

Clarification 1 - RFP/2018-008

Capacity building workshop: Strengthening the capacity of local financial institutions in Small Island Developing States (SIDS) to appraise and finance renewable energy projects

All Potential Bidders: We have received the following request for clarification from a potential bidder. Bidder's question – red text. IRENA response – **bold text highlighted in yellow**

1. II. Objective No 1. – Preparation of a core training program (p. 19/20)
You mention that core program and materials shall be prepared for two different audiences (a. and b.). What will be the preferred seminar design which addresses this requirement? Do you expect the successful bidder to conduct?
 - a) two different workshops in parallel (with two days each)
 - b) one workshop for each audience for one day
 - c) both audiences to be trained together in one workshop?

Response: The expected seminar design is that there will be two separate workshops (2 days each) at different occasions. The first workshop for the Pacific region is planned from 22-23 Nov 2018 for audience category (a).

The second workshop for the Pacific for audience category (b) will be held at a later date in consultation with, and upon the request of ADFIP

2. II. Objective No 1. – Preparation of a core training program, “audience b.” (p. 19/20)
Audience b. (operational staff/loan officers of local FI's) is expected to design a “financial service product” during the requested training. What will be the experience level of the targeted participants? If they are supposed to have entry-level standards related to RE/EE-financing, we think that a two-days-workshop is too short and recommend a training package of 200h online training plus three days face-to-face seminar (such as RENAC's *Green Energy Finance Specialist* program) prior to becoming able to draft complex RE financing proposals.

Response: The RFP conditions prevail.

3. III. Scope of Work No 3.2 – Number of participants (p. 22)
You mention that a maximum of 50 conference participants shall be trained. The concept further requires some interactivity or seminar style (“generation of draft proposals by the participants”). How shall the required interactivity be achieved, given the high number of participants (two seminars with max. 25 persons each (see Q.1))? From our experience, you have either smaller groups with up to 20 participants and space for interactivity or bigger groups and then university style lectures with Q&A. Please decide.

Response: Suggestion is noted - The attendee numbers for the interactive portion can be optimized to the suggested level during the actual workshop.

4. III. Scope of Work No 3.4 – First level concept of an energy loan program (p. 22)
What do you exactly mean by “financial service product”? A general green energy or energy efficiency refinancing instrument, such as e.g., a program credit lines provided by development banks or a concrete loan structuring proposal for a specific RE/EE project in the region (such as a project loan “term sheet” for a PV installation under local market conditions)?

Response: It is intended that the first workshop will help participants prepare a general renewable energy and/or energy efficiency loan program for their home countries for financing/refinancing local projects.

The training time of 2 days is much too short, the group size too big and the expected knowledge of participants concerning RE too low in order to develop first level concepts with the participants.

Response: RFP conditions prevail.

See response to Q3 above - The attendee numbers for the interactive portion can be optimized to the suggested level during the actual workshop

We propose to present different concepts within the training and after the training consult individually on first level concepts developed and submitted by the participants. Would IRENA be fine with this approach?

Response: It is indeed intended that the post workshop advisory time be spent on individual consulting and providing personalised attention to further develop the first level concepts.

5. VI. Evaluation criteria – A. Team capabilities and experience
Do you expect both core project team professionals to jointly deliver the workshop(s) and to travel to Suva, Fiji?

Response: The specific contribution/role of all personnel who will travel to the workshop will have to be justified.

The travel of up to two personnel from the Contractors staff to the workshop venue will be accommodated.

6. Will all bidders be informed about the final contractor selection after the evaluation of the proposals and receive the results of the evaluation? - **Response: Yes**

7. Please indicate the prior knowledge of the two target groups.

In case of no prior knowledge about RE projects and RE loan programs we would like to mention that a 2-day workshop for an audience of 50 participants is not sufficient to reach the objective of the project. We would like to recommend an online training to gain a more fundamental knowledge about RE Financing

Response: RFP conditions prevail. Kindly refer Scope of Work, Task 1 about objectives.

8. III. Scope of Work No. 2.2 – remote consultations
Does IRENA provide the contacts of all stakeholders?

Response: Kindly refer 2.1 –

“IRENA and ADFIP will support this activity with introductions to target stakeholders.”

9. V Timeline – Person months

Please define the length of one-person month. Is it 20 or 30 days or another number?

Response: 20 working days per month

10. Section 8.14 – Copyright, patents and other proprietary rights

Please define a non-exclusive, perpetual and irrevocable license. Does this passage affect the provided training material? Is the intention of IRENA to pay once for the materials and use them worldwide forever? Or is the intention to use this training material for the next 6 intended training only? **Response: ... the intention to use this training material for the next 6 intended training only**

11. Costs for venue, catering, technics

Do we have to calculate costs for the training venue, catering and technical equipment?

If so, where shall the training take place?

Can we assume IRENA to bear the costs for venue, catering and technical equipment directly or do we have to disburse the costs and invoice than to IRENA?

Response: The locations of the actual workshops will be decided through mutual consultation between IRENA, local stakeholders and the contractor. Where a third party arranges for the location, catering and A/V, this issue is not relevant.

In case a location has to be rented the below two options can be exercised by IRENA:

- 1. IRENA can arrange the venue, catering and a/v directly.**
- 2. The Contractor will arrange the venue, catering and a/v and invoice the costs to IRENA.**