers with relevant ESPs construction standards and global best practices, ensuring high-quality and sustainable infrastructure development.
- **Site Handling and Workmanship:** To acquire practical skills in site handling and workmanship, promoting efficient and safe project execution.
- **Development of Project Implementation Checklist:** Engineers will learn to develop effective project implementation checklists, enabling them to track progress, identify potential issues, and maintain efficient project control.
- **Competitive Procurement Assessment:** The consultant will do a competitive procurement capacity needs assessment for follow-on procurement training with the

ESPs. The consultant will have a discussion session with ESPs on the last day of the training to diagnose capacity needs for competitive procurement.

LEVEL OF EFFORT (LOE)

A consultant will be required for a period of 20 days to cover for traveling days, training days, and pre-training tasks / training preparation and post training tasks such as report writing.

DETAILS TRAINING OUTLINE

1. Project Management Training

- Project Management Overview
 - Introduction to Project Management
 - Project management framework and best practices
 - Gap analysis methodologies for project performance evaluation
 - Identifying and analyzing common gaps in project planning, execution, and control
 - Stakeholder engagement and feedback mechanism
 - Evaluating the impact of identified gaps on project outcome, including cost, schedule, and quality.
 - Risk assessment and identification of potential consequences.
 - Tracking progress and measuring effectiveness of implemented solutions.
 - Establishing key performance indicators for project success.
- Project Management fundamentals
 - Process Groups
 - Cost Management
 - Risk Management
 - Task Management
 - Change management.
- Project Management Tools and Techniques
 - Development of Gantt Chart with Microsoft Excel for a Distribution project
 - WBS development for a Distribution project
 - Project Network Diagram
- Overview of Electric Power Distribution
 - Definition of electric power distribution
 - Key segments of the electricity distribution value chain
 - Generation
 - Transmission
 - Distribution
 - Role of electricity distribution in the power supply chain
 - Introduction to Distribution Systems

- Definition of a distribution system
 - Basic components of a distribution system
 - Primary and secondary distribution voltages
- Transformers, Capacitors, and Inductors
- Functions of transformers, capacitors, and Inductors
- Equipment and Construction Practices
 - Site Material Management
 - Understanding of construction practices
- Renewable Energy Integration
 - Overview of renewable energy sources
 - Integration of renewable energy into electric distribution systems
 - Challenges and opportunities of renewable energy integration
 - Energy Storage Systems
 - Overview of energy storage systems
 - Types of energy storage systems
 - Applications of energy storage systems in electric distribution systems
- Key aspects of O&M
 - Monitoring and Control – Understanding SCADA
 - Maintenance planning – Outage management
 - fault detection and restoration
 - Distribution Asset Management
 - System upgrades and expansion
 - Safety and compliance
 - Customer service
- Conclusion and Next Steps
 - Review of key learnings and takeaways.
 - Action planning for implementing newly acquired skills and knowledge.
 - Recommendations for further development and support.
- 2. Capacity Assessment and Gap Analysis for Project Procurement
 - a. Gaps in procurement management in Somalia power sector by ESPs
 - b. Methods for evaluating projects and procurement gaps.

ANTICIPATED DELIVERABLES

- Training manual, Instruction design and power point presentation

- Training report and training performance evaluation report
- Procurement capacity assessment report

In summary, work for the consultant will be categorized as follows:

Pre- training – LOE 7 days (Including 1 traveling day)

Preparation of an inception report

Curriculum/ instruction design, preparation of draft course material, training manual, training schedule

Pre and post training assessment tools

Daily participants’ feedback questionnaires

Conduct Training- LOE 5 days

A pre-assessment evaluation to be administered before the training and a post assessment evaluation after the training.

Signed participants register is to be submitted daily.

A course feedback survey completed by the participants must be submitted to RTI daily during the 3 days training period. If the average feedback of the course is negative, then future courses may be discontinued. The decision lies with RTI.

RTI shall have final approval on the scheduling of the trainings.

Post training LOE 8 day (Including 1 traveling day)

- o A final Training report and training performance evaluation report to be submitted to EECA as per the schedule.

Deliverables table

Name	Description	Dates for delivery
Inception Report	Inception report must relay the consultant’s understanding of the assignment and proposed approach to ensure successful delivery of the training.	Two weeks ahead of the training
Training manual, Instruction design and power point presentation	Curriculum/ instruction design, preparation of draft course material, training manual, training schedule, Pre and post training assessment tools	One week ahead of the training

	Daily participants' feedback questionnaires,	
3. Conduct Training	Deliver 5-day training at Martisoor Hotel in Garowe, Somalia Submit daily signed participants attendance lists. Submit daily participant's feedback forms.	Agreed training dates
Training report and training performance evaluation report	The overall training detailed training report capturing participants pre and post training skills analyzed and making recommendations. Completed Trainers evaluation reports. Signed participants lists	5 days after completing the training

Payments to the consultant will be made following approval of all the deliverables listed above.

Travel expenses such as flight, airport transfers, consultant per diem and accommodation shall be provided and paid for by EECA separately.

REQUIRED EXPERTISE AND QUALIFICATIONS

The consultant must demonstrate the expertise required to undertake this assignment. The consultant must meet the requirements outlined below:

- The consultant must have advanced university degree (master's degree or above) in the field of Procurement, Human Resources Management, Change/Strategic Management, Project Management Organizational Development and Coaching, Adult Learning, or related fields of study.
- A minimum of 10 or more years relevant work experience on training and coaching staff on organizational development, procurement, and contracts management
- Provide at least 3 references for successfully completed similar assignments.
- Practical working experience in training power utilities staff in East and Central Africa on the relevant areas covered under this Scope of Work.

Period of performance

The activity is expected to begin from April 2024 to May 2024. All work must be completed within this time frame. Any modifications or extensions shall be requested through RTI's and the Consultant's contracting officers for review and discussion.

Place of performance

The training will take place in person at Martisoor Hotel in Garowe, Somalia, with participation from representatives of 10 ESPs, targeting 20 trainees.

Acceptance Criteria

The acceptance of all deliverables related to this activity will reside with the Empowering East and Central Africa (EECA), Country Lead for Somalia, Djibouti, Sudan, and South Sudan and the Institutional Performance Improvement Specialist, working closely with each ESP's Lead. Once the training completed, the consultant will enter the handoff/closure stage.

Gender Component

In delivering support, Power Africa will consider how gender equality and female empowerment can be advanced or achieved, and how participation by both female and male trainees will be facilitated in project activity. The consultant should indicate how they will align their project approach with this requirement,

Additional Information

If travel is required, RTI will cater for the selected consultant's travel costs by directly engaging and paying the providers. Such arrangements shall be done within the following parameters. Lodging and Per Diem for the consultant must fall under State Department foreign per diem rates, where applicable. US Government per diem rates; https://aoprals.state.gov/web920/per_diem.asp.

Bidders are reminded to review all the contracting terms and conditions as detailed link below such as, but not limited to required insurances, indemnity clauses and Intellectual Properties. RTI's subcontract terms and conditions can be found here: https://www.rti.org/sites/default/files/msa_template_v1_13_2016.pdf

Product or Service Expectations (both if applicable):

Please refer to the SOW. Bidders' technical proposal must address the following.

- 1) Technical narrative that should detail among factors that are not limited to the proposed execution approach and methodology that the bidder will apply to ensure successful achievement of all the deliverables listed in the attached SOW.

- 2) A work plan detailing the activities to be carried out presented in a logical manner. The work plan should show the total duration to complete the project, as described in the SOW.
- 3) Discuss potential challenges expected during the execution of this project and proposed mitigatory measures.
- 4) Sub-contracting of any part of this work will not be accepted.
- 5) Bidders are reminded to review all the contracting terms and conditions as detailed in the attachments (links) to the RFP such as, but not limited to required insurances, indemnity clauses and Intellectual Properties

Deliverables, Timelines, Special Terms and Conditions:

Please refer to the SOW

Pricing

Bidders are requested to email eeca_adminco-ordination@rti.org requesting for pricing and past performance fillable form.

Notes on pricing.

1. All prices must be in USD. Alternatively, RTI shall apply the applicable exchange rates as at the bid's opening date, as quoted in the Oanda Currency Conversion Website (<https://www.oanda.com/currency/converter/>). Such rates will be applied for the purposes of bids analysis (quoted cost being one of the evaluation factors, as indicated below) as well as for application in the LPO/contract amounts and for payment.
2. Bidders are notified that this is a fixed-cost procurement and, as such, all the relevant costs and applicable taxes must be included in the pricing table. RTI will not be involved in additional costs discussions or negotiations after the contract is signed.
3. Bidders are reminded not to include PARTICIPANT's logistical costs or travel costs for in-person activities, since RTI will cover such costs by directly engaging with the providers as detailed in the SOW.

By signing this attachment, the bidder confirms he has a complete understanding of the specifications and fully intends to deliver items that comply with the above listed specifications.

Signature:

Title:

Date:

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, Gigiri Square - Block A, 2nd Floor, United Nations Avenue, Gigiri, Nairobi, Kenya

(insert full address of the office)

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

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 regard to this RFQ/RFP to be directed to

[Admin coordination](#)

(insert name of procurement officer)

at this email address:

eeeca_adminco-ordination@rti.org

(insert email address of the procurement officer).

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

[April 19, 2024](#)

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, 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.
- (b) **TECHNICAL.** Services shall satisfy or exceed the specifications described in SOW Attachment A.
- (c) **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 as per completed attachment C – Past Performance Template.
- (d) **OTHER EVALUATION CRITERIA.**

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 90 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. **Certifications.**

Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions - Certification and Disclosure Regarding Payments to Influence Certain Federal Transaction as referenced in FAR 52.203-11 is hereby incorporated into this Request for Proposal as a condition of acceptance.

Limitation on Payments to Influence Certain Federal Transactions- Limitation on Payments to Influence Certain Federal Transactions as referenced in FAR 52.203-12 is hereby incorporated into this Request for Proposal as a condition of acceptance.

16. **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.

17. **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: