



3040 Cornwallis Road ■ PO Box 12194 ■ Research Triangle Park, NC 27709-2194 ■ USA
Telephone 919.541.6000 ■ Fax 919.541.5985 ■ www.rti.org

Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Capacity Building: Technical Assistance to Simusolar in Tanzania.
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 04/009/24-002](#)

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.

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

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 capacity building and technical assistance to Simusolar, as detailed in the SOW below.

Scope of Work

Capacity Building Training to Simusolar

Technical Assistance: Sales and marketing training

1. Background

RTI International, a nonprofit research institute and leading international development organization, is the lead for a new USAID project, the Power Africa Empower East and Central Africa (EECA). Power Africa is a U.S. Government-led partnership, coordinated by USAID, that aims to increase access to electricity in sub-Saharan Africa by adding 30,000 megawatts of new generation capacity and 60 million new electricity connections by 2030.

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.

Simusolar is a social enterprise improving the incomes of rural residents of Tanzania through productivity-enhancing equipment and services. With headquarter in Dar es Salaam, Simusolar has offices in Arusha, Dodoma, Iringa, Mbeya, Njombe, Morogoro, Mwanza, Muleba, and Musoma. Its focus is on providing financed equipment to improve the productivity of smallholder farmers, livestock keepers and aquaculturalists. The solutions are provided on a lease-to-own basis and solar powered for reliable and climate-smart use. It offers Solar Water Pump systems for smallholder farmers, generator replacements for farm businesses, and solar fishing lights for “dagaa” fishers on Lake Victoria. These equipment solutions are sourced from leading manufacturers and integrated into digital platform, which uses GSM and BLE as the means of monitoring and evaluating the equipment in the field. Simusolar partners with cooperatives, input suppliers, and others in the agriculture value chain to cost-effectively reach its target market.

Simusolar has requested for Technical Assistance on non-fast moving goods sales training to its sales team and management that will increase the productivity by 50% and improve the capacity of farmers to make better capital investment decisions on the productive use of energy (PUE) appliances distributed by Simusolar. The purpose of this Technical Assistance (TA) is to enhance the capabilities of the Simusolar sales team. The training will equip sales team with new skills tailored for marketing capital investments PUE in rural areas that requires a certain level of awareness raising to intended beneficiaries. This is because to adopt new technology, farmers in rural areas have to understand their own economics and then how a certain PUE technology e.g solar water pumps will increase the yield and income and contribute to improve their standard of living.

2. Detailed Scope of Work

The individual consultant will support capacity building to at least 30 sales team, both the direct Sales Officers and Sales Managers. Specifically, the individual consultant will deliver the following:

- **Discovery (initial Assessment):** The consultant will be expected to spend time on site and in the field with staff from several Simusolar offices, including but not limited to Dar Es Salaam, Arusha and Dodoma, subject to change with mutual agreement to conduct baseline assessment to determine the sales & marketing capacity at an institutional, departmental and individual level to identify areas of strength and improvement within the institution. The consultant will also interview some beneficiaries to get their experience of using the solution from Simusolar. This background information will assist the consultant to design an intelligence decision training that will take into consideration the current practice and bridge the gap identified.

- **Program Development:** The consultant will design a training programme for Decision Intelligence (DQ) that will improve sales and efficiency by at least 50%.
- **Decision Intelligence (DQ) training to at least 30 sales Staff and managers:** The training will be for sales staff, zonal managers, sales team leaders and supervisors. The three days training will involve both sales team, supervisors and managers. On the third and fourth day, Managers and Sales Supervisors covering the country will be trained and coached. In-person training will be limited to three regions while virtual / remote training can cover additional territories. The training to sales team will be for three days and two days for managers and supervisors¹.
- **Coaching:** The consultant will continue coaching the trained team in the field for two months after the training.
- **Written materials for Sales Officers to support learning.**

The general areas of Sales and Marketing approach should be based on the Decision Quotient methodology as developed by Whitten & Roy.

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

Pre- training – LOE 4 days

Site visits and preparation of inception / discovery report.

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

Pre and post training assessment tools.

Daily participants' feedback questionnaires.

Train the trainer orientation/

Conduct Training- LOE 5 days

Training conducted including other expenses as necessary to carry out the training.

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 5 days training period.

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

Post training LOE 3 days

A final Training report and training performance evaluation report to be submitted to RTI & Simulsolar as per the schedule.

¹ Subject to change upon mutual agreement of the Consultant and Simulsolar, assuming no change in the budget.

Coaching LOE 29+ days

Field Coaching: At least 3 field days with each of 8 Sales Team Leaders (24 field days), spread over no more than 3 months. Regions: Coastal (Dar), Arusha, Morogoro, Iringa, Njombe, Mbeya, Mwanza, Dodoma. With travel time the days involved may be greater. Travel costs should be included in the proposed budget.

Remote Coaching: Undertake 3 Virtual sessions of 1 hour per session for each of 8 sales team leaders (3 days equivalent).

Manager Coaching: Undertake 6 sessions (in person or virtual) of 1 hour per session with each of 3 Managers (~2 days equivalent).

Deliverables table

Name	Description	Dates for delivery
1. Inception / Discovery Report.	<p>The Discovery / Inception report must relay the consultant’s understanding of the assignment and proposed approach to ensure successful delivery of the training.</p> <p>The inception report with include all the background information collected during the site visit and will assist the consultant to design an intelligence decision training that will take into consideration the current practice and bridge the gaps identified.</p>	Two weeks ahead of the training.
2. Training manual, Instruction design and power point presentation.	<p>Curriculum/ instruction design, preparation of draft course material, training manual, training schedule.</p> <p>Pre and post training assessment tools.</p> <p>Daily participants’ feedback questionnaires.</p> <p>Involves interactions with Management.</p>	One week ahead of the training.
3. Conduct Training.	Deliver Intelligence Decision training. The three days training will involve both sales team, supervisors and	Agreed training dates.

	<p>managers (30-40 participants). On the third and fourth day, Managers and Sales (8-12 participants).</p> <p>Submit daily signed participants attendance lists.</p> <p>Submit daily participant's feedback forms.</p>	
<p>4. Training report, training performance evaluation report and a tool to measure sales and efficiency.</p>	<p>The overall training detailed training report capturing participants pre and post training skills analyzed and making recommendations.</p> <p>Completed Trainers evaluation reports.</p> <p>Signed participants lists for physical training and participant list for virtual training.</p> <p>A tool that will assist Simusolar to measure periodic sales and efficiency to assess the progress.</p>	<p>5 days after completing the training.</p>
<p>5. Coaching.</p>	<p>Timeline as outlined above, subject to change on mutual agreement between Consultant and Simusolar.</p> <p>The consultant will continue coaching the trained team in the field for two months after the training.</p> <p>Written training manual for sales officers and managers to support learning in the future.</p>	<p>Within two months after the training.</p>

3. Period of performance

The physical training class will be for 3 days for sales team and 2 extra days for leadership training for zonal managers, sales team leaders and sales supervisors. Physical training is expected to be undertaken in April or May 2024. In addition, there will be in field coaching sessions and virtual sessions for each sales team leader and managers spread over 2-3

months, as part of the coaching & mentorship program.

4. Place of Performance

Most of the work will be undertaken physically during training with preparations, meetings and reports done virtually, unless otherwise requested. The training venue will be mutually selected and agreed upon that includes either Dar Es Salaam, Morogoro, or Dodoma.

5. Qualification and experience

The minimum competencies and qualifications include:

- At least a bachelor's degree in relevant professional.
- Minimum 5 years of dedicated sales training, coaching staff on sales & marketing at institutional level in Tanzanian local set up.
- Provide at least 3 references for successfully completed similar assignments within the local Tanzanian set up.
- Expertise in the Decision Quotient approach to capacity building and behavioral change.
- Demonstrated experience in preparation of comprehensive training plans, together with successful implementation of the same.
- Women consultants are encouraged to apply.
- Native Kiswahili speakers for training are essential.

6. Compensation

The consultant will receive a payment upon receipt of deliverables, at the approval of Productive Use of Energy Advisor. The payment schedule will follow the timeline of deliverables, as shown in the deliverables table.

Bidders are requested to quote for daily professional fees costs, noting that all applicable taxes are the bidder's responsibility.

7. Technical coordination and approvals

- Off Grid Advisor, Damian Casmiri, will be responsible for day-to-day technical coordination with Simusolar.
- Productive Use of Energy Advisor, Billy Yaro will approve the final deliverables, in consultations with Simusolar, Michael Kuntz (Co-CEO and Co-cofounder) who will confirm and report deliverables to Off Grid Advisor.

8. 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

9. 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 these requirements.

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.
- 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 eeca_adminco-ordination@rti.org requesting for pricing and past performance fillable form.

Notes on pricing.

1. All prices must be in Tanzania 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](#)

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: