

**REQUEST FOR PROPOSALS (RFP)
RFP/2019/0012**

**Development of a Project Navigator
Training-of-Trainers (ToT) module
for SIDS Project Stakeholders**

**International Renewable Energy Agency
Abu Dhabi, UAE**

The International Renewable Energy Agency (IRENA) does not charge a fee at any stage of the procurement process (e.g. vendor registration, bid submission or any other stage). In the event that you have any reason to suspect that any activity purporting to be made on behalf of IRENA may be fraudulent, please contact procurement@irena.org.

Solicitation: RFP/2019/0012
Contract: PO/2019/xxxx

[May 2019]

Section 1: Letter of Invitation

Abu Dhabi, United Arab Emirates
2 May 2019

Dear Madam or Sir,

The International Renewable Energy Agency (IRENA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the following consultancy for Development of a Project Navigator Training-of-Trainers (ToT) module for SIDS Project Stakeholders

1. This RFP includes the following documents:

- Section 1 – This Letter of Invitation
- Section 2 – Instructions to Proposers, including the Data Sheet
- Section 3 – Terms of Reference, including technical evaluation criteria
- Section 4 – Proposal Submission Form
- Section 5 – Documents Establishing the Eligibility and Qualifications of the Proposer
- Section 6 – Technical Proposal Form
- Section 7 – Financial Proposal Form
- Section 8 – General Terms and Conditions for Professional Services
- Section 9 – Form for Performance Security
- Section 10 – Form of Bank Guarantee for Advance Payment
- Section 11 – Form of Contract

2. Your offer comprising a Technical and Financial Proposal, in separate sealed envelopes, should be submitted in accordance with the Data Sheet.
3. You are kindly requested to submit an acknowledgment letter to IRENA via the following email address: procurement@irena.org, or to the following postal address:

Procurement Office
International Renewable Energy Agency
IRENA Headquarters, Masdar City, P.O. Box 236
Abu Dhabi, United Arab Emirates

4. The letter should be received by IRENA no later than 19 May 2019; 14.00 H, Gulf Standard Time (GST). The same letter should advise whether your company intends to submit a Proposal. If your company decides not to submit a proposal, we would appreciate it if you would kindly indicate the reason for our records.
5. Should you need further clarification, kindly communicate with the contact person indicated in the attached Data Sheet as the focal point for queries relating to this RFP.

We look forward to receiving your Proposal and thank you in advance for your interest in IRENA procurement opportunities.

Yours sincerely,

[Signed – Acting Director]

Bruce Neese
Acting Director of Administration and

Section 2: Instruction to Proposers

Definitions of Terms

- a) “*Contract*” refers to the agreement that will be signed by and between the IRENA and the successful Proposer and all the attached documents thereto, including the General Terms and Conditions for Professional Services (GTC) and the Appendices.
- b) “*Country*” refers to the country in which the Services are to be performed as indicated in the Data Sheet.
- c) “*Data Sheet*” refers to such part of the Instructions to Proposers used to reflect conditions of the tendering process that are specific for the requirements of the RFP.
- d) “*Day*” refers to calendar day.
- e) “*Instructions to Proposers*” (Section 2 of the RFP) refers to the complete set of documents which provides Proposers with all information needed and procedures to be followed in the course of preparing their Proposals.
- f) “*LOI*” (Section 1 of the RFP) refers to the Letter of Invitation being sent by IRENA to the Proposers.
- g) “*Material Deviation*” refers to any content or characteristic of the Proposal that is significantly different from an important aspect or requirement of the RFP, substantially alters the scope and quality of the requirements, limits the rights of IRENA and/or the obligations of the Proposer, or compromises the competitive position of other Proposers or otherwise adversely impacts the fairness and principles of the procurement process.
- h) “*Proposal*” refers to the Proposer’s response to the RFP, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- i) “*Proposer*” refers to any legal entity that may submit, or has submitted, a Proposal for the provision of Services requested by IRENA through this RFP.
- j) “*RFP*” refers to the Request for Proposals consisting of instructions and references prepared by IRENA for the purposes of selecting the best service provider to perform the Services described in the Terms of Reference.
- k) “*Services*” refers to the entire scope of tasks and deliverables requested by IRENA under the RFP.
- l) “*Supplemental Information to the RFP*” refers to a written communication issued by IRENA to prospective Proposers containing clarifications, responses to queries received from prospective Proposers, or changes to be made to the RFP, before the deadline for the submission of Proposals.

“*Terms of Reference*” or “*TOR*” refers to the document included in this RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, responsibilities of the Proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful Proposer

A. GENERAL

1. IRENA hereby solicits Proposals in response to this RFP. Proposers must strictly adhere to all the requirements of this RFP. No changes, substitutions or other alterations to the provisions stipulated in this RFP may be made or assumed unless approved in writing by IRENA in the form of Supplemental Information to the RFP. However, whilst fully complying with the RFP requirements, Proposers are encouraged to provide any suggestions and solutions that may achieve a more cost-effective and value-for-money approach to fulfilling the requirements of this RFP.
2. Submission of a Proposal shall be deemed to constitute an acknowledgement by the Proposer that all obligations stipulated in this RFP shall be met and that, unless specified otherwise, the Proposer has read, understood and agreed to all the instructions provided in this RFP.
3. Any Proposal submitted will be regarded as an offer by the Proposer and shall not constitute or imply the acceptance of any Proposal by IRENA. This RFP does not commit IRENA to award a contract. The Proposal submitted by the successful Proposer will be the basis for negotiations which may lead to conclusion of a Contract with the successful Proposer.
4. IRENA implements a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, and unethical practices. IRENA is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against IRENA as well as third parties involved in IRENA's activities.
5. Proposers shall not be in any position of conflict of interest arising from their current or future work with respect to IRENA. All Proposers found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Proposers shall be considered to have a conflict of interest if they:
 - 5.1 are or have been associated in the past, with a firm or any of its affiliates which have been engaged with IRENA to provide services for the preparation of the design, specifications, Terms of Reference and other documents to be used for the procurement of the Services;
 - 5.2 were involved in the preparation and/or design of the programme/project related to the Services;
 - 5.3 have owners, officers, directors, controlling shareholders, or key personnel who are related to IRENA personnel involved in procurement functions; or
 - 5.4 are found to be in conflict for any other reason, as may be established by and at the discretion of IRENA.
6. Proposers shall disclose in their Proposal their knowledge of any other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices. Failure of such disclosure may result in the rejection of the proposal or proposals affected by the non-disclosure.
7. More than one Proposal from any company, either in its own name or as part of a joint venture, consortium or partnership, shall not be considered. If any Proposer submits or participates in more than one Proposal in response to this RFP, all such Proposals shall be disqualified and rejected. If IRENA has reasons to believe that collusion exists between Proposers, all such Proposers shall be disqualified.

B. CONTENTS OF PROPOSAL

8. Sections of Proposal

Proposers are required to complete, sign and submit in the number of copies indicated in the **Data Sheet** (DS no. 18) the following documents:

- 8.1 Proposal Submission Form (see Section 4 of this RFP);
- 8.2 Documents Establishing the Eligibility and Qualifications of the Proposer (see Section 5 and the **Data Sheet** (DS no. 23) of this RFP);
- 8.3 Technical Proposal Form (see Section 6 of this RFP);
- 8.4 Financial Proposal Form (see Section 7 of this RFP); and
- 8.5 Any attachments and/or appendices to the Proposal, including those specified in the **Data Sheet** (DS no. 24).

9. Clarification of Request for Proposals

Proposers may request a clarification of any of the RFP documents no later than the deadline for the submission of requests for clarification indicated in the **Data Sheet** (DS no. 16). Any request for clarification must be sent in writing or by electronic means to the IRENA address indicated in the **Data Sheet** (DS no. 17). IRENA will respond in writing or by electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers who have provided confirmation of their intention to submit a Proposal.

IRENA shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of IRENA to extend the submission date of the Proposals, unless IRENA deems that such an extension is justified and necessary.

10. Amendment of Request for Proposals

At any time prior to the deadline for submission of Proposals, IRENA may for any reason, such as in response to a clarification requested by a Proposer, make changes to the RFP in the form of a Supplemental Information to the RFP. All Proposers who have provided confirmation of their intention to submit a Proposal will be notified in writing of all amendments to the RFP.

In order to afford prospective Proposers reasonable time to consider the amendments in preparing their Proposals, IRENA may, at its discretion, extend the deadline for submission of Proposals, if the nature of the amendment to the RFP justifies such extension.

C. PREPARATION OF PROPOSALS

11. Cost of Proposal

The Proposer shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal is selected or not. IRENA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process.

12. Language of Proposal

The Proposal, as well as all related correspondence exchanged by the Proposer and IRENA, shall be

written in the English language, unless a language other than English has been specified in the **Data Sheet** (DS no. 4). Any printed literature furnished by the Proposer written in a language other than the language specified in the **Data Sheet** (DS no. 4) must be accompanied by a translation into the language specified in the **Data Sheet** (DS no. 4). For the purposes of interpretation of the Proposal and in the event of any discrepancy or inconsistency in meaning, the version translated into the language specified in the **Data Sheet** (DS no. 4) shall prevail.

13. **Proposal Submission Form**

Proposers shall submit their Proposals using the Proposal Submission Form furnished in Section 4 of the RFP.

14. **Technical Proposal Format and Content**

Unless otherwise stated in the **Data Sheet** (DS no. 24), the Proposer shall structure the Technical Proposal in the format provided in Section 6 and in accordance with the following:

- 14.1 Expertise of Firm/Organisation – this section shall provide details regarding the management structure of the Proposer, organisational capability/resources, the experience of the Proposer, the list of projects/contracts (both completed and ongoing, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the Services (see Clause 15 of this Section 2 for further details).
- 14.2 Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s response to the Terms of Reference by: identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the Contract as specified in the Terms of Reference.
- 14.3 Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

In complying with this sub-section 14, the Proposer assures and confirms to IRENA that the personnel being nominated are available to implement the Services within the duration of the Contract indicated in the Terms of Reference. If, at any time prior to award of the Contract, any of the key personnel listed in the Technical Proposal become unavailable, except for unavoidable reasons such as death, medical incapacity or delay in the implementation of the Services through no fault of the Proposer, IRENA reserves the right to consider the Proposal non-responsive. Any substitution of personnel arising from unavoidable reasons shall be made only with IRENA’s approval of the justification for the substitution and with IRENA’s approval of the replacement, who shall be of either equal or superior credentials to the one being replaced and which shall not involve any additional cost to IRENA.

The Technical Proposal shall not include any financial information. A Technical Proposal containing any form of financial information that could lead to the determination of the price offer may be declared non-compliant.

15. Financial Proposals

The Financial Proposal shall be prepared using the attached standard form provided in Section 7. It shall list all major cost components associated with the services, and the detailed breakdown of such costs. All outputs and activities described in the Technical Proposal must be priced separately on a one-to-one correspondence. Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.

16. Currencies of Proposals

All prices from Proposers shall be quoted in the preferred currency indicated in the **Data Sheet** (DS no. 15).

16.1 Should the Proposer submit a Financial Proposal in a currency that is different from the preferred currency specified in the **Data Sheet** (DS no. 15), IRENA will convert the currency quoted in the Proposal to the preferred currency in accordance with the prevailing United Nations operational rate of exchange on the deadline for submission of Proposals; and

16.2 In the event that the Proposal that is found to be the most responsive to the RFP requirements is quoted in a currency different from the preferred currency indicated in the **Data Sheet** (DS no. 15), IRENA reserves the right to award the Contract in the preferred currency specified in the **Data Sheet** (DS no. 15) using the conversion method specified in sub-section 16.1 above.

17. Documents Establishing the Eligibility and Qualifications of the Proposer

The Proposer shall furnish evidence of its status as an eligible and qualified vendor, using the forms provided in Section 5 of this RFP, with such eligibility and qualifications to be documented to IRENA's satisfaction. This evidence shall include, and must demonstrate, the following:

17.1 That, in the case of a Proposer offering to supply goods under the Contract which the Proposer did not manufacture or otherwise produce, the Proposer has been duly authorised by the goods' manufacturer or producer to supply the goods in the country of final destination; and

17.2 That the Proposer has the financial, technical, and production capability necessary to perform the Contract.

18. Joint Venture, Consortium or Association

If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium, or association at the time of the submission of the Proposal, all of the members of the joint venture/consortium/association shall submit, along with the Proposal, a duly notarised agreement confirming that they have designated one member to act as the lead entity duly vested with the authority to bind the members of the joint venture/consortium/association jointly and severally, and that if their Proposal is selected, the Contract shall be negotiated and entered into between IRENA and the designated lead entity who shall be acting for and on behalf of all the members of the joint venture/consortium/association.

After the Proposal has been submitted to IRENA, neither the lead entity nor the composition or constitution of the joint venture/consortium/association shall be altered without the prior consent of IRENA.

The organisation of the joint venture/consortium/association must clearly define the role of each of its component/member entities in the course of performing the Services.

Where a joint venture/consortium/association is presenting its track record and experience in a similar undertaking as those required in the TOR, it should present such information in the following manner:

- Those that were undertaken together by the joint venture/consortium/association; and
- Those that were undertaken by the individual members of the joint venture/consortium/association expected to be involved in the performance of the Services.

Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with the joint venture/consortium/association or any of its members cannot be claimed as the experience of the joint venture/consortium/association or those of any of its members, but should only be claimed by the individual experts themselves in their presentation of their credentials.

19. **Alternative Proposals**

Unless otherwise specified in the **Data Sheet** (DS no. 6), alternative proposals shall not be considered. Where alternative proposals are allowed in the **Data Sheet** (DS no. 6), IRENA reserves the right to award a Contract based on an alternative proposal when the conditions for its acceptance are met.

20. **Period of Validity**

Proposals shall remain valid for the period specified in the **Data Sheet** (DS no. 8), commencing on the deadline for submission also indicated in the **Data Sheet** (DS no. 20). A Proposal valid for a shorter period shall be immediately disqualified and rejected by IRENA.

In exceptional circumstances, prior to the expiration of the proposal validity period, IRENA may request Proposers to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.

D. SUBMISSION AND OPENING OF PROPOSALS

21. **Submission and Opening of Proposals**

21.1 The Technical Proposal and the Financial Proposal envelopes must be completely separate and each of them must be submitted sealed individually and clearly marked on the outside as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. Each envelope **MUST** also bear the name of the Proposer. The outer envelopes shall:

- bear the name and address of the Proposer
- be addressed to IRENA as specified in the **Data Sheet** (DS no. 19); and
- bear a warning that states: “**DO NOT OPEN BEFORE** [insert the time and date for Proposal opening specified in the **Data Sheet** (DS no. 21)]”.

The Proposer shall assume the responsibility for the misplacement or premature opening of Proposals due to improper sealing and labelling.

21.2 Proposers must always submit their Proposals by mail/courier or by hand delivery.

21.3 Proposers shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking each of the envelopes as “Original Proposal” and “Copy of Proposal” as appropriate. The two envelopes shall then be sealed in an outer envelope. The number of copies required shall be as specified in the **Data Sheet** (DS no. 18). In the event of any discrepancy between the original and a copy of the Proposal, the original shall prevail. The original of the

Proposal shall be signed or initialled on every page by the Proposer or a person duly authorised to commit the Proposer and all copies shall be made from the signed original.

- 21.4 Proposers must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Proposer accepts the General Terms and Conditions for Professional Services in full as attached hereto as Section 8.

22. **Deadline for Submission of Proposals and Late Proposals**

22.1 Proposals must be received by IRENA at the address and no later than the date and time specified in the **Data Sheet** (DS nos. 19 and 20).

22.2 IRENA shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal or modification of a Proposal that is received by IRENA after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

23. **Withdrawal, Substitution, and Modification of Proposals**

23.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in detail the full consistency of their Proposals to the requirements of the RFP, keeping in mind that material deficiencies in providing information requested by IRENA or a lack of clarity in the description of services to be provided may result in the rejection of the Proposal. IRENA shall not assume any responsibility regarding erroneous interpretations or conclusions made by the Proposer in understanding the RFP.

23.2 A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 21.1 of this Section 2, duly signed by an authorised representative, and shall include a copy of the authorisation (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the written notice. All notices must be received by IRENA prior to the deadline for submission of Proposals and submitted in accordance with Clause 21.1 of Section 2 (except that withdrawal notices do not require copies). The respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION”.

23.3 Proposals requested to be withdrawn shall be returned unopened to the Proposers.

23.4 No Proposal may be withdrawn, substituted, or modified in the interval between the deadline for submission of Proposals and the expiration of the period of proposal validity specified by the Proposer on the Proposal Submission Form or any extension thereof.

24. **Proposal Opening**

24.1 IRENA will open the Proposals in the presence of an ad-hoc committee of at least two (2) members formed by IRENA.

24.2 The Proposers’ names, withdrawals, substitutions and modifications, the condition of the labels/seals of the envelope, the presence or absence of required documents, and such other details as IRENA may consider appropriate will be announced at the opening. No Proposal shall be rejected at the opening stage, except for late submission, for which the Proposal shall be returned unopened to the Proposer.

25. Confidentiality

- 25.1 Information relating to the examination, evaluation, and comparison of Proposals and recommendation of contract award shall not be disclosed to Proposers or any other persons not officially concerned with such process, even after publication of the contract award.
- 25.2 Any effort by a Proposer to influence IRENA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at IRENA's decision, result in the rejection of its Proposal.
- 25.3 In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with IRENA for a debriefing. Such debriefing shall be limited to discussing the strengths and weaknesses of the Proposal of said Proposer in order to assist the Proposer in improving future proposals to IRENA. The content of other Proposals, their evaluation and how they compare to the Proposer's Proposals shall not be discussed.

26. Clarification of Proposals

To assist in the examination, evaluation and comparison of Proposals, IRENA may, at its discretion, ask any Proposer for a clarification of its Proposal.

IRENA's request for clarification and the response shall be in writing. Notwithstanding the written communication, no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by IRENA in the evaluation of the Proposals, in accordance with Clause 30 of this Section 2.

Any unsolicited clarification submitted by a Proposer in respect to its Proposal, which is not a response to a request by IRENA, shall not be considered during the review and evaluation of the Proposals.

E. EVALUATION AND COMPARISON OF PROPOSALS

27. Preliminary Examination of Proposals

- 27.1 IRENA shall examine the Proposals to determine whether they are complete, whether the documents have been properly signed, and whether the Proposals are generally in order. IRENA reserves the right to reject any Proposal after preliminary examination of the Proposal, if IRENA finds a reason for such rejection, including but not limited to the discovery of significant or material deviation, conflict of interest or fraud, among others.
- 27.2 IRENA shall reject the Proposal of any Proposer found to appear in a United Nations Security Council sanctions list or such ineligibility lists as may be established or recognised by IRENA in accordance with its applicable rules, policies and procedures.

28. Evaluation of Proposals

- 28.1 IRENA shall examine the Proposal to confirm that the IRENA General Terms and Conditions for Professional Services and any Special Conditions of the RFP have been accepted by the Proposer without any deviation or reservation.
- 28.2 In the first stage, the evaluation committee shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other requirements in the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet** (DS no. 26). Each responsive Proposal will be given a technical score. A Proposal shall be rendered

non-responsive at this stage if it does not substantially respond to the RFP, and particularly the Terms of Reference, or if it fails to achieve the minimum technical score indicated in the Terms of Reference. No changes shall be made by IRENA to the criteria, sub-criteria and point system indicated in the **Data Sheet** (DS no. 26) after all Proposals have been received.

- 28.3 In the second stage, only the Financial Proposal of those Proposers that achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that did not meet the minimum passing technical score shall be returned to the relevant Proposers unopened. The overall evaluation score will be based either on a combination of the technical and financial scores, or on the lowest evaluated financial proposal of the technically qualified Proposers. The evaluation method that applies for this RFP shall be as indicated in the **Data Sheet** (DS no. 22).
- 28.4 IRENA reserves the right to undertake a post-qualification exercise aimed at determining to its satisfaction the accuracy, authenticity and validity of information provided by the Proposer through verification and reference checking, among other means that it deems appropriate, at any stage within the selection process.
- 28.5 When the **Data Sheet** (DS no. 22) specifies that the evaluation method to be used shall be the combined scoring method, the formula for evaluating the Proposals shall be as follows:

$$p = y (x/z)$$

where:

p = weighted percentage points for the Financial Proposal being evaluated

y = maximum weighted percentage number of points for the Financial Proposal, as indicated in the **Data Sheet** (DS no. 22)

x = price of the lowest priced Proposal

z = price of the Proposal being evaluated based on a combination of the technical and financial scores

29. Responsiveness of Proposal

- 29.1 IRENA's determination of a Proposal's responsiveness is to be based on the contents of the Proposal itself.
- 29.2 A substantially responsive Proposal is one that conforms to all the terms, conditions, and specifications of the RFP without material deviation, reservation, or omission.
- 29.3 If a Proposal is not substantially responsive, it shall be rejected by IRENA and may not subsequently be made responsive by the Proposer by correction of the material deviation, reservation, or omission.

30. Nonconformities, Errors and Omissions

- 30.1 Provided that a Proposal is substantially responsive, IRENA may waive any non-conformities or omissions in the Proposal that do not constitute a material deviation.
- 30.2 Provided that a Proposal is substantially responsive, IRENA may request the Proposer to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

- 30.3 Provided that the Proposal is substantially responsive, IRENA shall correct arithmetical errors on the following basis:
- 30.3.1 If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of IRENA there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
 - 30.3.2 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - 30.3.3 If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to the above.
- 30.4 If the Proposer does not accept the correction of errors made by IRENA, its Proposal shall be rejected.

F. AWARD OF CONTRACT

31. Right to Accept, Reject, or Render Non-Responsive Any or All Proposals

IRENA reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of Contract, without thereby incurring any liability to the affected Proposer(s), or any obligation to inform the affected Proposer(s) of the grounds for IRENA's action. Furthermore, IRENA shall not be obliged to award the Contract to the Proposer that submitted the lowest priced Proposal.

32. Award Criteria

Prior to the expiration of Proposal validity, IRENA shall award the Contract to the qualified Proposer with the highest score based on the evaluation method indicated in the **Data Sheet** (DS no. 22).

33. Contract Signature

Within fifteen (15) days from the date of receipt of the Contract negotiated between IRENA and the successful Proposer, the successful Proposer shall sign and date the Contract and return it to IRENA.

34. Performance Security

- 34.1 A performance security, if required, shall be provided in the amount and form and by the deadline indicated in the **Data Sheet** (DS nos. 9 and 10), as applicable.
- 34.2 Failure of the successful Proposer to comply with the requirement of RFP Clause 33 or RFP Clause 35 shall constitute sufficient grounds for the annulment of the award and forfeiture of the performance security if any, on which event IRENA may award the Contract to the Proposer with **the second highest rated Proposal, or call for new Proposals.**

35. Right to Vary Requirements at the Time of Award

At the time of award of Contract, IRENA reserves the right to vary the quantity of services and/or goods, by up to a maximum ten per cent (10%) of the total offer, without any change in the unit price or other terms and conditions.

36. Bank Guarantee for Advance Payment

Except when the interests of IRENA so require, it is IRENA's policy to make no advance payment(s) on contracts. In the event that the Proposer requires an advance payment and if such request is duly accepted by IRENA, and the said advance payment exceeds 20% of the total proposal price or the amount of \$30,000, IRENA shall require the Proposer to submit a bank guarantee in the same amount as the advance payment and in the form provided in Section 10.

37. Proposer's Conference

When appropriate, a pre-proposal conference will be conducted at the date, time and location specified in the **Data Sheet** (DS no. 7). All Proposers are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Proposer. Minutes of the Proposers' conference will be either posted on the IRENA website or disseminated to the individual firms that have registered or expressed interest in the RFP, whether or not they attended the conference. No statement made during the conference shall modify the terms and conditions of the RFP unless such statement is issued as an amendment in the form of a Supplemental Information to the RFP.

38. Vendor Protest

The IRENA vendor protest procedure provides an opportunity for appeal to those persons or firms not awarded a purchase order or contract through a competitive procurement process. This procedure is not available to Proposers whose Proposals were rejected. In the event that you believe you have not received fair treatment, the following email provides further details regarding IRENA vendor protest procedures: awardreview@irena.org.

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Instructions to Proposers

DATA SHEET

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Instruction to Proposers. In the case of a conflict between the Instruction to Proposers and the Data Sheet, the provisions in the Data Sheet shall prevail.

DS no.	Data	Specific Instructions
1.	Reference number:	RFP/2019/0012
2.	Title of Services/Work:	Development of a Project Navigator Training-of-Trainers (ToT) module for SIDS Project Stakeholders
3.	Country:	N/A
4.	Language of the Proposal:	English only
5.	Conditions for submitting Proposals for parts or sub-parts of the TOR	<input type="checkbox"/> Allowed <i>[if yes, describe how and ensure that requirements properly define the sub-parts.]</i> <input checked="" type="checkbox"/> Not allowed
6.	Conditions for submitting alternative Proposals	<input checked="" type="checkbox"/> Shall not be considered <input type="checkbox"/> Shall be considered A Proposer may submit an alternative Proposal, but only if it also submits a Proposal that meets the base case. IRENA shall only consider the alternative Proposals offered by the Proposer whose Proposal for the base case was determined to be the Proposal with the highest evaluated score.
7.	A pre-proposal conference will be held:	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Time: <i>[insert]</i> / Date: <i>[insert]</i> / Venue: <i>[insert]</i> The IRENA focal point for the arrangement is: <i>[insert name]</i> / Address: <i>[insert]</i> Telephone: <i>[insert]</i> / Email: <i>[insert]</i>
8.	Period of Proposal validity commencing on the deadline of submission of Proposals	<input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days
9.	Performance security	<input type="checkbox"/> Required Amount: <i>[insert]</i> Deadline: <i>[insert]</i> days after execution of the Contract

		<input checked="" type="checkbox"/> Not required
10.	Acceptable forms of performance security	<input type="checkbox"/> Bank guarantee (See Section 9 for template) <input type="checkbox"/> Manager's cheque/cashier's cheque/certified cheque <input type="checkbox"/> Others <i>[please specify]</i> <input type="checkbox"/> Not applicable
11.	Validity of performance security	<i>[indicate number of days, but minimum of 90] days from the last day of Proposal submission</i>
12.	Proposal prices shall be subjected to taxation	<input type="checkbox"/> Yes, please submit Proposal prices inclusive of all applicable taxes <input checked="" type="checkbox"/> No , please submit Proposal prices exclusive of all taxes
13.	Advanced payment upon signing of contract	<input type="checkbox"/> Allowed up to a maximum of ____% of the contract price <input checked="" type="checkbox"/> Not allowed
14.	Liquidated damages	<input checked="" type="checkbox"/> Will not be imposed <input type="checkbox"/> Will be imposed under the following conditions:
15.	Preferred currency of Proposal and method for currency conversion	USD
16.	Deadline for submitting requests for clarifications/questions	Five (5) working days before the submission date.
17.	Contact Details for submitting clarifications/questions	Focal Person in IRENA: Arjuna Kadirgamar ; Procurement Officer Address: IRENA Headquarters; Masdar City, Abu Dhabi, United Arab Emirates (UAE) Fax no.: [insert] E-mail address dedicated for this purpose: AKadirgamar@Irena.org or Procurement@Irena.org
18.	No. of copies of Proposal that must be submitted	Original: <i>one (1) Hardcopy</i> Copies: <i>Soft copy – Electronic on CDROM or USB pen drive.</i>

19.	Proposal submission address	Procurement Office International Renewable Energy Agency IRENA Headquarters; Masdar City PO Box 236 Abu Dhabi, United Arab Emirates
20.	Deadline of submission of Proposals	Date: 30 May 2019 Time: 14.00 H GST 30 May 2019
21.	Date, time and venue for opening of Proposals	Date: 30 May 2019 Time: 16.00 H GST 30 May 2019 Venue: <i>IRENA Headquarters, Abu Dhabi, UAE</i>
22.	Evaluation method to be used in selecting the most responsive Proposal	<input checked="" type="checkbox"/> Combined scoring method, using the 70%-30% distribution for Technical and Financial Proposals, respectively.
23.	Required documents that must be submitted to establish qualification of Proposers (In “Certified True Copy” form only) <i>[Check all that apply, delete those that are not required.]</i>	<input checked="" type="checkbox"/> Company profile, which should <u>not</u> exceed forty (40) pages, including CVs of all personnel that shall be performing the Services, projects implemented, and details relevant to the Services being procured. <input checked="" type="checkbox"/> Valid certificate of registration of the business, including Articles of Incorporation or equivalent document if Proposer is not a corporation. <input checked="" type="checkbox"/> Quality certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if applicable.
24.	Other information related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but that are relevant to the RFP must be cited here, and any further entries that may be added below this table row. If there is no other information to be included here, please write “Not applicable”.]</i>
25.	Expected date for commencement of Contract	<i>To Be announced by the Project Manager</i>
26.	Criteria for the evaluation of Proposals	As specified in the TOR <u>Important note:</u> The specified points are only suggested and may be modified based on the nature and demands of the TOR. However, ABSOLUTELY NO CHANGES to this table may be made by IRENA after the deadline of submission of Proposals.

Section 3: Terms of Reference (TOR)

IRENA Project Navigator

Development of a Project Navigator

Training-of-Trainers (ToT) module

for SIDS project stakeholders

Secretariat of the International Renewable Energy Agency (IRENA)

IRENA Innovation and Technology Centre (ITC)

STATEMENT OF PURPOSE

The IRENA Project Navigator is an online platform providing comprehensive, easily accessible, and practical information, tools and guidance to assist in the development of bankable renewable energy projects. It provides critical information, analysis and best practices covering the complete project lifecycle of multiple renewable energy technologies. Existing guidelines on utility-scale solar PV, residential PV, onshore wind, woody biomass and mini-grids already provide practical tools and detailed advice for renewable energy project development, however, IRENA has identified an increasing need for the technical support for project preparation from project identification to financial structuring.

The objective of the work described in this document is to develop a training-of-trainers module which enables regional facilitators to provide tailored capacity building in the field of renewable energy project development to project stakeholders including public officials, project developers through physical and online workshops.

The output of the work shall consist of a module featuring: 1) a trainer manual containing practical guidelines on how to scope, organize, run and evaluate a training session; and 2) a teaching kit consisting of training materials, speaking notes and background information based on the Project Navigator's technical concept guidelines and other relevant documentation. The manual and kit will be adjusted to reflect the needs of SIDS project stakeholders.

Upon the completion of the work, the output should be ready to be used by IRENA to facilitate training-of-trainer sessions based on the contents of the IRENA Project Navigator.

BACKGROUND

The International Renewable Energy Agency (IRENA) is an inter-governmental organisation, mandated by member states around the world to promote the widespread and increased adoption, and sustainable use of all forms of renewable energy. In accordance with its Statute, IRENA's objective is to "promote the widespread and increased adoption and the sustainable use of all forms of renewable energy".

Small Island Developing States (SIDS) are emerging as front-runners in the pursuit of renewable-powered systems with more than two gigawatts (GW) of renewables installed. Recognising that the energy transition offers broad benefits, many SIDS are supporting renewable energy deployment with a strengthened institutional framework, energy planning strategies, capacity building programmes and ambitious targets.

The SIDS Lighthouses Initiative facilitates coordinated support for small islands developing states islands (see list below) to transform their predominantly fossil-based power systems into renewable energy-based systems through partnerships with public, private, inter-governmental, and non-governmental stakeholder organisations. For this initiative, the International Renewable Energy Agency (IRENA) coordinates several activities that bring islands and partners together to support all operational steps in the energy transition including the facilitation of renewable energy project development and financing in islands.

In this context, IRENA has developed Project Navigator - an online platform (www.irena.org/navigator) providing comprehensive, easily accessible, and practical information, tools and guidance to assist in the development of bankable renewable energy projects. The IRENA Project Navigator introduces a project lifecycle process structured in several distinct phases designed to support the progressive development of renewable energy projects. The learning section features easy-to-access knowledge materials for each renewable energy technology featuring practical tools, real-life case studies and industry best practices.

List of Small Island Developing States (SIDS)

Atlantic, Indian Ocean, Mediterranean and South China Sea (AIMS)

- Bahrain
- Cabo Verde*
- Comoros*
- Guinea-Bissau
- Maldives*
- Mauritius*
- Sao Tomé and Príncipe*
- Seychelles*
- Singapore

Caribbean

- Antigua and Barbuda*
- Bahamas*
- Barbados*
- Belize*
- Cuba*
- Dominica
- Dominican Republic*
- Grenada*
- Guyana*
- Haiti
- Jamaica
- Saint Kitts and Nevis
- Saint Lucia*
- Saint Vincent and the Grenadines*
- Suriname
- Trinidad and Tobago*

Pacific

- Fiji*
- Kiribati*
- Marshall Islands*
- Micronesia (Federated States of) *
- Nauru*
- Palau*
- Papua New Guinea*

- Samoa*
- Solomon Islands*
- Timor-Leste
- Tonga*
- Tuvalu*
- Vanuatu*

Non-UN members / Associate members of regional commissions

- American Samoa
- Anguilla
- Aruba*
- Bermuda
- British Virgin Islands*
- Cayman Islands
- Commonwealth of Northern Marianas
- Cook Islands*
- Curacao
- French Polynesia*
- Guadeloupe*
- Guam
- Martinique*
- Montserrat*
- New Caledonia*
- Niue*
- Puerto Rico
- Sint Maarten
- Turks and Caicos Islands*
- U.S. Virgin Islands

(*): SIDS Lighthouses Initiative partners as of the end of 2018

TECHNICAL SCOPE

The objective of the work described in this document is to develop a training-of-trainer module based on the Project Navigator. Such a module should be able to support regional facilitators in the provision of tailored capacity building activities in the field of renewable energy project development to SIDS project stakeholders (public officials or project developers) through physical and online workshops.

The typical target audience of this training-of-trainer module includes potential regional trainers on RE project development, including staff from regional organisations, individual consultants, public officials in charge of project development. The audience should have a basic understanding of renewable energy technologies.

The training-of-trainer module shall be focused on solar energy projects and based on the Project Navigator's Technical Concept Guidelines for Utility-Scale solar PV¹, Residential PV² and Mini-Grid³ projects. This will require the three documents to be streamlined into a single curriculum. The Technical Concept Guidelines are hosted on the Project Navigator platform⁴ and provide step-by-step guidance on how to develop a RE project from its inception through its implementation and its decommissioning. The guidelines aim to make projects more bankable and facilitate their access to financing sources.

The training-of-trainers approach consists of master trainers screening, instructing, coaching, assessing and providing feedback to new, less experienced, trainers looking to become proficient in delivering their own trainings in the field of renewable energy project development. Such an approach should be based on adult learning principles and best-practices on critical aspects for this approach, such as facilitation methodologies, group dynamics and classroom set-up and management. In particular, the module should first include a **trainer manual** with an introduction on adult learning, identifying and screening participants, analysing learning needs, defining learning objectives and outcomes, and evaluating participants and collecting feedback from them. This manual should be supported by tools such as agenda templates, learning needs analysis tools, trainer checklists, and workshop evaluation tools. Secondly, it should feature a **teaching kit** composed of participant's notes, presentation slides, speaking notes, review exercises, quizzes and background. The materials in the teaching kit should be able to be adapted to the training needs of a given target audience.

The work will require the contractor to identify **learning outcomes** summarizing what the participants will be able to do when they have completed the workshop. They should be aligned with the content and the mission of the Project Navigator. In addition, the structure of the teaching kit will be based on **learning objectives** specifically describing what the new trainers should cover in a course (i.e. what eventual participants should learn during a planned workshop). These learning objectives will help define the expected goals of a lesson in terms of demonstrable skills or knowledge that will be acquired by a participant.

¹ IRENA (2016), IRENA Project Navigator – Technical Concept Guidelines for Utility-Scale Solar PV, International Renewable Energy Agency, Abu Dhabi.

² IRENA (2017), IRENA Project Navigator – Technical Concept Guidelines for Residential PV Systems, International Renewable Energy Agency, Abu Dhabi.

³ IRENA (2017), IRENA Project Navigator – Technical Concept Guidelines for Renewable Mini-Grids, International Renewable Energy Agency, Abu Dhabi.

⁴ Accessible at www.irena.org/navigator

Each objective should be formulated with three major components in a way that specifies how learning will be observed or measured including the skill or behaviour to be performed.

The detailed scope and activities will be further discussed and refined with the Contractor at the kick-off meeting to ensure effective work and the achievement of the expected milestones.

SCOPE OF WORK

The work will consist of the following activities:

1) Develop a trainer manual containing practical guidelines on how to scope, organize, run and evaluate a training session:

- The manual should introduce new trainers to the course and familiarize them with their roles and responsibilities. The manual should also include guidance on:
 - Adult learning. The document can cover the basics and refer to external resources that can provide new trainers with more in-depth information on this topic.
 - Group dynamics and learning environments. The document can cover the basics and refer to external resources that can provide new trainers with more in-depth information on this topic.
 - Training session planning, execution and follow-up:
 - Target audience screening and selection
 - Identification of learning needs
 - Adapting learning objectives and outcomes based on the learning needs
 - Session design, logistics and budgeting.
 - Overview of curriculum and teaching kit
 - Participant evaluation
 - Feedback collection and follow-up
 - Others
 - **Quality assurance mechanism** to ensure trainers have assimilated the necessary knowledge and are qualified to deliver future trainings.

The trainer manual will be tailored to the needs of project stakeholders in SIDS based on feedback provided by IRENA and obtained from earlier pilot Project Navigator SIDS workshops. The manual should be complemented with simple tools such as agenda templates, learning needs analysis tools, trainer checklists, and workshop evaluation tools.

2) Produce a teaching kit based on the Project Navigator's Technical Guidelines for Utility-scale PV Projects, Residential PV Projects and Renewable Mini-grid Projects including, but not limited to:

- Individual lessons (40-50 slides per lesson) based on the three documents listed above (i.e. at least 1 lesson per learning objective).
 - The lessons should integrate visual elements such as text, graphics, videos, tables and other visual tools to reinforce important project development concepts.
- Background information note for each learning objective to provide additional details which will help prepare for more advanced questions that participants might have (i.e. at least 1 page per learning objective).

- Speaking notes for each individual lesson consisting of what the trainer would say during a workshop session (i.e. approx. 150-200 words per slide).
- Participants notes for each individual lessons consisting of what the participants should retain during a workshop session (i.e. approx. 5-7 pages per lesson).
- Assessment tests including true or false or multiple-choice questions to reinforce content assimilation (i.e. at least 1 test per lesson, approx. 10 questions per test, depending on the length of the lesson).
- Feedback evaluation sheets about organization, clarity, variety and usefulness to be used to revise and improve the materials.

The learning objectives will be refined and agreed with the contractor during the kick-off meeting.

DELIVERABLES AND TIMELINES

The consultant is expected to provide the required deliverables according to the timeline specified in the table below:

Deliverable	Indicative Description	Latest Completion date after Notice to Proceed (NTP⁵)
D.1: Draft trainer manual	The Contractor will have submitted to IRENA a draft trainer manual (“DTM”)	NTP n°1 + 4 weeks
D.2: Draft teaching kit	The Contractor will have submitted to IRENA a draft teaching kit (“DTK”)	NTP n°2 + 8 weeks
D.2: Final materials D.2.1: Final trainer manual D.2.2: Final teaching kit	The Contractor will have submitted to IRENA a final trainer manual (“FTM”) and a final teaching kit (“FTK”)	NTP n°3 + 3 weeks

Note: One week is equivalent to five man-days. The estimated figures presented do not include waiting times. The actual duration of work may vary depending on the review process.

Total duration is expected to be approximately 5 months and should be reflected in the resource allocation of the proposal.

The Contractor shall provide a copy of the electronic source files for maps, figures or photographs in parallel to the deliverables. The files must be of sufficiently high resolution for printing. No graphic may be reproduced from an external source without clear copyright permission.

The recommended concept and timeframe are open to different offers and proposals as long as the objectives are achieved.

⁵ NTP – Notice to Proceed

PERFORMANCE CRITERIA

During the assignment, the Contractor is expected to provide the required deliverables covering the scope of work presented in section IV & V of these Terms of Reference. The Contractor will be required to regularly discuss and report progress by video or telephone conference with the project team at the IRENA Innovation and Technology Centre (ITC). This will typically be on a weekly or bi-weekly basis. In addition, two online meetings, corresponding to a kick-off workshop and a closing meeting, should be included. The Kick-off meeting will serve to introduce the team, assign roles and responsibilities, present the base elements of the project and clarify the scope of work. The closing meeting will serve to present the completed work to the senior management, and agree on any additional resolutions required.

The documents should be prepared in excellent English and requiring little to no linguistic editing. Documents that do not meet these standards will be returned to the commissioned writer or partner entity with a request for revision. IRENA reserves the right to withhold payment to a commissioned writer or partner entity until any such revision is satisfactorily undertaken. Finally, the document should have an adequate tone and language. It should not only be informative, but it should also be accurate and persuasive. In this sense, it is crucial that the content is presented logically.

IRENA/OECD style requirements

Documents, working papers or other documents must conform to IRENA/OECD style requirements. These requirements are outlined in IRENA's style guide (IRENA Publications: A Short Guide – PDF attached) and further elaborated in successive editions of the OECD Style Guide. Documents must strive for clarity and accuracy, consistent with building an evidence-based narrative in line with the mandate to promote renewable energy worldwide. Crucial style details include English-UK spelling, Harvard-style source citations, and a full explanation of abbreviations or acronyms. Texts that do not meet IRENA's stipulated style requirements will be returned to the commissioned writer or partner entity with a request for revision. IRENA reserves the right to withhold payment to a commissioned writer or partner entity until any such revision is satisfactorily undertaken.

Anti-plagiarism compliance requirements

Plagiarism will not be tolerated whatsoever. Any document, working paper or other document prepared must constitute original work, in which all sources for information or data receive complete and accurate attribution. Passages taken from prior publications or other works must either be presented as direct quotations (marked "...") or paraphrased, with the source clearly stated in a Harvard-style citation in either case. IRENA uses plagiarism-detection software to review all documents. Passages found to resemble existing publications too closely may require rewriting and more explicit source citation. Passages copied from prior publications (by IRENA or other publishers) cannot be accepted as original work and may be returned to the commissioned writer or partner entity for further revision. IRENA reserves the right to withhold payment to a commissioned writer or partner entity until any such revision is satisfactorily undertaken. Plagiarism, including either copy-and-paste text production or failure to cite sources, may result in rejection of the draft with no financial obligation on the part of IRENA.

EVALUATION CRITERIA

For the evaluation of the proposals, please provide detailed costs per man-month and the estimated timeframe. In order to select the best option in terms of value for money, the evaluation of the proposal will be based on:

Summary of Proposal Evaluation		Weighting
1.	Technical Evaluation	70%
2.	Commercial/Financial Evaluation	30%
TOTAL SCORE		100%

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1. TECHNICAL EVALUTION CRITERIA

Technical Evaluation Criteria	Weighting (%)
<p>Proposed approach and work plan</p> <p>(a) Understanding of the task, its scope and its objectives, as described in the Terms of Reference;</p> <p>(b) Proposed approach and implementation strategy for the required work, providing a realistic work plan with clear milestones</p>	<p>10%</p> <p>5%</p> <p>5%</p>
<p>Proposed Content Outline</p> <p>(a) Clear overview of the suggested contents of the training manual and teaching kit and the way they will be addressed;</p> <p>(b) Assimilation and incorporation of the contents of the existing Project Navigator guidelines</p> <p>This content outline will be the basis for the kick-off meeting and will serve as input for the definition of the learning objectives, if the proposal is selected.</p>	<p>30%</p> <p>20%</p> <p>10%</p>
<p>Experience in renewable energy training in SIDS</p> <p>(a) Two renewable energy training programs implemented, preferably with SIDS stakeholders, in the last 7 years.</p> <p>(b) One training-of-trainer module implemented in the last 3 years.</p> <p>(c) Three training modules implemented in the last 5 years.</p>	<p>30%</p> <p>5%</p> <p>15%</p> <p>15 %</p>
<p>Team quality</p> <p>(a) Composition, qualifications and experience of the Contractors who will be directly involved in the project in various capacities – For each team member, provide CV and samples of relevant work undertaken.</p> <p>(b) Ability to meet minimum qualifications criteria:</p> <ul style="list-style-type: none"> • 1 Senior Consultant – 7 years of professional experience in renewable energy training development, preferably in SIDS. <li style="text-align: center;">& • 1 Junior Consultant – 3 years of professional experience in renewable energy training development and/or and development of renewable energy projects. 	<p>30%</p> <p>10%</p> <p>20%</p>

PAYMENT MILESTONES

The payments shall be made as follows:

- 25% upon approval by the IRENA Secretariat of Deliverable 1.
- 50% upon approval by the IRENA Secretariat of Deliverable 2.
- 25% upon approval by the IRENA Secretariat of Deliverable 3.

Section 4: Proposal Submission Form⁶

This form must be returned along with the submission signed and stamped by an authorised person.

To: IRENA, Chief Procurement Officer
[Insert IRENA address as indicated in the Data Sheet]

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services as described in your Request for Proposal dated [date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under separate sealed envelopes.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation may lead to our disqualification.
- b) We are currently not on any United Nations sanctions list;
- c) We have no outstanding bankruptcy proceedings or pending litigation or legal action that could impair our operation as a going concern;
- d) We do not employ or otherwise engage, nor anticipate employing or engaging during the performance of the services required under the RFP any person who is or was recently employed by IRENA.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP and the General Terms and Conditions for Professional Services of IRENA.

We agree to abide by this Proposal for [insert Proposal validity period as indicated in the Data Sheet] days.

We fully understand and recognise that IRENA is not bound to accept this Proposal, that we shall bear all costs associated with its preparation and submission, and that IRENA will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

Yours sincerely,

Authorised Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[Please mark this with your corporate seal, if available.]

⁶ No deletion or modification may be made to this form. Any such deletion or modification may lead to the rejection of the Proposal.

Section 5: Documents Establishing the Eligibility and Qualifications of the Proposer

Proposer Information Form⁷

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP no.: *[insert number]*

Page _____ of _____ pages

1. Proposer's legal name: <i>[insert Proposer's legal name]</i>		
2. In case of Joint Venture (JV), legal name of each party: <i>[insert legal name of each party in JV]</i>		
3. Actual or intended Country/ies of registration/operation: <i>[insert actual or intended Country of registration]</i>		
4. Year of registration: <i>[insert Proposer's year of registration]</i>		
5. Countries of operation:	6. No. of staff in each Country:	7. Years of operation in each Country:
8. Legal address/es in Country/ies of registration/operation: <i>[insert Proposer's legal address in country of registration]</i>		
9. Value and description of top three (3) biggest contracts for the past five (5) years:		
10. Latest credit rating (if any):		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:		
12. Proposer's authorised representative information Name: <i>[insert authorised representative's name]</i> Address: <i>[insert authorised representative's name]</i> Telephone/Fax numbers: <i>[insert authorised representative's name]</i> Email address: <i>[insert authorised representative's name]</i>		
13. Attached are copies of original documents of: <input type="checkbox"/> All eligibility document requirements listed in the Data Sheet <input type="checkbox"/> If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered <input type="checkbox"/> If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁷ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.

Joint Venture Partner Information Form (if registered)⁸

Date: *[insert date (as day, month and year) of Proposal Submission]*

RFP No.: *[insert number]*

Page _____ of _____ pages

1. Proposer's legal name: <i>[insert Proposer's legal name]</i>		
2. JV's party legal name: <i>[insert JV's Party legal name]</i>		
3. JV's party Country of registration: <i>[insert JV's Party country of registration]</i>		
4. Year of registration: <i>[insert Party's year of registration]</i>		
5. Countries of operation:	6. No. of staff in each Country:	7. Years of operation in each Country:
8. Legal address/es in Country/ies of registration/operation: <i>[insert Party's legal address in country of registration]</i>		
9. Value and description of top three (3) biggest contracts for the past five (5) years:		
10. Latest credit rating (if any):		
11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved:		
12. JV's party authorised representative information		
Name: <i>[insert name of JV's party authorised representative]</i>		
Address: <i>[insert address of JV's party authorised representative]</i>		
Telephone/fax numbers: <i>[insert telephone/fax numbers of JV's Party authorised representative]</i>		
Email Address: <i>[insert email address of JV's Party authorised representative]</i>		
13. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>		
<input type="checkbox"/> All eligibility document requirements listed in the Data Sheet		
<input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2.		
<input type="checkbox"/> In case of government-owned entity, documents establishing legal and financial autonomy and compliance with commercial law.		

⁸ The Proposer shall fill in this Form in accordance with the instructions. Apart from providing additional information, No alterations to its format shall be permitted and no substitutions shall be accepted.

Section 6: Technical Proposal Form

TECHNICAL PROPOSAL

**Development of a Project Navigator - Training-of-Trainers (ToT) module
for SIDS Project Stakeholders**

Note: Technical Proposals not submitted in this format may be rejected. The financial proposal should be included in a separate envelope.

Name of Proposing organization / firm:	
Country of registration:	
Name of contact person for this Proposal:	
Address:	
Phone / Fax:	
Email:	

SECTION 1: EXPERTISE OF FIRM/ ORGANISATION

This section should fully explain the Proposer's resources in terms of personnel and facilities necessary for the performance of this requirement. All contents of this section may be modified or expanded depending on the evaluation criteria stated in the RFP.

1.1 Brief description of Proposer as an entity: Provide a brief description of the organisation / firm submitting the Proposal, its legal mandates/authorised business activities, the year and country of incorporation, types of activities undertaken, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation/firm has been involved that could adversely affect or impact the performance of services, indicating the status/result of such litigation/arbitration.

1.2. Financial capacity: Provide the latest Audited Financial Statement (Income Statement and Balance Sheet) duly certified by a Public Accountant, and with authentication of receipt by the relevant government's Internal Revenue Authority. Include any indication of credit rating, industry rating, etc.

1.3. Track record and experiences: Provide the following information regarding corporate experience within the last five (5) years which are related or relevant to those required for this Contract.

Name of project	Client	Contract value	Period of activity	Types of activities undertaken	Status or date completed	References contact details (name, phone, email)

SECTION 2 - APPROACH AND IMPLEMENTATION PLAN

This section should demonstrate the Proposer's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed methodology meets or exceeds the requirements.

2.1. Approach to the Service/Work required: Please provide a detailed description of the methodology for how the organisation/firm will achieve the Terms of Reference of the Project, keeping in mind the appropriateness to local conditions and project environment.

2.2. Technical quality assurance review mechanisms: The methodology shall also include details of the Proposer's internal technical and quality assurance review mechanisms.

2.3. Implementation timelines: The Proposer shall submit a Gantt chart or Project schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.

2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team.

2.5. Risks/mitigation measures: Please describe the potential risks for the implementation of this Project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.

2.6. Reporting and monitoring: If required in the TOR, please provide a brief description of the mechanisms proposed for this project for reporting to IRENA and partners, including a reporting schedule.

2.7. Anti-corruption strategy: Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.

2.8. Partnerships: Explain any partnerships with local, international or other organisations that are planned for the implementation of the Project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged.

2.9. Statement of full disclosure: This is intended to disclose any potential conflict in accordance with the definition of "conflict" under Clause 5 of Section 2 of the RFP, if any.

2.10. Other: Any other comments or information regarding the Project approach and methodology that will be adopted.

SECTION 3: PERSONNEL

3.1 Management structure: Describe the overall management approach toward planning and implementing this activity. Include an organisation chart for the management of the Project describing the relationship of key positions and designations.

3.2 Staff time allocation: Provide a spreadsheet to show the activities of each staff member and the time allocated for his/her involvement. *(Note: This spreadsheet is crucial and no substitution of personnel will be tolerated once the contract has been awarded except in extreme circumstances. Any substitution shall be made only with IRENA's approval of the justification for the substitution and with IRENA's approval of the replacement, who shall be of either equal or superior credentials to the one being replaced and which shall not involve any additional cost to IRENA. No increase in costs will be considered as a result of any substitution.)*

3.3 Qualifications of key personnel: Provide the CVs for key personnel (team leader, managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in areas relevant to the Scope of Services. Please use the format below:

 Name:

 Position for this Contract:

 Nationality:

 Contact information:

 Countries of work experience:

 Language skills:

 Educational and other qualifications:

 Summary of experience: *Highlight experience in the region and on similar projects.*

 Relevant experience (from most recent):

Period: From – To	Name of activity/project/ funding organisation, if applicable:	Job title and activities undertaken/description of actual role performed:
<i>e.g. June 2004-January 2005</i>		
<i>Etc.</i>		
<i>Etc.</i>		
Reference no.1 (minimum of 3):	<i>Name / Designation Organisation Contact Information – Address; Phone; Email; etc.</i>	
Reference no.2	<i>Name / Designation Organisation Contact Information – Address; Phone; Email; etc.</i>	
Reference no.3	<i>Name / Designation Organisation Contact Information – Address; Phone; Email; etc.</i>	

Declaration:

I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.

 Signature of the Nominated Team Leader/Member

 Date Signed

Section 7: Financial Proposal Form

The Proposer is required to submit the Financial Proposal in a separate envelope from the rest of the RFP response as indicated in Clause 14 of the Instructions to Proposers.

The Financial Proposal must provide a detailed cost breakdown. The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost breakdown per Deliverables

The Financial Proposal must provide a detailed cost breakdown. The format shown on the following pages is suggested for use as a guide in preparing the Financial Proposal. The format includes specific expenditures, which may or may not be required or applicable but are indicated to serve as examples.

A. Cost breakdown per Deliverables

No	Deliverables	Designation of the Proposed resource / onsite or offsite	*Total Period of the Engagement (Days) – per categories of resource assigned	Rate / Cost per day (USD)	Total - USD
1	D.1: Draft trainer manual				
2	D.2: Draft teaching kit				
3	D.2: Final materials D.2.1: Final trainer manual D.2.2: Final teaching kit				
4	Total				

*It is expected that project duration to be **approximately 5 to 6 months +/- 10%**. Please notice that duration is not necessarily correlated with actual resource mobilization **(estimated at approx. 50 man-days)**.

Please fill in the above structure as the Financial Proposal. No other format will be accepted. Please ensure a breakdown of total individual deliverables is provided.

Name of bidder/firm:

Address:

Signature of authorised person:.....

Stamp of bidder:

Section 8: General Terms and Conditions for Professional Services

1. DEFINITIONS

In these General Terms and Conditions for Professional Services (hereinafter referred to as "General Terms and Conditions") the following definitions shall apply:

"Agency" means the International Renewable Energy Agency.

"Contract" means the written agreement relating to the provision of Services entered into by the Agency and the Contractor and includes these General Terms and Conditions.

"Contractor" means the legal entity named in the Contract and with whom the Contract has been entered, or its successors.

"Parties" means the Contractor and the Agency collectively, and "Party" means either one of them.

"Services" means any service provided, or to be provided, to the Agency by the Contractor (or any of the Contractor's sub-contractors) pursuant to or in connection with the Contract.

2. LEGAL STATUS

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the Agency. Neither the Contractor, and any subcontractor, nor any of their personnel shall be considered to be employees or agents of the Agency.

3. PAYMENT TERMS

(a) The Agency shall, unless otherwise specified in the Contract, make payment within 30 days of receipt of the Contractor's invoice which is issued only upon the Agency's acceptance of the work specified in the Contract.

(b) The prices shown in the Contract cannot be increased except by express written agreement by the Agency. The Agency will not pay any charge for late payment unless expressly agreed to in writing.

4. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES AND ASSIGNMENT OF PERSONNEL

(a) The Contractor shall supervise and be responsible for the professional and technical competence of its employees and shall select, for work under the Contract, reliable individuals who will perform effectively in the implementation of the Contract, respect the local customs and conform to a high standard of moral and ethical conduct.

(b) The Contractor shall not replace or withdraw any personnel referred to in the Contract for the performance of the Services without the prior written approval of the Agency or unless requested by the Agency. The Agency shall not unreasonably refuse or delay approval of any such withdrawal or replacement.

(c) Prior to assignment, replacement or withdrawal of personnel for the performance of the Services, the Contractor shall submit to the Agency for its consideration, the curriculum vitae or detailed justification to permit evaluation by the Agency of the impact which such assignment, replacement or withdrawal would have on the Services.

(d) In the event of replacement or withdrawal of personnel, all costs and additional expenses resulting from the replacement, for whatever reasons, of any of the Contractor's personnel shall be for the account of the Contractor. Such replacement or withdrawal shall not be considered as termination in part or in whole of the Contract.

5. SOURCE OF INSTRUCTIONS

The Contractor shall neither seek nor accept instructions from any authority external to the Agency in connection with the performance of its obligations under the Contract. The Contractor shall refrain from any action which may adversely affect the Agency and shall fulfill its commitments with the fullest regard to the interests of the Agency.

6. OFFICIALS NOT TO BENEFIT

The Contractor warrants that it has not and shall not offer any direct or indirect benefit arising from or related to the Contract or the award thereof to any official or employee of the Agency. The Contractor acknowledges and agrees that any breach of this Article is a breach of an essential term of the Contract.

7. ASSIGNMENT AND INSOLVENCY

(a) The Contractor shall not assign, transfer, pledge or make other disposition of the Contract or any part thereof, or any of the Contractor's rights, claims or obligations under the Contract except with the prior written consent of the Agency.

(b) Should the Contractor become insolvent, adjudged bankrupt, or should control of the Contractor change by virtue of insolvency, the Agency may, without prejudice to any other rights or remedies, immediately terminate the Contract by giving the Contractor written notice of termination.

8. SUBCONTRACTING

In the event the Contractor requires the services of one or more subcontractors, the Contractor shall obtain the prior written approval of the Agency for all such subcontractor(s). The Agency's approval of a subcontractor shall not relieve the Contractor of any of its obligations under the Contract, and the terms of any subcontract shall be subject to and in conformity with the provisions of the Contract.

9. INDEMNIFICATION

The Contractor shall indemnify, hold and save harmless and defend at its own expense the Agency, its officers, agents, servants and employees from and against all suits, claims, demands and liability of any nature or kind, including cost and expenses arising out of acts or omissions of the Contractor or its employees or subcontractors in the performance of the Contract. This requirement shall extend, inter alia, to claims or liabilities in the nature of workers' compensation, product liability and to liabilities pertaining to intellectual property rights. The obligations under this clause do not lapse upon termination of the Contract.

10. INSURANCE AND LIABILITIES TO THIRD PARTIES

(a) The Contractor shall provide and thereafter maintain all appropriate workers compensation insurance, or its equivalent, with respect to its employees to cover claims for personal injury, bodily injury or death arising from or in connection with the implementation of the Contract.

(b) The Contractor shall provide and thereafter maintain insurance against all risk in respect of its property and any equipment used for the execution of the Contract.

(c) The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death, bodily injury, loss of and damage to property arising from or in connection with the implementation of the Contract or from the operation of any vehicles, boats, airplanes and other equipment owned or leased by the Contractor or its agents, servants, employees or subcontractors performing work or services in connection with the Contract.

(d) Except for insurance mentioned in paragraph (a), the insurance policies under this clause shall:

(i) Name the Agency as additional beneficiary (additional insured);

(ii) Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the Agency;

(iii) Provide that the Agency shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

(e) The Contractor shall, upon request, provide the Agency with satisfactory evidence of the insurance required under this Article.

(f) The Contractor acknowledges and agrees that neither the requirement for taking out and maintaining insurance as set forth in the Contract nor the amount of any such insurance, including, but not limited to, any deductible or retention relating thereto, shall in any way be construed as limiting the Contractor's liability arising under or relating to the Contract.

11. ENCUMBRANCES/LIENS

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file in any public office or on file with the Agency against any monies due or to become due for any Services provided under the Contract, or by reason of any other claim or demand against the Contractor.

12. TITLE TO EQUIPMENT

Title to any equipment and supplies that may be furnished by the Agency shall rest with the Agency and any such equipment shall be returned to the Agency at the conclusion of the Contract or when no longer needed. Such equipment, when returned shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear, and the Contractor shall be liable to compensate the Agency for any damage or degradation of the equipment that is beyond normal wear and tear.

13. OBSERVANCE OF THE LAW

The Contractor shall comply with all laws, ordinances, rules and regulations bearing upon the performance of its obligations under the terms of the Contract.

14. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS

(a) Except as otherwise expressly provided in the Contract, the Agency shall be entitled to all intellectual property and other property rights, including but not limited to copyrights, patents and trademarks, with regard to products, documents or other materials which bear a direct relation to or are produced, prepared or collected in consequence or in the course of the execution of the

Contract. At the request of the Agency, the Contractor shall take all necessary steps, prepare and process all necessary documents and assist in securing such proprietary rights and transferring them to the Agency in compliance with the requirements of the applicable law.

(b) To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the Agency does not and shall not claim any ownership interest thereto, and the Contractor grants to the Agency a non-exclusive, perpetual and irrevocable license to use such intellectual property or other proprietary right.

15. CONFIDENTIALITY

(a) All technical, financial or other documentation and data the Contractor compiled for or received from the Agency under the Contract shall be treated as confidential and shall be delivered only to the Agency's authorised officials on completion of the work or services or as requested by the Agency.

(b) The Contractor may not communicate at any time to any other person, Government or authority external to the Agency, any information known to it by reason of its association with the Agency which has not been made public except with the authorisation of the Agency, nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of the Contract.

16. USE OF NAME, EMBLEM, OR OFFICIAL SEAL OF THE AGENCY

The Contractor shall not advertise or otherwise make public for purposes of commercial advantage that it is a Contractor of the Agency, nor shall the Contractor, in any manner whatsoever, use the name, emblem or official seal of the Agency or any abbreviation of the name of the Agency in connection with its business or otherwise, without the prior written approval by the Agency. These obligations do not lapse upon termination of the Contract.

17. FORCE MAJEURE

(a) *Force majeure* as used herein shall mean any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractor.

(b) In the event of or as soon as possible after the occurrence of any cause constituting *force majeure*, the Contractor shall give notice and full particulars in writing to the Agency of such occurrence if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The Contractor shall also notify the Agency of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with the Contractor's performance under the Contract. Upon receipt of the notice required under this Article, the Agency shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under the Contract.

(c) If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Agency shall have the right to terminate the Contract on the same terms and conditions as are provided for in Article 19 ("Termination") of these General Terms and Conditions, except that the period of notice may be seven (7) days instead of thirty (30) days.

18. AMENDMENT

Except as otherwise expressly provided in the Contract, the provisions of the Contract and the annexes thereto may be amended or supplemented only by means of a written agreement signed by all of the Parties or their authorised representatives.

19. TERMINATION

(a) The Agency may terminate the Contract in whole or in part, and at any time, upon thirty (30) days' notice of termination to the Contractor. The initiation of arbitral proceedings in accordance with Article 20 ("Settlement of Disputes") of these General Terms and Conditions, shall not be deemed a termination of the Contract.

(b) The Agency may terminate forthwith the Contract at any time should the funding for the Agency be curtailed or terminated, in which case the Contractor shall be reimbursed by the Agency for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

(c) In the event of termination by the Agency, no payment shall be due from the Agency to the Contractor except for work and services satisfactorily performed and accepted by the Agency in accordance with the express terms of the Contract.

(d) Should the Contractor be adjudicated bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the Agency may, without prejudice to any other right or remedy it may have under the Contract terminate the Contract forthwith. The Contractor shall immediately inform the Agency of the occurrence of any of the above events.

20. SETTLEMENT OF DISPUTES

(a) **Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the Parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the Conciliation Rules then obtaining of the United Nations Commission on International Trade Law ("UNCITRAL"), or according to such other procedure as may be agreed between the Parties.

(b) **Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 20(a) above ("Amicable Settlement"), within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim measures") and Article 34 ("Form and effect of the award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages, nor to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy or claim.

21. PRIVILEGES AND IMMUNITIES

Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the Agency.

Section 9: Form for Performance Security⁹

This must be finalised using the official letterhead of the issuing bank. Except for indicated fields, no changes may be made to this template.

To: IRENA
[Insert contact information as provided in Data Sheet]

WHEREAS [name and address of Contractor] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. [insert Contract number] dated [insert Contract date], to execute Services (hereinafter called “the Contract”):

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognised bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract:

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee:

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [amount of guarantee] [in words and numbers], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of guarantee as aforesaid] without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

This guarantee shall be valid until a date 30 days from the date of issue by IRENA of a certificate of satisfactory performance and full completion of services by the Contractor.

SIGNATURE AND SEAL OF THE GUARANTOR BANK

Date:

Name of Bank:

Address:

⁹ If the RFP requires the submission of a performance security, which shall be made a condition to the signing and effectivity of the Contract, the performance security that the Proposer’s bank will issue shall use the contents of this template

Section 10: Form of Bank Guarantee for Advance Payment

This must be finalised using the official letterhead of the issuing bank. Except for indicated fields, no changes may be made to this template.

Note: All italicized text is for indicative purposes only to assist in preparing this Form and shall be deleted from the final product.

_____ *[Bank's name, and address of issuing branch or office]*
Beneficiary: _____ *[Name and address of IRENA as provided in Data Sheet]*
Date: _____
Advance Payment Guarantee No.: _____

We have been informed that *[name of company]* (hereinafter called "the Contractor") has entered into Contract No. *[reference number of the Contract]* dated *[insert date]* with you, for the provision of *[brief description of Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum of *[amount in words]* (*[amount in figures]*) is to be made against an advance payment guarantee.

At the request of the Contractor, we, *[name of Bank]*, hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in words]* (*[amount in figures]*)¹⁰ upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has used the advance payment for purposes other than toward providing the Services under the Contract.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Contractor on its account number _____ at *[name and address of Bank]*.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor as indicated in copies of certified monthly statements which shall be presented to us. This guarantee shall expire, at the latest, upon our receipt of the monthly payment certificate indicating that the Consultants have made full repayment of the amount of the advance payment. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

[signature(s)]

¹⁰ The Guarantor Bank shall insert an amount representing the amount of the advance payment and denominated in the currency of the advance payment as specified in the Contract.

Section 11: Form of Contract¹¹

Contract

between

the International Renewable Energy Agency (IRENA)

and

[INSERT NAME OF THE CONTRACTOR]

for the provision of

[INSERT DESIGNATION OF THE SERVICES]

Solicitation: [INSERT RFP REFERENCE NUMBER]
Contract No.: [INSERT NUMBER OF CONTRACT]

¹¹ *Drafting note: Please replace this with the LTA template if applicable to the RFP.*

This Contract, dated as of the Effective Date, is entered into by and between the International Renewable Energy Agency, having its headquarters located in Masdar City, P.O. Box 236, Abu Dhabi, United Arab Emirates (hereinafter “IRENA”), and **[INSERT NAME OF THE CONTRACTOR]**, duly incorporated under the laws of **[INSERT NAME OF THE COUNTRY]** and having its principal office located at **[INSERT ADDRESS OF THE CONTRACTOR]** (hereinafter the “Contractor”).

WHEREAS the Contractor desires to provide IRENA, and IRENA desires to obtain from the Contractor, the Services described in this Contract on the terms and conditions set forth in this Contract;

WHEREAS the offer of the Contractor dated **[INSERT DATE]**, submitted in response to the IRENA **[INSERT REFERENCE TO THE SOLICITATION DOCUMENT: Request for Proposal/Invitation to Bid No..., dated ...]**, was accepted by IRENA;

NOW, THEREFORE, IRENA and the Contractor (hereinafter collectively the “Parties” and individually a “Party”) hereby agree as follows:

Article 1: Contract Documents

- 1.1 This document and the documents listed in Article 1.2 below (“Contract Documents”) constitute the entire agreement by and between the Parties with regard to the subject hereof and supersedes all prior representations, contracts and proposals, whether written or oral, by and between the Parties on this subject.
- 1.2 The Contractor and IRENA agree to be bound by the provisions contained in the following documents, which are complementary of one another but in case of ambiguities, discrepancies or inconsistencies between or among them shall take precedence in the following order:
 - a) This document;
 - b) The IRENA General Terms and Conditions for Professional Services, attached hereto as Annex 1. The provisions of such Annex shall control the interpretation of this Contract and in no way shall be deemed to have been derogated by the contents of this document and any other Annexes, unless otherwise expressly stated;
 - c) The Terms of Reference **[INSERT REFERENCE AND DATE AS APPLICABLE]**, attached hereto as Annex 2; and
 - d) The Contractor’s technical proposal **[INSERT REFERENCE AND DATE AS APPLICABLE]**, not attached hereto but known to and in the possession of both Parties and incorporated herein by reference.

Article 2: Definitions

- 2.1 In this Contract, terms shall have the same meanings as respectively assigned to them in the IRENA General Terms and Conditions for Professional Services and the Terms of Reference, annexed to this Contract.
- 2.2 In addition, the following terms shall have the meanings hereby assigned to them for the purposes of this Contract:

- a) “Acceptance” means certification by IRENA that a particular Service or Deliverable has been provided and that the Service or Deliverable satisfies the applicable Acceptance Criteria. Deliverables accepted pursuant to the foregoing certification shall be considered “Accepted”.
- b) “Acceptance Criteria” means the criteria used by IRENA to evaluate Acceptance for each Service or Deliverable separately and as integrated with any previously Accepted Service or Deliverable as provided herein. The term “Acceptance Criteria” shall be deemed to include that each Service or Deliverable shall meet the applicable specifications related to such Service or Deliverable, as set forth in this Contract including the Terms of Reference and, as applicable, the Contractor’s technical proposal, and operates in accordance with such other specific criteria as may be developed and recorded in writing by the Parties in the implementation of this Contract.
- c) “Completion Date” means, for any Deliverable or task, the date set forth in this Contract and, as applicable, the Implementation Schedule, on or before which such Deliverable or task must be completed and/or delivered to IRENA.
- d) “Contract” means the Contract Documents and any amendments as may be made thereto in accordance with Article 18 of the IRENA General Terms and Conditions for Professional Services.
- e) “Contract Documents” has the meaning set forth in Article 1.
- f) “Contractor” has the meaning set forth in the introductory paragraph of this Contract or its successors, subject to recognition by IRENA. If the Contractor wishes IRENA to recognize a successor in interest to this Contract or a name change, the Contractor shall notify IRENA in writing accordingly. The Contractor shall be the only interface for all matters pertaining to execution of the Services under this Contract.
- g) “Deliverables” means any and all items to be developed and delivered by the Contractor to IRENA under this Contract including as described in the Terms of Reference and, as applicable, the Contractor’s technical proposal.
- h) “Effective Date” has the meaning set forth in Article 11.
- i) “Implementation Schedule” means the schedule which identifies the various tasks and responsibilities of the Parties as set forth in the Terms of Reference.
- j) “Personnel” means any personnel, employee, official, agent, servant, representative and sub-contractor (or any of the sub-contractor’s personnel, employee, official, agent, servant and representative) of the Contractor.
- k) “Services” means the work to be performed by the Contractor under this Contract including as described in the Terms of Reference and the Contractor’s technical proposal, and any incidental services, functions or responsibilities not specifically described in this Contract, but which are required for and are related to the proper performance of the Services.

Article 3: Obligations of the Contractor

- 3.1 The Contractor shall perform and complete the Services with the necessary diligence and efficiency and in accordance with the highest industry and professional standards, under the terms mutually agreed in this Contract.
- 3.2 The Contractor shall perform the Services in accordance with the Implementation Schedule and submit the Deliverables to IRENA according to the following schedule:

No.	Deliverable Description <i>(Procurement to ensure that the deliverable description mirrors the terms of the Terms of Reference contained in Annex 2. If the deliverables are sufficiently described in the Terms of Reference, it may be sufficient to indicate "Progress Report as specified in Annex 2", "Final Report as specified in Annex 2", etc.)</i>	Completion Date
1		
2		
3		

- 3.3 The Contractor shall provide the services of qualified English-speaking Personnel as specified and in accordance with the Contractor’s technical proposal. Any replacement by the Contractor of the Personnel specified in its technical proposal shall be made in accordance with Article 4 of the IRENA General Terms and Conditions for Professional Services.
- 3.4 Without limiting and further to Article 4 of the IRENA General Terms and Conditions for Professional Services, the Contractor shall be fully responsible and liable for all work and services performed by its Personnel, and for its Personnel’s compliance with the terms and conditions of this Contract.
- 3.5 The Contractor shall be responsible, at its own costs, for obtaining all licenses, permits and authorisations from governmental or other authorities, legally required for the performance of the Services under this Contract.
- 3.6 The Contractor represents and warrants the accuracy of any information or data provided to IRENA for the purpose of entering into this Contract.
- 3.7 The Contractor represents and warrants that any Service performed under this Contract shall be its own work. In the performance of the Services, the Contractor shall not infringe any third party intellectual property or other proprietary right nor shall it violate any third party rights of privacy. The Contractor shall obtain all necessary permissions for and appropriately acknowledge in the Deliverables any use of any intellectual property or other proprietary rights that pre-existed the performance of the Contract.
- 3.8 In the event of a breach of Article 3.7 above, including in case of plagiarism, IRENA, in its sole discretion and without prejudice to any of IRENA’s other rights and remedies under this Contract or otherwise, exercise any or all of the following:
 - 3.8.1 Reduce any payments owed to the Contractor for the Deliverables at a rate proportionate to the breach, with such rate to be determined by IRENA in its sole discretion;

- 3.8.2 If the breach is identified after acceptance of the Deliverable by IRENA, require the return to IRENA of any payments made to the Contractor for the Deliverable at a rate proportionate to the breach, with such rate to be determined by IRENA in its sole discretion;
- 3.8.3 Terminate the Contract forthwith and without limitation to Article 19(c) of the IRENA General Terms and Conditions for Professional Services.

Article 4: Price and Payment

- 4.1 In consideration of the complete and satisfactory performance by the Contractor of all of the Services under this Contract, IRENA shall pay the Contractor a total fixed price of **[INSERT CURRENCY & AMOUNT IN FIGURES AND WORDS]** (hereinafter referred to as “the Contract Price”).
- 4.2 The Contract Price is inclusive of all costs, expenses, charges or fees that the Contractor may incur in connection with the performance of its obligations hereunder, including management, remuneration, and travel costs of Contractor’s Personnel, and all taxes, duties, levies, fees and other charges of any nature imposed by any authority or entity. *[If travel costs are not included in the Contract Price, include: The Contract Price however excludes travel expenses. Any travel by the Contractor that may be required under this Contract must be authorised by IRENA in advance and undertaken in accordance with IRENA’s travel policy.]*
- 4.3 The Contract Price shall remain firm and fixed during the term of this Contract. It shall not be subject to any adjustment or revision because of price or currency fluctuations or the actual costs incurred by the Contractor in the performance of the Services under the Contract. The Contractor shall not do any work, provide any material or equipment or perform any service which may result in any charge to IRENA over and above the Contract without a formal written amendment to this Contract.
- 4.4 IRENA shall effect payments to the Contractor within thirty (30) days after receipt of the Contractor’s invoices and acceptance by IRENA of the Services and Deliverables represented by the invoices, unless IRENA disputes the invoice or a portion thereof. Invoices shall be submitted only upon achievement of the corresponding milestones and for the following amounts:

No.	Milestone	Amount (in USD/AED/EUR/GBP) <i>[select as applicable from the RFP]</i>
1	Acceptance of deliverable 1	[INSERT AMOUNT]
2	Acceptance of deliverable 2	[INSERT AMOUNT]
3	<i>(Procurement to fill and adjust as required)</i>	[INSERT AMOUNT]

- 4.5 The Contractor shall submit an original copy of its invoices by mail for all Services supplied under the Contract and in accordance with the payment milestones specified above to the following address:

International Renewable Energy Agency
 IRENA Headquarters, Masdar City
 P.O. Box 236, Abu Dhabi
 United Arab Emirates
 Tel.: +971-2-417-9000
 Attention: **[INSERT NAME OF PROJECT MANAGER]**

- 4.6 Invoices shall indicate the Contract reference number, the milestones achieved and corresponding amount payable, and specify the details of the bank account to which payment is to be made.
- 4.7 Payments effected by IRENA to the Contractor shall not be deemed to relieve the Contractor of its obligations under this Contract. *[If advance payment is agreed with the Contractor, add: nor shall it be deemed as acceptance by IRENA of the Contractor's performance of the Services and the Deliverables.]*
- 4.8 The Contractor acknowledges and agrees that IRENA may withhold payment in respect of any invoice in the event that, in the opinion of IRENA following review and evaluation of the Services and Deliverables in accordance with Article 7, the Contractor has not performed in accordance with the terms of this Contract.
- 4.9 If IRENA disputes any invoice or a portion thereof, IRENA shall notify the Contractor accordingly. IRENA and the Contractor shall consult in good faith to promptly resolve outstanding issues with respect to any disputed invoice. Once a dispute regarding an invoice or a portion thereof has been resolved, IRENA shall pay the Contractor the relevant amount within thirty (30) days after the final resolution of such dispute.

Article 5: Temporary Suspension of the Services

- 5.1 IRENA may, at any time, temporarily suspend, in whole or in part, the Services being performed by the Contractor under this Contract by giving thirty (30) days' advance notice in writing to the Contractor. The Services so suspended shall be resumed by the Contractor on the basis of a revised Implementation Schedule and on terms and conditions to be mutually agreed upon between the Parties.

Article 6: Delays; Extension of Time for Performance

- 6.1 The Contractor acknowledges and agrees that all time limits contained in this Contract and timely performance in completing the Services are of essence in respect of the performance of the Services.
- 6.2 In the event the Contractor anticipates a delay in the performance of the Services and delivery of the Deliverables, the Contractor shall immediately notify IRENA in writing of the extent of such delay and the overall impact such delay may have on completing the Services in accordance with the terms of this Contract. In such event, IRENA may, in its sole discretion, extend the Completion Dates and adjust the Implementation Schedule accordingly. The Contractor shall use its best efforts to ensure that any delay in the delivery of a Deliverable shall not result in the delay of any Deliverable to be subsequently delivered to IRENA under this Contract.
- 6.3 In the event a delay in the performance of the Services and delivery of the Deliverables by the Contractor is caused by the acts or omissions of IRENA, its personnel or other contractors, the Completion Dates shall be extended. Such extension of time shall be the sole remedy of the Contractor and the Contractor shall not be entitled to additional payments or compensation for damage resulting from any such delay, including, but not limited to, damage resulting from overheads or loss of productivity.

Article 7: Review and Evaluation; Improper Performance

- 7.1 IRENA may review and evaluate the Services performed and Deliverables provided under this Contract at any time during or after the performance of the Services and delivery of the Deliverables.

- 7.2 All Deliverables shall meet the Acceptance Criteria and the terms of this Contract before such Deliverable can be accepted by IRENA.
- 7.3 If any Service performed or Deliverable delivered by the Contractor does not conform to the Acceptance Criteria or to the terms of this Contract, without prejudice to any of IRENA's other rights and remedies under this Contract or otherwise, IRENA may, in its sole discretion, exercise the following:
- (a) If IRENA determines that the improper performance or the breach of the terms of this Contract can be remedied by way of re-performance or other corrective measures by the Contractor, IRENA requests the Contractor to take, and the Contractor shall take, at no additional cost or expense to IRENA, the measures necessary to re-perform or to take appropriate actions to remedy the improperly performed Services or the breach within such period as IRENA may specify following consultation with the Contractor.
 - (b) IRENA accepts the Deliverable with its deficiencies and reaches agreement with the Contractor on an equitable reduction to the Contract Price to reflect the improper performance of the Services and the uncorrected deficiencies in the Deliverables.
 - (c) If the Contractor does not take corrective measures or if IRENA reasonably determines that the Contractor is unable to remedy the improper performance or breach in a satisfactory and timely manner, or if IRENA, in its sole discretion, determines that the improper performance or breach cannot be remedied by re-performance or other corrective measures by the Contractor, IRENA may terminate the Contract in accordance with Article 19 of the IRENA General Terms and Conditions for Professional Services.

Article 8: Notices; IRENA Focal Point

- 8.1 Except as otherwise specified in this Contract, all notices and other communications between the Parties required or contemplated under this Contract shall be in writing and shall be delivered either by: (i) personal delivery; (ii) postage prepaid, return receipt requested, certified mail; (iii) confirmed email, transmitted to the Party for which such notice or communication is intended at the addresses specified below or at such other address as may be specified by the Parties:

For IRENA:

Chief Procurement Officer
International Renewable Energy Agency
IRENA Headquarters, Masdar City
P.O. Box 236, Abu Dhabi
United Arab Emirates
Tel.: +971-2-417-9000
Email: procurement@irena.org

For the Contractor:

[INSERT CONTACT DETAILS]

- 8.2 Without prejudice to the above, IRENA shall designate a member of its personnel to serve, as from the Effective Date of this Contract, as the primary IRENA representative under this Contract for all actions bearing upon the performance of the Services. IRENA shall promptly notify the Contractor of such

designation. The IRENA Focal Point will have overall responsibility for ensuring that the Services are carried out in accordance with this Contract and shall respond promptly to requests by the Contractor relating to the performance of the Services.

Article 9: Special Conditions *(This Article should be included only if, in its offer, the Contractor has expressly requested an amendment to the IRENA General Terms and Conditions)*

Option 1

(Delete all text in italics in this Article 9 after selecting this option)

9.1 Article [INSERT NUMBER] of the IRENA General Terms and Conditions for Professional Services in Annex 1 shall be amended to read:

“[INSERT NEW TEXT]”

9.2 Article [INSERT NUMBER] of the IRENA General Terms and Conditions for Professional Services in Annex 1 shall be deleted in its entirety.

Option 2

(Delete all text in italics in this Article 9 after selecting this option)

9.1 Not applicable.

Article 10: Severability; No Waiver

10.1 If any provision of this Contract shall be held to be invalid, illegal or unenforceable (in whole or in part), the validity, legality and enforceability of the remaining provisions of this Contract shall not in any way be affected or impaired thereby.

10.2 Failure by a Party to enforce a right shall not be deemed to be a waiver of that right unless otherwise expressly provided in this Contract.

Article 11: Effective Date and Term

11.1 The Contract shall enter into force on the last date of its signature by both Parties (“the Effective Date”) and it shall remain in force until the Parties fulfil all of their obligations hereunder.

IN WITNESS WHEREOF, the duly authorised representatives of the Parties have signed this Contract on the date(s) set forth below.

For IRENA:
Signature _____
Name: _____
Title: _____
Date: _____

For [Insert Name of the Contractor]:
Signature _____
Name: _____
Title: _____
Date: _____