



## Request for Quote/Proposal (RFQ/RFP)

Commodity/Service Required:	Uganda mini-grid installation support
Type of Procurement:	Individual Consultant Agreement
Type of Contract:	Fixed-cost contract
Term of Contract:	11 months
Contract Funding:	United States Agency for International Development (USAID)
This Procurement supports:	Power Africa Off-grid Project (PAOP)
Submit Proposal to:	paoprocurement@powerafrica-offgrid.org
Date of Issue of RFP:	February 15, 2022
Date Questions from Supplier Due:	March 1, 2022
Date Proposal Due:	March 7, 2022
Approximate Date Purchase Order Issued to Successful Bidder(s):	TBC

### 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](http://www.rti.org/files/PO_FAR_Clauses.pdf) or for commercial items:  
[http://www.rti.org/files/PO\\_FAR\\_Clauses\\_Commercial\\_Items.pdf](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.

## 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:

#### **About the Power Africa Off-grid Project**

The USAID-funded Power Africa Off-grid Project ('PAOP') provides technical assistance and targeted grant funding to support the development of Africa's off-grid solar home system (SHS) and mini-grid sectors. Through a team of resident technical advisors across East and West Africa, PAOP 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, PAOP is helping to build the off-grid market to accelerate private sector-led energy access.

#### **Background**

##### **Activity Description for UGANDA Mini-grid projects in refugee settlements**

The Power Africa Off-grid Project (PAOP) Uganda Mini-Grid Consultant is responsible for providing technical assistance to mini-grid projects in Uganda, including a grant window for Mini-Grids projects in refugee settlement settings in Uganda. Specifically, the Consultant will lead on the provision of business-focused technical assistance to Mini-Grid companies to help develop and implement their business models in Uganda. In addition, the Consultant will support the monitoring and evaluation of grants to mini-grid projects, including those in support of the Smart Communities Coalition. PAOP is supporting the implementation of the Smart Communities Coalition initiative co-chaired by Power Africa and Master Card. SCC is implementing pilots to integrate private sector off-grid offering in refugee settlements in Uganda and Kenya.

#### **Objectives**

The Consultant will successfully support the mini-grid activities in PAOP where grants are implemented.

#### **Description of the assignment**

- Lead all PAOP mini-grid activities in Uganda where PAOP grants are implemented, including conducting assessments, identification of highest impact opportunities for the promotion of productive use of electricity, contributing to annual work plans, and implementing approved activities, such as:

- Technical assistance in distribution, retail, and marketing services for mini-grid companies. This support might include assessing the potential demand and identifying potential partners for companies to reach refugee settlement customers.
- Business-focused technical assistance to mini-grid off-grid energy companies to help them develop and implement their business models in vulnerable settings, particularly in refugee settlement settings, including their distribution and retail strategies, and link them with relevant refugee settlement partners.
- Act as the technical monitor for the Uganda Mini-grid refugee settlement grant window. This support includes providing technical input to the call for proposals draft, hold webinars with potential applicants, review applications, help design grantees milestones, hold monthly calls with grantees, and monitor milestones progress.
- Maintain a robust and up-to-date understanding of the mini-grid market dynamics in Uganda.
- Provide other advisory services as required, including the following:
  - Coordinate with the Smart Community Coalition when implementing the grant window and other activities in Uganda
  - Identify critical issues and problems in the design and execution of mini-grid projects in refugee settlements settings
  - Identify private sector stakeholders, including off-grid energy companies and distributors, and facilitate matchmaking between stakeholders.
  - Maintain and update a database of Monitoring and Evaluation of off-grid energy company grantees of the refugee settlement window
  - Coordinate the technical assistance to off-grid energy companies with other donors to avoid duplication of efforts.
  - Work in a multi-sectoral team and contribute to the linkage of mini-grids with agriculture, health, education, finance, and gender.
  - Support mini-grid projects and/or operators to adopt digital financial services and associated innovation as part of their business models;
  - Identify areas of support required by the private sector that can be provided by PAOP and SCC.
- Identify and offer support to a pipeline of mini-grid projects, leveraging previous Power Africa support in masterplan development;
- Support Power Africa partners, including development partners like the European Union and the World Bank, in the design and execution of mini-grid promoting activities;
- Prepare briefing papers as needed on the stay of play of mini-grids in Uganda, including regular landscape assessments on gaps in the enabling environment, access to finance and advisory gaps needed to support mini-grid proliferation;
- Identify mini-grid projects that can be supported by other USAID/Uganda-Power Africa mechanisms, especially the Feed the Future Strategic Investments Activity that support the adoption of productive use of electricity.
- Support efforts to improve the regulatory environment for mini-grids by regularly engaging with both developers and the Electricity Regulatory Authority and presenting recommendations for policy improvements to USAID/Uganda, PAOP and Power Africa.

Deliverables, Timelines, Special Terms and Conditions:

**Timeline**

The targeted start-date for this assignment is 28 March 2022.

No	Deliverable	Reporting deadline
1.	Weekly reports detailing the activities performed during the week and upcoming activities (a template will be provided by PAOP	Friday morning of each week for duration of assignment
2.	Bi-weekly reports, other documentation and resources as jointly identified by PAOP Chief of Party and/or Uganda Lead Advisor	When requested
3.	Quarterly progress reports outlining the support provided and achievements during the reporting period (template will be provided)	June 30, 2022 September 30, 2022 December 31, 2022
4.	Final report with recommendations/lessons learned during the assignment.	End of Consultancy

**Indicative level of efforts:**

This is anticipated to be full time term-limited assignment through March 31, 2023

**Required Qualifications**

- Bachelor’s degree in a relevant technical field (engineering, business)
- A post-graduate degree in a relevant technical field is preferred.
- Five years relevant experience, including substantive field experience with Mini-Grids
- Experience implementing mini-grid projects in refugee camps or areas with displaced populations in Africa is a plus
- Experience working in similar grant-funded interventions, ideally energy programs in Uganda.
- Experience working with off-grid companies, development partners, governments, and overall stakeholders in the off-grid space.
- Significant skills to analyze and resolve a wide range of problems arising in project development.
- Proven written and oral communication, teamwork, and interpersonal skills
- Experience in monitoring and evaluation of energy programs
- A demonstrably nuanced understanding of the nexus between energy, poverty, and gender, and a background in gender, energy, and the environment, preferably with established social (gender) and economic analysis skills.

**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.

**All Applications should be submitted to [paoprocurement@powerafrica-offgrid.org](mailto:paoprocurement@powerafrica-offgrid.org) no later than the March 7, 2022.**

## 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

Power Africa Off-grid Project  
Glenfields Office Park, 1<sup>st</sup> Floor Block F,  
361 Oberon & Glenwood Avenue, Faerie Glen  
Pretoria, 0181, South Africa

*(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).
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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>. 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](mailto: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: