

Reference: RFP/2020/0016

Project: Consultancy for “Developing Grenada’s Capacity Building Programme for Energy Management and Energy Audits”

1. Request you to confirm the format of the training manuals and materials to be developed, for e.g. MS Word, MS PPT etc.

IRENA expects the training manuals to be in MS Word and PDF. The presentations will be in MS PPT and PDF.

2. Can we consider that the training material (reference material) would be common for everyone? However, we completely understand that the presentations would be different depending on the background of the audience. Kindly confirm our understanding.

The reference materials would vary dependent on the sectors: e.g. the reference materials for youths and heads of household participants from the residential sector would differ for the participants from the tourism, agriculture and banking sectors.

3. We hope that IRENA will do the identification of participants for the two (2) webinars, face to face workshop and the facility for practical audit. Kindly clarify.

That is correct. IRENA will identify the participants in close consultation with Grenada.

4. The point seven (7) says the training workshop should include a practical component where the participants will need to undertake a walk through survey and detailed audit. Request you to confirm if the consultant needs to bring their energy audit instruments and provide practical training on usage of the instruments during the detailed audit?

If this can be accommodated without any issues relating to border security, then yes.

5. Request you to confirm the likely number of participants for each of the two webinars and the face to face workshop.

This will be between 30 for face to face workshop and 50 for the webinars.

6. Do we need to include the cost for the logistic arrangements of the two webinars and face to face workshop in the financial proposal or will IRENA make all the necessary arrangements?

NO

7. The Terms of reference do not set out instructions for the organization of the face-to-face 5-day workshop. Shall we consider in our offer that the event will be hosted by one of the stakeholders of Grenada or shall the Consultant take care of the logistics arrangements (rent of a proper venue, catering, materials for the participants to be distributed, etc.)? In the latter case, can you please specify the expected number of attendees to take into account? IRENA

will be organizing the face-to-face workshop and associated costs.

8. As for the project related expenses (such as for example travel, accommodation and organization of the face-to-face workshop), shall we add them as additional items to the financial proposal breakdown of costs or shall we include them in the overall rate for the experts? Same as above (7)

9. Can a local subconsultant be presented in more than one team/proposal?

Yes, but we would like to get more information on what this means. Does this mean that the consultancy firms will be contracting the same local sub-consultant?

10. In section 4. Scope of Work it is mentioned: “introductory webinars on how to undertake an energy audit with a specific case study on one of the important sectors for Grenada, for example, tourism.” However, in the deliverables it is expected to deliver:

- a 1st webinar on energy audits targeting youths and heads of households
- a 2nd webinar on energy audits targeting stakeholders in the tourism, agriculture, banking sectors

Could you please clarify the expected content of the first webinar? Should it focus on the residential sector? This does not seem aligned with the scope of work.

The first webinar is envisaged to have youths and heads of house holds participants from the residential/education sector. The proposal should not vary from the deliverables.

11. Would it be possible to have an idea of the expected level of effort or budget for this assignment?

We apologize, but we cannot disclose our estimation. Please align your cost to the estimated number of man-days and the ToR.