



Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Development of an E-Mobility Sector position paper in support of the Uganda E-mobility Association (UEMA)
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

RTI International is a trade name of Research Triangle Institute. RTI and the RTI logo are U.S. registered trademarks of Research Triangle Institute.

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 04/009/24-001

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 for DEVELOPING AN E-MOBILITY SECTOR POSITION PAPER IN SUPPORT OF THE UGANDA E-MOBILITY ASSOCIATION (UEMA), as detailed in the SOW below.

SCOPE OF WORK

DEVELOPING AN E-MOBILITY SECTOR POSITION PAPER IN SUPPORT OF THE UGANDA E-MOBILITY ASSOCIATION (UEMA)

Introduction

This narrative outlines the development of a sector position paper on the current state of e-mobility in Uganda in support of the Uganda E-Mobility Association (UEMA). This paper will serve as a kickstart for accelerating the transition to a robust e-mobility ecosystem.

Background

Uganda's transportation sector faces a triple threat: high fuel costs, foreign exchange losses due to fuel imports, and harmful air pollution. To combat these issues, electric mobility (e-mobility) is emerging as a promising solution. Companies like Zembo, Gogo (Bodawerk), Kiira Motors, Spiro and Karaa Africa are leading the charge by developing and deploying electric vehicles (EVs). As of August 2023, over 1,000 electric motorcycles and 70 electric four-wheelers have been sold supported by a network of over 70 battery swap

stations. The tax incentives offered by the government serve as a catalyst for change, igniting interest and investment in electric vehicles (EVs) within the country. By reducing import taxes on essential EV components, Uganda is paving the way for local businesses to flourish and for the emergence of a vibrant EV ecosystem.

However, despite this progress, the e-mobility sector in Uganda still faces hurdles to scale up.

- Limited charging infrastructure: There are not enough charging stations to meet the growing demand for EVs.
- Insufficient road & electricity infrastructure: Uganda's road network and electricity grid need improvements to fully support EVs.
- Skilled workforce gap: A trained workforce is needed to build, maintain and repair EVs.
- Lack of a strong industry body: A unified industry voice can advocate for e-mobility development.
- An enabling policy and regulatory environment: While there are some initial government interventions, there is need for a long-term policy framework to guide the growth of e-mobility.
- Limited coordination: There is need for collaboration and coordination among government agencies such as the Ministry of Works and Transport (MOWT), Ministry of Energy and Mineral Development (MEMD), Uganda Revenue Authority (URA), Ministry of Finance, Planning and Economic Development, Ministry of Trade, Industry and Cooperatives (MTIC) and Science Technology & Innovation secretariat (STI) in the support of e-mobility sector.
- Limited recycling program for batteries: batteries play a significant role in EVs, and advancements in battery technology are essential for improving range, establishing a battery recycling program is necessary to ensure the sustainability of e-mobility by minimizing waste and long-term harmful impacts on the environment.
- To accelerate the transition to e-mobility, a comprehensive sector position paper is urgently needed. This paper should analyse the current situation and propose recommendations that address the challenges mentioned above. By highlighting the needs, the paper can help inform the country how to harness the power of e-mobility for a cleaner, more sustainable transportation future.

Project objective

The overall goal of the paper is to act as a tool for accelerating the adoption of electric vehicles in Uganda. The paper will highlight the benefits and chart a way forward with the goal of attracting investments, informing policy decisions, and fostering collaboration amongst stakeholders, leading to a more sustainable transportation future for the country. The specific objectives of the sector position paper to be achieved are;

- To provide a comprehensive assessment of the status of e-mobility in Uganda that creates awareness and fosters investor attraction and public

understanding. The goal is to highlight the potential of Uganda's e-mobility sector, a clear picture of the market size, growth potential, and future opportunities. Additionally what opportunities exist for startups, infrastructure development, and research & development in e-mobility solutions. The paper should raise public awareness about the technological trends in e-mobility, the benefits of e-mobility, such as lower emissions, reduced cost/km, reduced noise pollution, and improved air quality and create a more supportive environment for e-mobility adoption.

- To determine policy, regulatory and institutional gaps that need to be addressed e.g. assess the fiscal environment of gasoline/diesel powered vehicles to reinforce inclination to cleaner vehicles. By outlining the policy challenges and opportunities facing e-mobility, the paper should serve as a valuable resource for policymakers with a goal leading to the development of supportive policies such as tax breaks for EVs, subsidies for charging infrastructure, and regulations that encourage sustainable practices. Streamlined Regulations: additionally, the paper should demonstrate clear and efficient regulations for e-mobility thus encourage innovation and simplify the process of bringing new e-mobility solutions to market.
- To develop a set of actionable recommendations to address these gaps and accelerate e-mobility adoption. Through a consultative process, the development of the paper should foster collaboration among different stakeholders in the e-mobility ecosystem, including e-mobility companies, government agencies, development agencies, NGOs, academia, and financing institutions. This collaboration should call for more efficient resource allocation and coordinated efforts to overcome challenges, establish a clear vision and roadmap for the future of e-mobility in Uganda and guide long-term planning and investment decisions for various stakeholders.
- To highlight the benefits of e-mobility e.g., a sustainable transportation system in Uganda, improved public health, reduced reliance on imported fuels, and job creation in the e-mobility sector.

By outlining the challenges and proposing actionable solutions, the position paper should benefit the Ugandan people who currently struggle with high fuel costs and air pollution.

Scope of Work

Uganda E-mobility Association (UEMA) requested support from Power Africa's EECA project and seeks to gain further knowledge on market conditions that will support the growth of the e-mobility subsector. The key outputs of the study are;

- i.A comprehensive policy position paper outlining the current state, key challenges, and actionable recommendations for accelerating e-mobility adoption in Uganda.
- ii.A dissemination workshop to ensure the findings are understood by the key stakeholders.

iii. Overall, the consultant should ensure that key sector issues such as: increased investment, enhanced collaboration, skilled workforce development, supportive policy environment, streamlined regulatory processes, reduced emissions, more sustainable transportation system, lower fuel costs, job creation, improved quality of life, reduced cost of doing business are addressed.

Methodology

The consultant will develop and submit a technical proposal which includes the methodology that shall include a desk review examining the current state of e-mobility in Uganda, with a particular focus on policy issues crucial for local development. Also critical to the methodology is the consultative process that includes focus group discussions, and in-person interviews to be conducted with key stakeholders across the sector.

The collected data from interviews should be meticulously analyzed. This analysis will form the basis for a comprehensive sector position paper outlining:

- Challenges: A clear picture of the key hurdles hindering e-mobility growth.
- Position Statement: A defined stance on the future of e-mobility in Uganda.
- Recommendations: A concrete set of actionable steps to accelerate the transition to e-mobility.
- A dissemination workshop with all stakeholders. This interactive session will drive lively discussions and generate valuable insights that will be incorporated into the last version of the position paper.

Qualifications of the consultant

A proven record of accomplishment in providing industrial policies and economic support in the transportation sector with a mix of e-mobility, climate change, renewable energy and regulatory development is required. The lead consultant must also possess a minimum of the following:

- At least a master's degree in economics, business, transport, energy, policy, or relevant field
- At least 10 years' experience with policy and regulatory research and execution in the transport and/or renewable energy sector(s)
- Active involvement in e-mobility market development activities

Schedule, Milestones and Deliverables

The sector position paper should last no more than 12 weeks (about 3 months) with the schedule of activities below.

No	Deliverable	Acceptance Criteria	Man days (LoE)	Timeline	Payment
1	Inception planning and report	Includes the consultant's approach to the planning process, all the literature review done as well as a clear plan of	7.5	2 weeks	20%

		execution for the assignment including capacity building where relevant.			
2	Key Informant Interviews (KIIs)/Focus group discussions	Weekly reports detailing work undertaken and work planned.	7.5	2 weeks	
3	Data collection and analysis and report synthesis	Weekly reports detailing work undertaken and work planned.	10	3 weeks	50%
4	Draft Paper	A comprehensive report detailing the mobility sector review findings as well as proposed recommendations and findings	10	3 weeks	
5	Workshop & Final Paper	A workshop presenting findings to key stakeholders and a post workshop report detailing discussions therein and a final paper submitted and ready for publishing.	5	2 weeks	30%

About the Power Africa EECA Project

The USAID-funded Empowering East and Central Africa (‘EECA’) provides technical assistance and targeted grant funding to increase electrification in 14 Countries in the East and Central African regions. One of the key pillars of the project is to increase the number of connections On Grid and Off Grid. Through a team of resident technical advisors across East and Central Africa, EECA works with companies, investors, and governments to advance the role of the private sector in extending energy access. By offering broad-based market intelligence to investors/financiers to inform financial product design, advising governments on establishing supportive policy frameworks, and providing hands-on support to companies, EECA is helping to accelerate a carbon free future.

About the Uganda E-Mobility Association (UEMA)

UEMA is the leading body in Uganda's burgeoning e-mobility sector. Its membership comprises a growing set of key sector players, including manufacturers and distributors such of e-mobility solutions such as Zembo, Gogo (formerly Bodawerk), Green Hub Kampala, Modjo Energies, Soleil Power, and Karaa Africa. The association is driven by three objectives.

- Accelerating E-Mobility Adoption: UEMA works to make electric vehicles the first choice for Ugandans.
- Transforming Transportation: Through policy advocacy, public awareness campaigns, industry collaboration, and support for innovation, UEMA seeks to revolutionize Uganda's transportation landscape.

Building a Greener Future: UEMA is committed to driving sustainable change, propelling Uganda towards a cleaner, more environmentally friendly tomorrow. UEMA's vision and dedication position it as a crucial catalyst for Uganda's e-mobility revolution

Period of Performance

The activity is estimated to begin from May 2024 to July 2024, Or thereabout. Billing will be for only productive hours applied in this assignment. All work must be completed within this time frame. All the work will be undertaken in the Republic of Uganda, Except for report writing which can be performed remotely.

Acceptance Criteria

The consultant will work closely with the Project Steering Committee (PSC). The PSC will be comprised of at least two members from UEMA and two members from EECA. The consultant shall report to the EECA team led by Uganda country coordinator for full completion of the activity.

Additional Information

If travel is required as for part of this assignment, RTI will cater for the selected applicant's travel costs by directly engaging and paying the providers. Such arrangements shall be done within RTI's field operations manual.

Applicants are reminded to review all the contracting terms and conditions as detailed in RTI's subcontract terms and conditions can be found here: https://www.rti.org/sites/default/files/msa_template_v1_13_2016.pdf

Gender Component

In delivering support, EECA will consider how gender equality and female empowerment can be advanced or achieved, and how participation by both female and male stakeholders will be facilitated in project activity. In collaboration with EECA's gender advisor, the consultant must address this requirement and indicate how they will align their project approach with this requirement in all final reports.

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 following.
 - a) Proposed execution approach and methodology that the bidder will apply to ensure successful achievement of all the deliverables listed in the attached SOW.
 - b) Proposal demonstrates knowledge and understanding of E mobility and

regulatory development in Ugandan context.

- 1) 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.
- 2) Discuss potential challenges expected during the execution of this project and proposed mitigatory measures.
- 3) Sub-contracting of any part of this work will not be accepted.
- 4) 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 eca_adminco-ordination@rti.org requesting for pricing and past performance fillable form.

Notes on pricing.

1. All prices must be in Uganda Shillings. 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, at 1700hrs EAT](#)

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.
- (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 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: