# Request for Quote/Proposal (RFQ/RFP)

<table>
<thead>
<tr>
<th>Commodity/Service Required:</th>
<th>Technical Assistance to Support two Energy Access Companies with setting in up carbon finance programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Procurement:</td>
<td>One-time procurement</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>Fixed-cost contract</td>
</tr>
<tr>
<td>Term of Contract:</td>
<td>7 Months</td>
</tr>
<tr>
<td>Contract Funding:</td>
<td>USAID</td>
</tr>
<tr>
<td>This Procurement supports:</td>
<td>Power Africa Off-grid Project (PAOP)</td>
</tr>
<tr>
<td>Submit Proposal to:</td>
<td><a href="mailto:paopsubcontracts@powerafrica-offgrid.org">paopsubcontracts@powerafrica-offgrid.org</a></td>
</tr>
<tr>
<td>Date of Issue of RFP:</td>
<td>Tuesday December 21, 2021</td>
</tr>
<tr>
<td>Date Questions from Supplier Due:</td>
<td>Wednesday January 26, 2022</td>
</tr>
<tr>
<td>Date Proposal Due:</td>
<td>Monday January 31, 2022</td>
</tr>
<tr>
<td>Approximate Date Purchase Order Issued to Successful Bidder(s):</td>
<td>Monday February 14, 2022</td>
</tr>
</tbody>
</table>

**Method of Submittal:**

- Email Submission to paopsubcontracts@powerafrica-offgrid.org
- 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.

**Solicitation Number**

PAOP-RFQ/P-2021-006

**Attachments to RFP:**

1. Attachment “A” – Statement of Work
2. Attachment “B” – Instructions to Bidders/Sellers
3. Attachment “C”- Budget Template: Please see Attachment C for suggested budget template. Alternate budget templates may be used. Please provide budget in Microsoft Excel format.
5. All PO Terms and Conditions are listed on our website at forth at: [https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf](https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf)
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 Power Africa Off-grid Project (PAOP) is a four-year contract between the United States Agency for International Development (USAID) and RTI International. PAOP intends to accelerate off-grid electrification across sub-Saharan Africa (SSA) to support Power Africa’s Beyond the Grid initiative which contributes to the goal of facilitating 60 million new connections by 2030. Power Africa defines access as the direct or actual number of new households and businesses connected to electricity via an on-grid or off-grid solution. PAOP focuses on accelerating off-grid energy access through solar home systems (SHS) and micro-grids, with the goal of facilitating six million new electricity connections by 2022. Please refer to the Project fact sheet available at: www.usaid.gov/sites/default/files/PAOP_Fact_Sheet.pdf.

The Power Africa Off-grid Project provides technical assistance to support the development of sub-Saharan Africa’s off-grid solar home system, and mini-grid sectors. Under its Access to Finance work stream, the project team provides tailored financial advisory to over 200 companies and investors in sub-Saharan Africa’s off-grid energy sector. The PAOP Access to Finance team also works with a range of leading third-party financial advisors, financial consultants, and boutique advisory firms to provide services to companies with the aim to catalyze more capital into the sector.

**Background**

PAOP has a strong focus on catalyzing capital to the Sub-Saharan Africa off-grid market and is expanding its support to companies by providing advisory on new sources of climate finance. PAOP has seen a renewed interest from many energy access companies and investors in carbon finance. There is a need among companies to better understand how to tap into the carbon markets to enhance their revenues and/or to reduce the price to the end clients.
Prices of carbon are rising in these regulated markets, setting a market signal for the broader carbon market. Voluntary markets for carbon offsets are booming and expected to continue to grow, driven by increasing demand from private companies and asset managers to be carbon net zero by 2030. Clean energy projects such as those developed by energy access providers in PAOP-focus countries may be sources of offsets for the voluntary market.

Objective

PAOP is seeking to contract a third-party advisor to provide short term targeted support to two companies in the off-grid sector, helping them to navigate the carbon offset/credit market and setting up carbon finance programs. The support is helping energy access companies tapping into the funds that could be raised from carbon emission reduction commitments. It aims at reducing the transaction costs associated with accessing these funds such as complex legal (e.g. purchase agreements) and reporting implications (e.g. verification). The advisor is expected to assess the feasibility and impact of the carbon finance program and ultimately bringing new funding to support further company growth, through the sale of carbon offsets or equivalent (e.g. Verified Emission Reduction, Certified Emission Reduction, Renewable Energy Certificate etc.)

Scope of Work

The selected advisor will provide the company's management with the following assistance, to be tailored to the company's services and carbon avoidance possibilities including:

1) Initial review: review of the status of a company existing carbon credit strategy (if any), and assessment of the company's capabilities to launch a carbon finance program

2) Eligibility and feasibility check: the advisor will work with the energy access company on defining its “GHG reduction project” including the carbon emission reduction potential and additionality confirmation, the cost-benefit analysis, the identification of the best existing methodology and standard to follow - with preliminary estimation of emission reductions, costs and revenues.

3) Certification and onboarding: the advisor will guide the company in the selection of the best certification or platform to list the project based on the company’s needs. The advisor will lead the drafting of the project (registration) documents including the CO2 and revenue modelling, and the monitoring plan.

4) The advisor will help build internal capacity to ensure the sustainability of the carbon finance program after the end of the support

5) The advisor will also produce a learning paper on this process for the energy access sector.

Expected deliverables:

I. 2-3 page summary note on the company's readiness to launch a carbon finance program including most important attention points and expected milestones.

II. Project roadmap with expected timelines, roles and projected carbon credit related funds to be raised.
III. Copy of necessary project documents for the relevant standard or certification.
IV. Summary updates and 30 minute monthly check-in calls with the PAOP team to discuss progress and key updates.
V. Handover Summary Report including a clear continuity and monitoring plan & Recommendations once the assignment is completed.
VI. Whitepaper/learning paper on key learnings and best practices for the launch of a carbon program at an energy access company in PAOP focus countries.

Timeline

It is expected that this work would kick off in February 2022 and be completed in September 2022.

Application Submission: Required Documents

- Short (5-7 pages) background and description of the applicant's ability to provide the support requested.
- Three examples of past performance and the structure of such support (no more than six pages total).
- Short biographies of key staff who will support this subcontract.
- Suggested approach to deliver the support.
- Detailed budget including estimated level of effort per staff member (include resource level) for each deliverable described above. Please see attachment c for budget template.
- Any other areas of focus that might bring improve the support of companies and that can be provided within the fixed budget ($100,000)

Qualifications and Selection Criteria:

- Experience in assisting at least three companies raise funding from carbon markets
- Familiarity with the different existing standards (Gold standard, CDM etc.) and stakeholders (certification agencies, auditors etc.)
- Experience in listing and marketing carbon reduction projects on behalf of off-grid energy/energy access companies in emerging markets
- Demonstrated ability to assist companies going through the different stages of the carbon project: feasibility assessment, design of the project, implementation and monitoring ...
- Experience in dealing with donors and corporates committed to carbon neutrality
- Speaking French is a strong plus

Selection of consulting companies will be based on (1) 50% technical experience in (description of company's ability to provide support, examples of past performance, and experience of staff proposed), 2) 30% relevant experience in the off-grid sector, 3) 20% price. Note that the $100,000 is a cap for the two off-grid companies to be supported, and that bids who are able to come under that will be awarded points accordingly.
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

| 3040 East Cornwallis Road, Research Triangle Park, NC 27709-2194 |

(insert full address of the office)

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

| Power Africa Off-grid Project |

(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 date and time submitted:

(b) The name, address, and telephone number of the seller (bidder) and authorized signature of same:

(c) Validity period of Quote:
(d) 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.

(e) 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.

(f) Lead Time Availability of the Commodity/Service.

(g) Terms of warranty describing what and how the warranties will be serviced.

(h) 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).

(i) Payment address or instructions (if different from mailing address)

(j) Acknowledgment of solicitation amendments (if any)

(k) 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)

(l) 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. Questions Concerning the Procurement. All questions in regards to this RFQ/RFP to be directed to

Joseph Eni and Sara Scholl

at this email address:

paopsubcontracts@powerafrica-offgrid.org

The cut-off date for questions is:

January 10, 2022

5. 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.
6. **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](https://www.rti.org/sites/default/files/rti-purchase-order-terms-and-conditions-v1.16.pdf), [http://www.rti.org/files/PO_FAR_Clauses.pdf](http://www.rti.org/files/PO_FAR_Clauses.pdf), or [http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf](http://www.rti.org/files/PO_FAR_Clauses_Commercial_Items.pdf). Payment can be made via wire transfer or other acceptable form. Sellers may propose alternative payment terms and they will be considered in the evaluation process.

9. **Alternative Proposals:** Sellers are permitted to offer “alternatives” should they not be able to meet the listed requirements. Any alternative proposals shall still satisfy the minimum requirements set forth in Attachment A Specifications.

10. **Inspection Process:** Each item shall be inspected prior to final acceptance of the item. All significant discrepancies, shortages, and/or faults must be satisfactorily corrected and satisfactorily documented prior to delivery and release of payment.

11. **Evaluation and Award Process:** The RTI Procurement Officer will award an agreement contract resulting from this solicitation to the responsible Seller (bidder) whose offer conforms to the RFQ/RFP will be most advantageous to RTI, price and other factors considered. The award will be made to the Seller representing the best value to the project and to RTI. For the purpose of this RFQ/RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating, and selecting the “best value” awardee. RTI intends to evaluate offers and award an Agreement without discussions with Sellers. Therefore, the Seller’s initial offer should contain the Seller’s best terms from a price and technical standpoint. However, RTI reserves the right to conduct discussions if later determined by the RTI Procurement Officer to be necessary.

   The evaluation factors will be comprised of the following criteria:
   (a) **PRICE.** Lowest evaluated ceiling price (inclusive of option quantities).
   (b) **DELIVERY.** Seller provides the most advantageous delivery schedule.
   (c) **TECHNICAL.** Items/Services shall satisfy or exceed the specifications described in RFQ/RFP Attachment A. The quality of the technical proposal in terms of methodology statement, key personnel, quality assurance, mobilization schedule, implementation schedule, proposed project execution organogram and any other activities such as the bidding team’s experience and qualifications as specified in the SOW above
   (d) **PAST PERFORMANCE** – Potential vendor 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.**
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. **Anti-Kickback Act of 1986.** Anti-Kickback Act of 1986 as referenced in FAR 52.203-7 is hereby incorporated into this Request for Proposal as a condition of acceptance. If you have reasonable grounds to believe that a violation, as described in Paragraph (b) of FAR 52.203-7 may have occurred, you should report this suspected violation to the RTI's Ethics Hotline at 1-877-212-7220 or by sending an e-mail to ethics@rti.org. You may report a suspected violation anonymously.

16. **The John S. McCain National Defense Authorization Act for fiscal year 2019 - section 889.** RTI cannot use any equipment or services from specific companies, or their subsidiaries and affiliates, including Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, and Dahua Technology Company ("Covered Technology"). In response to this request for proposal, please do not provide a quote which includes any Covered Technology. Any quote which includes Covered Technology will be deemed non-responsive. Additionally, if the United States Government is the source of funds for this RFP, the resulting Supplier shall not provide any equipment, system, or service that uses Covered Technology as a substantial or essential component.
# Attachment D: Insurance Policies

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<thead>
<tr>
<th>Insurance Coverage Requirements</th>
<th>RTI maintains insurance requirements for subcontractors. The attached “Supplier Insurance Requirements” document provides related guidance on the requirements, as well as the required levels of insurance for organizations depending on their geographic location.</th>
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<tr>
<td></td>
<td>Please review the guidance and related requirements and confirm whether or not your organization meets or can meet the required levels by completing and returning the “Confirmation of Insurance” document. Should your organization not maintain the required insurance, it is recommended that you obtain a quote for coverage and budget accordingly with your offer.</td>
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<td>Please note that the insurance coverage is only required at the time of a subcontract award (for the life of the subcontract) and is not necessary at the Proposal stage.</td>
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**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:**