

**REQUEST FOR PROPOSALS FOR
TRAINING AND CERTIFICATION OF
SOUTH ASIAN PROFESSIONALS IN THE
MONITORING AND VERIFICATION OF ENERGY SAVINGS**

PA Consulting, the Institutional Contractor for the South Asia Regional Initiative for Energy (SARI/Energy) program of the U.S. Agency for International Development (USAID), seeks technical and financial proposals from training providers interested in providing training and certification of South Asian professionals in the monitoring and verification of energy savings.

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

BACKGROUND

USAID has been implementing the SARI/Energy program with the objective of improving regional institutional capacity in developing sustainable energy strategies; and strengthening regional forums, networks and associations for cooperation on energy development and trade.

The program promotes energy security in South Asia through three activity areas: (1) cross border energy trade, (2) energy market formation, and (3) regional clean energy development. Through these activities, SARI/Energy facilitates more efficient regional energy resource utilization, works towards transparent and profitable energy practices, and helps mitigate the environmental impacts of energy generation. SARI/Energy countries include: Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

This Request for Proposals is intended to support regional clean energy development by building regional capacity in the formulation, implementation and verification of bankable energy efficiency projects in South Asia through training and certifying energy management professionals in internationally recognized methods for monitoring and verifying energy use and energy reduction measures, and in preparing them to train other professionals in this subject matter (i.e., "training the trainers").

SCOPE OF SERVICES

SARI/Energy will fund the contract with the successful bidder for the delivery of the services detailed in this invitation to bid. The bidder is responsible for their costs (preparation, travel, lodging, meals, incidentals, fee, printing, supplies, etc.).

PA Consulting will fund, and make the necessary travel arrangements, for the selected participants to reach the location of the Training.

SCOPE OF WORK

Bidders are requested to submit a Proposal for conducting a training and certification program for 25 South Asian professionals in the monitoring and verification of energy savings.

Details of the training and certification need is described in Annex I.



PROPOSAL CONTENTS

Proposals should be brief. Elaborate discussions are discouraged and presentations of the organization’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 pages) summary of the assignment as understood by the provider.
- 2 **Approach** – this shall consist of a brief (e.g., five to ten pages) outline of how the provider will accomplish the assignment, including any unique aspects of its approach. This section shall identify and summarize the:
 - Applicable standards and/or protocols for energy monitoring and verification to which the training and certification will be conducted, along with the rationale for their selection
 - Type of certification that is available to participants; the degree of its acceptance in the market; the provider’s means of assessment; and the timing of scoring and issuance of certifications
 - Program structure for the initial training sessions and supplementary “train the trainer” sessions, as presented through a calendar or agenda that presents the course content on a day-by-day basis in two-hour time blocks, or finer (smaller) time increments.
 - Recommended criteria for SARI/Energy to select participants
 - Means for participants to assess the training program
- 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 energy monitoring and verification (five pages maximum).
- 4 **Staffing Qualifications** – summary qualifications of proposed staff with particular emphasis of similar assignments and accomplishments.
- 5 **Cost Proposal** – the firm cost to accomplish the assignment. The SARI/Energy program will directly arrange for and pay for the travel costs of the participants, including their visas, local transport, airfare, lodging, meals and incidental expenses. All other costs are to be included in the cost proposal, including but not limited to: tuition cost (delivery); communications, delivery, transportation, shipping and customs clearance of instructional materials; travel, lodging, meals and incidental expenses of the instructors and organizers; instructional costs such as conference rooms, facilities, and equipment; costs associated with testing, scoring and issuance of certifications; and all institutional and program management costs. Bidders are to quote the costs in their local currency.

Bidders must bid on the entire training program as outlined in Annex 1.

If the bidder’s program is supported by USAID the Bidder shall explain how USAID is not being charged twice (through the Bidder’s funding and through SARI/Energy funding) for the same service.



Two prices shall be quoted:

Nr.	Component	Bid Price
1	Price for the first twenty-five participants	
2	Per person price for each additional participant up to a maximum of seven more participants.	

EVALUATION CRITERIA

All proposals will be evaluated and award will be made to the responsible bidder whose proposal conforms to the solicitation and is most advantageous to PA Consulting. For this solicitation, price will be a substantial factor in source selection, but technical factors are important and PA Consulting will determine whether a difference in technical quality is worth a difference in price.

QUESTIONS AND/OR CLARIFICATIONS

Questions or requests for clarification should be submitted via e-mail to PA Consulting, Mr. John Bruce Wells (johnbruce.wells@paconsulting.com), no later than 12:00 hours (Noon) on Wednesday, 14th July, 2010. Both the questions, and PA's responses, will be shared with all bidders.

INVITATION FOR PROPOSALS

PA invites proposals from established training providers 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 energy management professionals. Proposals in PDF format shall be sent by e-mail to: John Bruce Wells, Clean Energy Access Advisor, SARI/Energy; johnbruce.wells@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 it incurs 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.

LANGUAGE OF THE COURSE

English is to be the language of the course material and presentation. All participants will be English language conversant; translation during the presentation is not needed, nor needs to be planned for in the scheduling.

DEADLINE

Proposals must be received at the PA offices in Gurgaon, Haryana, India by 12:00 hours Indian Standard Time (IST) on Friday, 30th July, 2010.



The Proposal shall remain valid till August 31, 2010 after which further extensions may be allowed on mutual acceptable terms.

RIGHT OF THE BUYER

The buyer (PA) reserves the right to cancel the tendering process at anytime without financial penalty to the buyer.

The buyer (PA) reserves the right to award only parts of the job, or to not award a contract at all.

DELIVERABLES

Within two weeks of the end of the program the bidder shall submit the following deliverables to PA.

- One set of printed course materials.
- Two DVDs with the electronic copy of the course materials.
- Completion report, which is no more than ten pages that summarizes the activities of the training and certification program; copies of all of the feedback forms; and a statistical summary (tables, charts, and interpretation) of the scores on the feedback forms.

Pursuant with USAID regulations the course materials become the property of the SARI/Energy program, and the course material will be posted on the SARI/Energy web site in PDF format.



ANNEX I

ABOUT THE REQUIREMENTS FOR TRAINING AND CERTIFICATION OF SOUTH ASIAN PROFESSIONALS IN THE MONITORING AND VERIFICATION OF ENERGY SAVINGS

The proposed training and certification program shall:

- a) Be started and completed during the period from October 2010 to November 2010.
- b) Be conducted in Colombo, Sri Lanka.
- c) Be conducted over a multi-day period. The initial training and certification course shall be three days, and the *train the trainers* course shall be two days. Classroom courses shall start no later than 9 AM and end no earlier than 4 PM. No more than one hour shall be provided for lunch. A time and a place for daily prayers shall be provided. Food preparation and services shall respect the cultural and religious customs of the participants.
- d) Be delivered to 25 participants who are selected by SARI/Energy, consistent with the selection criteria recommended by the bidder. The bidder may allow additional participants to enroll in the program provided that the additional participants do not adversely affect the quality of the program, and that SARI/Energy is not responsible for any aspects of the additional participants.
- e) Be conducted in the English language.
- f) Cover the fundamentals of the monitoring and verification of multi-sector energy savings through a curriculum that is designed around internationally recognized standards or protocols and which includes case studies from more than one South Asian country.
- g) Include a “train the trainers” session that is designed to equip and qualify South Asian professionals to build energy savings monitoring and verification capacity in their own countries.

