

**ANNOUNCEMENT OF SOLICITATION FOR  
TRAINING PROVIDERS FOR  
AFGHANISTAN POWER SECTOR CAPACITY BUILDING PROGRAM (R-1)**

PA Consulting, the USAID Institutional Contractor for the South Asia Regional Initiative for Energy (SARI/Energy) seeks proposals from qualified South Asian (SA) training providers interested in providing training and educational services to participants from Afghanistan power sector entities.

Information on SARI/Energy may be found at the SARI/Energy website: <http://www.sari-energy.org>

**BACKGROUND**

SARI/Energy is implementing a capacity building program for the Afghanistan power sector that draws upon the best energy sector practices in electricity distribution the South Asia (SA) region. The underlying goal is to improve the competency level of personnel throughout the electricity sector of Afghanistan, and specifically the distribution sector which would promote corporatization and commercialization. This program will develop the local institutions ability to evolve, adapt and modify the training programs to respond to their needs. The following eight programs are planned:

(A). Management Development

1. Distribution System Management and Operation
2. Distribution System Loss Reduction
3. Appreciation program in Project Management

(B). Technical Skills development in Equipment specialization

1. Meter and Meter Management
2. Transformers
3. Protection system
4. Switchgears
5. Cables and Cabling

**SCOPE OF SERVICES**

SARI/Energy will fund subcontracts for the delivery of these services. Services will be delivered both in the SARI/Energy country and in Afghanistan. PA Consulting will fund, and make all arrangements, within Afghanistan and the SARI/Energy country, including: travel for participants, security, housing, travel and accommodation (unless provided by the training provider as part of the contract).



## PROPOSAL CONTENTS

Proposals should be brief. Elaborate discussions are discouraged and presentations of the institution's qualifications should be focused and concise. The proposal shall contain the following:

- 1 Understanding of the Assignment – this shall consist of a concise (e.g., two page maximum) summary of the assignment as understood by the provider.
- 2 Approach – this shall consist of a brief (e.g. two to three pages) outline of how the provider will accomplish the assignment, including any unique aspects of its approach.
- 3 Qualifications – description of the qualifications of the provider, including specific information and references on the provider's credibility and experience as a recognized training provider for the power sector (five pages maximum).
- 4 Staffing Qualifications – summary qualifications of proposed staff with particular emphasis of similar assignments and accomplishments.
- 5 Cost Proposal – estimate of cost to accomplish the assignment. The cost estimate shall be broken down by course, labor, travel, per-diem, other direct costs, and non-direct costs. The bidder shall complete all of the fields in the right hand two columns of the table in Annexure. The sum of all the entries in the two right hand columns must equal the total value of the proposal.

Training providers may bid on all, or any part, of the training programs outlined in the attached Indicative Program Coverage.

## QUESTIONS AND/OR CLARIFICATIONS

Questions or requests for clarification should be submitted via e-mail to PA Consulting, Mr. Sabyasachi Pattanaik ([Sabyasachi.Pattanaik@paconsulting.com](mailto:Sabyasachi.Pattanaik@paconsulting.com)), no later than Wednesday, 3<sup>rd</sup> March, 2010. Both the questions, and PA's responses, will be shared with all known bidders.

## INVITATION FOR PROPOSALS

PA invites proposals from established training providers and individuals in private practice for the provision of these services. Proposals should be concise but include enough information to establish outstanding qualifications and depth of experience in providing training services to the power sector. Proposals in PDF format shall be sent by e-mail to: Michael Hajny, Chief-Of-Party SARI/Energy, [Michael.Hajny@paconsulting.com](mailto:Michael.Hajny@paconsulting.com).

All bids become the property of the SARI/Energy program and will not be returned. SARI/Energy will respect the confidentiality of the bidder's proposal.

The bidder is responsible for all costs incurred by the bidder to prepare and send the proposal. The bidder's cost to prepare and send the bid document cannot be billed to PA or to the SARI/Energy program.

## DEADLINE

Proposals must be received by 12:00 hours on Wednesday, 8<sup>th</sup> March, 2010.



## **ABOUT THE CAPACITY BUILDING PROGRAM FOR AFGHANISTAN AND PURPOSE OF SOLICITATION**

### **1.0 OBJECTIVES**

The objective of this solicitation is to implement capacity building programs for the Afghanistan power sector that draws upon the best energy sector practices in electricity distribution in the South Asia (SA) region. The underlying goal is to raise the competency level of personnel throughout the electricity sector and specifically the distribution sub-sector which would help the sector corporatization and commercialization. SARI/Energy encourages development of the local institutions ability to evolve, adapt and modify the training programs to respond to the new technologies and training needs relatives to the distribution sector through the proposed Training and Development Programs mentioned above in the Background Section.

### **2.0 OVERALL SCOPE OF ACTIVITIES**

**2.1 Design an overall program implementation strategy and develop master training calendar** for the period of contract covering the specific subject areas identified by PA Consulting with the Beneficiary Utility. The indicative program coverage is attached for reference.

**2.2 Development of Training curriculum**

Pursuant to the deliberations PA Consulting had with the Beneficiary Utility from Afghanistan, the following specific areas have been shortlisted.

**(A). Management Development**

1. Distribution System Management and Operation
2. Distribution System Loss Reduction
3. Project Management

**(B). Technical Skills development in Equipment specialization**

1. Meter and Meter Management
2. Transformers
3. Protection system
4. Switchgears
5. Cables and Cabling

The bidder shall also ensure that the program content including the training material, case studies and best practices guide in all their aspects reflect most relevant and recent information.

**2.3 Program delivery and quality control**

Program will be delivered as per the proposed format, adequately addressing all curriculum contents. A strict control over day to day activities shall be maintained by the bidder to ensure the administrative and support functions supplement the targeted delivery.

Where the bidder provide lodging as part of the proposal the lodging shall be at a bidder's own training center, or a mid range business hotel.



A comprehensive monitoring, evaluation and feedback system shall also be developed, documented, and implemented by the bidder to ensure mid course corrections for meeting the requirements of the beneficiaries.

For program less than one month in duration just a final report is needed. For programs that run longer than one month the bidder shall prepare and submit monthly reports. The report shall be no longer than three pages, and cover at least these areas: progress in previous month, problems encountered and solved, problems yet to be resolved,

The final report for each program should present suggest modifications for next program, number of participants, tabular and graphical analysis of monitoring and feedback questionnaires, Receipt of the final report is a condition of payment of the final invoice.

#### **2.4 Program Management**

Specific attention is to be paid by the bidder to ensure all ingredients and components in the overall action plan are integrated and phased to meet the targeted deliverables of the Proposal. The organizational systems will be put in place not only to implement the proposal but also document the process and provide management information system (MIS) on actions undertaken and results at regular intervals.

#### **2.5 Components of the Cost Proposal**

The cost proposal of the training institute will include breakup of the tuition cost (delivery), practicals and field visits, boarding and lodging, transportation and travel and institutional cum program management cost. As mentioned above, the bidder shall complete all of the fields in the right hand two columns of the table in Annexure; The sum of all the entries in the two right hand columns must equal the total value of the proposal.

The bidders are to quote the costs in their local currency.

#### **2.6 Delivery Schedule**

An indicative training calendar is annexed, showing likely participants size and tentative schedule. However the specific delivery schedule will be agreed to and will be included in the contract. The actual delivery will however be guided and advised by PA Consulting as per requirement of the Afghan Utilities and as advised by USAID.

#### **2.7 Validity of the Proposal**

The Proposal shall remain valid till July 31, 2010 after which further extension may be allowed on mutual terms.

#### **2.8 Proposal coverage**

The bidder may bid for all or part of the programs as indicated in the attached Indicative Program Coverage, annexed at II.

#### **2.9 Right of the Buyer**

The buyer (PA) reserves the right to cancel the tendering process at anytime with out financial penalty to the buyer.



The buyer may award parts of the proposal to the bidder. The buyer shall be able to accept any or all of the five subparts of the Annexure, that is, the buyer is not obligated to take all of the five cost parts of the Annexure.

There may be awards to multiple bidders under this Tender.

**3.0 COMPONENTS OF THE PROPOSAL**

The Proposal is to contain the following along with relevant documentation:

- (i) Proposed programs
- (ii) Program objectives
- (iii) Targeted participants
- (iv) Program structure indicating the program contents
- (v) Component of practicals and field visits envisaged
- (vi) Preparedness for conducting the program i.e. proposed calendar of programs. The calendar shall start at the signing date of the contract and shall conclude all programs in nine (9) calendar months.
- (vii) The cost of conducting respective programs in the SARI/Energy country and in Kabul along with the cost breakup justifying the cost proposal are to be submitted in last two columns of the Annexure Indicative Program Coverage.

**4.0 EVALUATION CRITERIA**

THE EVALUATIVE CRITERIA AND WEIGHTING WILL BE:

TECHNICAL	
UNDERSTANDING OF THE PROGRAM	10%
APPROACH	20%
PROVIDER QUALIFICATIONS & BACKGROUND	30%
STAFFING QUALIFICATIONS	30%
FINANCIAL	10%

In case the Bidder has earlier responded to our earlier Solicitation, it is required only to furnish the Program contents and Costing as per Annex –II.



### AFGHANISTAN CAPACITY BUILDING PROGRAM – PROPOSED TRAINING CALENDAR

S. No.	PROGRAM DESCRIPTION	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
1.	Distribution System management and operation (4 weeks)		10-15			10-15			10-15	
2.	Distribution system Loss Reduction (2 weeks)	10-15			10-15			10-15		
3.	Project Management (preferably web based)	5				5				5
4.	Equipment Specialization program									
i.	Meter – 1 - 2 weeks			10-15			10-15			10-15
	Meter - 2 - 4 weeks					5-7			5-7	
ii.	Transformer - 2 weeks			5-7			5-7			
iii.	Protection system - 2 weeks		5-7			5-7				5-7
iv.	Switchgear - 2 weeks			5-7			5-7			
v.	Cables - 2 weeks				5-7			5-7		

- Note :**
1. Figures above the Bars indicate the Batch size for resp. Program.
  2. This is in indicative program, the schedule will be finalized as per mutual convenience of the Beneficiary and the Institute.



**INDICATIVE PROGRAM COVERAGE**

	PROGRAMS	LIKELY DURATION	Broad program contents	PROGRAM PACKAGING	PROGRAM COST BASIS	COST PROPOSAL (quoted and binding in local currency of bidder per participant basis)		
						COST BREAKUP	PROGRAM CONDUCTED IN HOST COUNTRY	PROGRAM CONDUCTED IN KABUL
(A).	<b>MANAGEMENT DEVELOPMENT</b>							
i.	Distribution System Management and Operation	4 weeks	Components / Equipments in distribution system/ Construction practices/ Break down operation/ Restructuring / O&M of equipment / Safety procedures.	Mix of theory cum practicals on related subjects covered through field visits / works visits, demonstrations and live job orientation.	Fee to be quoted on per participant per week basis for programs in India and on program basis in Kabul	- Tuition cost (delivery) - Practicals/ Field visits - Boarding & Lodging - Transportation & Travel - Evaluation and Examination - Institutional cost (see Note 1)		NA (See Note 2) NA (See Note 2)
						Total		
ii.	Distribution System Loss Reduction	2 weeks	AT&C losses/ Reasons and methods of controlling them/ New technology applications in distribution/ Electrical Safety procedures/ Accident prevention techniques./ Fundamentals of Change Management in distribution utility/ The processes and suggestion to equip the utility for reliable and quality service.	Mix of theory cum practicals on related subjects covered through field visits / works visits, demonstrations and live job orientation.	Fee to be quoted on per participant per week basis for programs in India and on program basis in Kabul	- Tuition cost (delivery) - Practicals/ Field visits - Boarding & Lodging - Transportation & Travel - Evaluation and Examination - Institutional cost (see Note 1)		NA (See Note 2) NA (See Note 2)
						Total		
iii.	Project Management	Restricted to specified hrs. on internet with wrap up Contact program for 1/ 2 days at Beneficiary end.	Basic concepts and applications in Project Management with live Case studies.	Web / Internet based for wider application and spread.	Fee to be quoted on per participant basis for internet usage and professional charges for conducting the Wrap up Contact classes at Kabul. (this fee will be on program basis)	- Tuition cost (delivery) - Practicals/ Field visits - Boarding & Lodging - Transportation & Travel - Evaluation and Examination - Institutional cost (see Note 1)		NA (See Note 2) NA (See Note 2)
						Total		



	PROGRAMS	LIKELY DURATION	Broad program contents	PROGRAM PACKAGING	PROGRAM COST BASIS	COST PROPOSAL (quoted and binding in local currency of bidder per participant basis)		
						COST BREAKUP	PROGRAM CONDUCTED IN HOST COUNTRY	PROGRAM CONDUCTED IN KABUL
<b>(B). TECHNICAL SKILLS DEVELOPMENT IN EQUIPMENT SPECIALIZATION</b>								
i.	Meter and Meter Management – 1	2 weeks	Metering technology, calibration, testing/ Installation practices/ Metering standards/ Revenue protection practices/ Metering information integration, analysis and applications.	Focus on hands on training / practicals as major component of the curriculum/ Exposure to practises followed by equipment manufacturers for regular O&M/ fault finding and rectification.	Fee to be quoted on per participant per week basis for programs in India and on program basis in Kabul	- Tuition cost (delivery)		
								- Practicals/ Field visits
						- Boarding & Lodging		NA (See Note 2)
						- Transportation & Travel		NA (See Note 2)
						- Evaluation and Examination		
						- Institutional cost (see Note 1)		
						Total		
	Meter and Meter Management – 2	4 weeks	Developing the participants for planning the metering system/ Specifying metering/ Evaluation / Selection / Deployment & Installation / Audits & Maintenance/ Establishment and maintaining the meter testing laboratory.		Fee to be quoted on per participant per week basis for programs in India and on program basis in Kabul	- Tuition cost (delivery)		
						- Practicals/ Field visits		
						- Boarding & Lodging		NA (See Note 2)
						- Transportation & Travel		NA (See Note 2)
						- Evaluation and Examination		
						- Institutional cost (see Note 1)		
						Total		
ii.	Transformers 25 kVA to 2000 kVA 11/0.4 kV 2 MVA to 20000 MVA, 33 / 11 kV	2 weeks	General components of the Equipment / Protection / Installation procedure/ Testing/ Commissioning / Fault detection/ Repair & Maintenance/ General reasons of failure – their causes and prevention.	Focus on hands on training / practicals as major component of the curriculum/ Exposure to practises followed by equipment manufacturers for regular O&M/ fault finding and rectification.	Fee to be quoted on per participant per week basis for programs in India and on program basis in Kabul	- Tuition cost (delivery)		
						- Practicals/ Field visits		
						- Boarding & Lodging		NA (See Note 2)
						- Transportation & Travel		NA (See Note 2)
						- Evaluation and Examination		
						- Institutional cost (see Note 1)		
						Total		
iii.	Protection system (that is, relaying and fusing)	2 weeks	General components of the Equipment / Protection / Installation procedure/ Testing/ Commissioning / Fault detection/ Repair & Maintenance/ General reasons of failure – their causes and prevention.	Focus on hands on training / practicals as major component of the curriculum/ Exposure to practises followed by equipment manufacturers for regular O&M/ fault finding and rectification.	Fee to be quoted on per participant per week basis for programs in India and on program basis in Kabul	- Tuition cost (delivery)		
						- Practicals/ Field visits		
						- Boarding & Lodging		NA (See Note 2)
						- Transportation & Travel		NA (See Note 2)
						- Evaluation and Examination		
						- Institutional cost (see Note 1)		
						Total		



	PROGRAMS	LIKELY DURATION	Broad program contents	PROGRAM PACKAGING	PROGRAM COST BASIS	COST PROPOSAL (quoted and binding in local currency of bidder per participant basis)		
						COST BREAKUP	PROGRAM CONDUCTED IN HOST COUNTRY	PROGRAM CONDUCTED IN KABUL
iv.	Switchgears	2 weeks	General components of the Equipment / Protection / Installation procedure/ Testing/ Commissioning / Fault detection/ Repair & Maintenance/ General reasons of failure – their causes and prevention.	Focus on hands on training / practicals as major component of the curriculum/ Exposure to practises followed by equipment manufacturers for regular O&M/ fault finding and rectification.	Fee to be quoted on per participant per week basis for programs in India and on program basis in Kabul	- Tuition cost (delivery) - Practicals/ Field visits - Boarding & Lodging - Transportation & Travel - Evaluation and Examination - Institutional cost (see Note 1) Total		
v.	Cables and Cabling	2 weeks	General components of the Equipment / Protection / Installation procedure/ Testing/ Commissioning / Fault detection/ Repair & Maintenance/ General reasons of failure – their causes and prevention.	Focus on hands on training / practicals as major component of the curriculum/ Exposure to practises followed by equipment manufacturers for regular O&M/ fault finding and rectification.	Fee to be quoted on per participant per week basis for programs in India and on program basis in Kabul	- Tuition cost (delivery) - Practicals/ Field visits - Boarding & Lodging - Transportation & Travel - Evaluation and Examination - Institutional cost (see Note 1) Total		

