

**AMENDMENT 2**

**REQUEST FOR PROPOSALS  
RFP/2018/001**

**Provision of Consultancy Services for a study on the impact of extreme weather conditions  
in solar PV and onshore wind systems**

*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](mailto:procurement@irena.org)*

**International Renewable Energy Agency  
11 March, 2018**

**AMENDMENT 2**

**Section 1: Letter of Invitation**

Abu Dhabi, 11 March, 2018

Dear Madam or Sir,

1. The International Renewable Energy Agency (IRENA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for consultancy services for a study on the impact of extreme weather conditions in solar PV and onshore wind systems
2. This RFP includes the following documents:
  - Section 1 – This Letter of Invitation
  - Section 2 – Instructions to Proposers (including Data Sheet)
  - Section 3 – Terms of Reference (provided hereunder)
  - 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 (attached herewith)
3. Your offer comprising of a Technical and Financial Proposal and other documentation as required by the RFP, in separate sealed envelopes, should be submitted in accordance with the Data Sheet. Offers must be received by **22 March, 2018, 14:00 hrs Abu Dhabi Time.**
4. You are kindly requested to inform IRENA of your interest and intention to submit a Proposal via the following email [procurement@irena.org](mailto:procurement@irena.org) or the following addressee and location:

International Renewable Energy Agency,  
IRENA Secretariat, IRENA Headquarters, Masdar City, Procurement Section.  
Abu Dhabi, United Arab Emirates  
RFP: Consultancy Services to Corporate Sourcing Report: Development of a REMade Index
5. Should you need further clarification, kindly communicate with the contact person indicated in the attached Bid Data Sheet duly assigned to handle all queries for this RFP.
6. We look forward to your Proposal and thank you in advance for your interest in IRENA procurement opportunities.

Yours sincerely,

David Iyamah

Director, Administration and Management Services

## 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, all the attached documents thereto, including the General Terms and Conditions for Professional Services (GTC) and the Appendices.
- b) “*Country*” refers to the country 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) “*Proposal*” refers to the Proposer’s response to the Request for Proposal, including the Proposal Submission Form, Technical and Financial Proposal and all other documentation attached thereto as required by the RFP.
- h) “*Proposer*” refers to any legal entity that may submit, or has submitted, a Proposal for the provision of services requested by IRENA.
- i) “*RFP*” refers to the Request for Proposals consisting of instructions and references prepared by IRENA for purposes of selecting the best service provider to perform the services described in the Terms of Reference.
- j) “*Services*” refers to the entire scope of tasks and deliverables requested by IRENA under the RFP.
- k) “*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 in the RFP, before the deadline for the submission of Proposals.
- l) “*Terms of Reference*” (TOR) refers to the document included in the RFP as Section 3 which describes the objectives, scope of services, activities, tasks to be performed, respective 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 solicits Proposals in response to this Request for Proposal (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 will be accepted unless approved in writing by the Chief Procurement Officer. 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 will be met and 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 not as an acceptance of an offer of any Proposal by IRENA. Any Proposal shall have only one option. If options were proposed, only the first option will be considered. This RFP does not commit IRENA to award a contract.
4. A Proposer 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. Proposers may be considered to have a conflict of interest with one or more parties in this solicitation process, if they:
  - 4.1 are or have been associated in the past, with an entity 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 goods and services to be purchased in this selection process;
  - 4.2 were involved in the preparation and/or design of the programme/project related to the services requested under this RFP;
  - 4.3 have owners, officers, directors, controlling shareholders, or key personnel who are related to IRENA staff involved in procurement functions;
  - 4.4 submit more than one Proposal in this RFP, either as an individual entity, or through its membership with a joint venture/consortium/association that is also submitting a Proposal for the same contract;
  - 4.6 are found to be in conflict for any other reason, as may be established by, or at the discretion of, IRENA.
5. The eligibility of Proposers that are wholly or partly owned by the Government shall be subject to IRENA's further evaluation and review of various factors such as extent of Government ownership and receipt of subsidies.

## **B. CONTENTS OF PROPOSAL**

### **6. Sections of Proposal**

Proposers are required to complete, sign and submit, in the number of copies indicated in the data sheet, the following documents:

- 6.1 Proposal Submission Covering Letter Form
- 6.2 Documents Establishing the Eligibility and Qualifications of the Proposer Technical Proposal
- 6.3 Financial Proposal

### **7. Clarification of Proposal**

Proposers may request a clarification of any of the RFP documents no later than the number of days indicated in the **Data Sheet** before the proposal submission date. Any request for clarification must be sent in writing, or by electronic means to the IRENA address indicated in the **Data Sheet**. 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 endeavor 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.

### **8. Amendment of 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, modify the RFP in the form of a Supplemental Information to the RFP. All Proposers who have expressed interest and indicated their intention to submit a Proposal will be notified in writing of all amendments to the RFP. All amendments shall be uploaded on the IRENA's website under the procurement notices ([www.irena.org](http://www.irena.org) > About > Procurement).

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**

### **9. 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 was selected or not. IRENA shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the process.

### **10. Language of Proposal**

The Proposal, as well as all related correspondence exchanged by the Proposer and IRENA, shall be written in the language (s) specified in the **Data Sheet**. Any printed literature furnished by the Proposer written in a language other than the language indicated in the **Data Sheet**, must be accompanied by a translation in the preferred language indicated in the **Data Sheet**. For purposes of interpretation of the Proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into the preferred language shall govern.

### **11. Proposal Submission Form**

The Proposer shall submit the Proposal Submission Form using the form furnished in Section 4 of the RFP.

### **12. Technical Proposal Format and Content**

Unless otherwise stated in the **Data Sheet**, the Proposer shall structure the Technical Proposal to meet the evaluation criteria, as follows:

- 12.1 Management Structure and Expertise of the Proposer – this section should provide details regarding management structure of the Proposer, organizational capability/resources, standards governing the work and experience of the Proposer, the list of projects/contracts/clients (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP.
- 12.2 Proposed Methodology, Approach, Implementation Plan and Outputs of work – 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 public sector conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the milestones as specified in the Terms of Reference. Further, the section should describe the proposed structure and format of the work outputs:

12.3 Key Personnel – This section should indicate the number and general qualifications 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 relevant to TOR.

In complying with this section, the Proposer assures and confirms to IRENA that the personnel being nominated are available for the performance of the services under the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, IRENA reserves the right to render the proposal non-responsive. Any substitution of personnel arising from unavoidable reasons shall be made only with the approval of IRENA.

12.4 Other Information as may be relevant to the Proposal.

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 and disqualified.

### **13. Financial Proposal**

The Financial Proposal shall be prepared using the standard structure specified in Section 7. No other pricing approach shall be expected.

### **14. Currencies of Proposals**

All prices from Proposers originating from outside the Country specified in the **Data Sheet** shall be quoted in the currency indicated in the **Data Sheet**.

### **15. Documents Establishing the Eligibility and Qualifications of the Proposer**

The Proposer shall furnish evidence of its status as an eligible and qualified bidder using the forms provided. The documentary evidence of the Proposer's qualifications to perform the Contract is required. This evidence shall include, and must demonstrate, that the Proposer has the financial, technical, and production capability necessary to perform the Contract.

### **16. Joint Venture, Consortium or Association**

If the Proposer is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to IRENA for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to legally bind the joint venture, consortium, or association.

The leader or lead entity, composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of IRENA.

The description of the organization of the joint venture/consortium/association must be clearly defined in the course of establishing the eligibility of the Proposer, by defining the expected role of each of its component/member firm in the course of performing the services defined in the TOR.

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 jointly and severally; 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 defined in the TOR.

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

## **17. Alternative Proposals**

Unless otherwise specified in the **Data Sheet**, alternative proposals shall not be considered.

## **18. Period of Validity**

Proposals shall remain valid for the period specified in the **Data Sheet**, commencing on the submission deadline date also indicated in the **Data Sheet**.

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**

### **19. Submission and Opening of Proposals**

19.1 The Financial Proposal and the Technical Proposal Envelopes **MUST BE COMPLETELY SEPARATED** 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 inner and outer envelopes shall:

- bear the name and address of the Proposer
- be addressed to IRENA as specified in the **Data Sheet** and
- bear a warning not to open before the time and date for proposal opening, as specified in the **Data Sheet**.

If all envelopes are not sealed and marked as required, IRENA will assume no responsibility for the misplacement or premature opening of the Proposal.

19.2 Proposers may always submit their Proposals by mail/courier or by hand delivery. When so specified in the **Data Sheet**, Proposers shall have the option of submitting their Proposals electronically. When the Proposals are expected to be in transit for over 24 hours, the Proposer must ensure that sufficient lead time has been provided in order to comply with IRENA's deadline for submission. Under such circumstances, the Proposer must inform IRENA of the exact date and time of their dispatch, through the submission of the official receipt and supporting documents (airway bill, etc.) issued by the forwarding/courier company that will deliver the Proposal to IRENA.

19.3 Proposers submitting Proposals by mail or by hand shall enclose the original and each copy of the Proposal, in separate sealed envelopes, duly marking the envelopes as "Original Proposal" and "Copy of Proposal" as appropriate. The number of copies required shall be as specified in the **Data Sheet**. In the event of any discrepancy between them, the original shall govern. The original and copies of the Proposal shall be signed by the Proposer or person(s) duly authorized to commit the Proposer. The authorization shall be communicated through a document evidencing such authorization issued by the highest official of the Proposer, or a Power of Attorney, accompanying the Proposal. The Proposer shall submit the original and copies of the Proposal in separate envelopes, marked "ORIGINAL" and "COPY". The envelopes shall then be sealed in an outer envelope.

## **20. Deadline for Submission of Proposals and Late Proposals**

20.1 Proposals must be received by IRENA at the address and no later than the date and time specified in the **Data Sheet**.

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

## **21. Withdrawal, Substitution, and Modification of Proposals**

21.1 Proposers are expected to have sole responsibility for taking steps to carefully examine in details the full consistency of its Proposals to the requirements of the RFP, keeping in mind that material deficiencies providing information requested by IRENA, or 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 the course of understanding the RFP out of the data furnished by IRENA.

21.2A Proposer may withdraw, substitute or modify its Proposal after it has been submitted by sending a written notice in accordance with Clause 19 of the RFP, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal must accompany the respective written notice. All notices must be received by IRENA prior to the deadline for submission. The respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION”.

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

21.4 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.

## **22. Proposal Opening**

22.1 IRENA will open the Proposals in the presence of an ad-hoc committee formed by IRENA. Electronic proposal opening procedures shall be as specified in the **Data Sheet**.

22.2 The Proposers’ names, modifications, withdrawals, the presence or absence of 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.

## **E. EVALUATION AND COMPARISON OF PROPOSALS**

### **23. Confidentiality**

23.1 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 until publication of the contract award.

23.2 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.

23.3 In the event that a Proposer is unsuccessful, the Proposer may seek a meeting with IRENA for debriefing, but said debriefing shall be limited to the discussions of the strengths and weaknesses of the Proposal of said Proposer, and no information

relating to the Proposal or rating of other Proposers may be discussed.

#### **24. 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 28 of the RFP.

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.

#### **25. Preliminary Examination of Proposals**

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 Proposal, if IRENA finds justifiable reason for such rejection, including but not limited to the discovery of significant or material deviation, conflict of interest, fraud, among others.

#### **26. Evaluation of Proposals**

26.1 IRENA shall examine the Proposal to confirm that all terms and conditions under the IRENA General Terms and Conditions for Professional Services and Special Conditions have been accepted by the Proposer without any deviation or reservation.

26.2 The evaluation committee shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other documentation provided, applying the evaluation criteria, sub-criteria, and point system specified in the **Data Sheet**. 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 **Data Sheet**. Absolutely no changes may be made by IRENA in the criteria, sub-criteria and point system indicated in the **Data Sheet** after all Proposals have been received.

26.3 In the second stage, only the Financial Proposal of those Proposers who achieve the minimum technical score will be opened for evaluation for comparison and review. The Financial Proposal Envelopes corresponding to Proposals that did not meet the minimum passing technical score shall be returned to the Proposer unopened. The overall evaluation score will either be based either on a combination of the technical

score and the financial offer, or 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**,

26.4 IRENA shall reserve the right to determine to its satisfaction the 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.

## **27. Responsiveness of Proposal**

27.1 IRENA's determination of a Proposal's responsiveness is to be based on the contents of the Proposal itself.

27.2 A substantially responsive Proposal is one that conforms to all the terms, conditions, and specifications of the RFP without material deviation, reservation, or omission.

27.3 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.

## **28. Nonconformities, Errors and Omissions**

28.1 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.

28.2 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. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Proposer to comply with the request may result in the rejection of its Proposal.

28.3 Provided that the Proposal is substantially responsive, IRENA shall correct arithmetical errors on the following basis:

28.3.1 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;

28.3.2 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

28.3.3 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.

28.4 If the Proposer does not accept the correction of errors made by IRENA, its Proposal shall be rejected.

## **29. Fraud and Corruption**

IRENA implements a policy of zero tolerance on fraud and corrupt practices and is committed to preventing, identifying and addressing all acts of fraud and corrupt practices against IRENA as well as third parties involved in IRENA activities.

## **F. AWARD OF CONTRACT**

### **30. 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, or any obligation to inform the affected Proposer(s) of the grounds for IRENA's action. IRENA shall neither be obliged to award the contract to the lowest price offer.

### **31. Award Criteria**

Prior to expiration of the period of proposal validity, IRENA shall award the contract to the qualified Proposer with the highest evaluated score based on the evaluation method indicated in the **Data Sheet**.

### **32. 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 15% of the total price offer, without any change in the unit price or other terms and conditions.

### **33. Contract Signature**

Within fifteen (15) days from the date of receipt of the Contract, 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 provided by the deadline indicated in the **Data Sheet**, as applicable.

34.2 Failure of the successful Proposer to comply with the requirement of Clause 33 or 34 of the RFP 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. Bidder protest**

In the event that you believe you have not been fairly treated, please contact [awardreview@irena.org](mailto:awardreview@irena.org)

## 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.

Project Context :	IRENA Request for Proposals/2018/001
Title of Services/Work:	Consultancy Services for a study on the impact of extreme weather conditions in solar PV and onshore wind systems
Country:	Abu Dhabi, UAE
Language of the Proposal:	English
Conditions for Submitting Proposals for Parts or sub-parts of the TOR	Not allowed
Conditions for Submitting Alternative Proposals	Shall not be considered
A pre-proposal conference will be held:	No
Period of Proposal Validity commencing on the submission deadline date	120 days
Proposal Security	Not Required
Acceptable forms of Proposal Security	Not required
Validity of Proposal Security	Not applicable
Proposal Prices shall be subject to Taxation	Kindly indicate taxes if applicable
Advanced Payment upon signing of contract	Not allowed

Performance Security	Not Required
Currency of Proposal	Single Currency: USD
Deadline for submitting requests for clarifications / questions	10 days before the submission deadline date
Contact Details for submitting clarifications/questions	<p>Focal Person in IRENA :</p> <p>Ms. Mina Vajsakovic, Procurement Associate;</p> <p>E-mail address dedicated for this purpose: <a href="mailto:MVajsakovic@irena.org">MVajsakovic@irena.org</a> or <a href="mailto:procurement@irena.org">procurement@irena.org</a></p>
No. of copies of Proposal that must be submitted	<p><b>Originals as follows:</b></p> <p>Technical Proposal, 1 hard copy including 1 USB stick Financial Proposal, 1 hard copy including 1 USD stick</p> <p><b>The financial proposal must be separated from the technical proposal.</b></p>
Proposal submission address	<p>International Renewable Energy Agency Procurement Section IRENA Secretariat, IRENA Headquarters, Masdar City, Abu Dhabi, United Arab Emirates Tel: 00971 2 417 9000</p>
Deadline of Submission	<p><b>Date: 22 March, 2018</b> Time: 14:00 hrs Abu Dhabi Time.</p>
Procedures and condition for submitting Proposals by electronic means	<b>Not allowed</b>
Evaluation method to be used in selecting the most responsive Proposal	<p><input type="checkbox"/> Combined Scoring Method, using the 60%-40% distribution for technical and financial proposals, respectively. The award will be for the bidder with the highest combined score of both technical and financial proposals.</p> <p>The formula for the combined scoring method shall be : <b><math>p = y (x/z)</math></b></p>

	<p><u>Where:</u>  p = points for the financial proposal being evaluated  y = maximum number of points for the financial proposal  x = price of the lowest priced proposal  z = price of proposal being evaluated</p>
Required Documents that must be Submitted to Establish Qualification of Proposers.	<ol style="list-style-type: none"> <li>1. Full submission including Proposer profile, which should <u>not</u> exceed thirty (30) pages including the cover letter.</li> <li>2. Certificate of Registration of the business, including Articles of Incorporation, or equivalent document if Proposer is not a corporation</li> <li>3. Trade name registration papers, if applicable Quality Certificate (e.g., ISO, etc.) and/or other similar certificates, accreditations, awards and citations received by the Proposer, if any</li> </ol>
Other documents that may be Submitted to Establish Eligibility	CVs of proposed key personnel to conduct the study
Criteria for the Evaluation of Proposals	(See Tables below)

## EVALUATION CRITERIA

For the evaluation of the proposals, please provide detailed costs per man-day and the estimated timeframe. In order to select 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	60%
2.	Commercial/Financial Evaluation	40%
<b>TOTAL SCORE</b>		<b>100%</b>

**TECHNICAL EVALUATION CRITERIA:**

1. Stage one: the technical proposals shall be evaluated based on the criteria listed hereunder in table 1. The passing score for this stage is 70%, which will qualify the proposers to the following stage. Those who attain 70% and above shall have their financial proposals open.
2. Stage two: the overall evaluation score will be a combination of the technical score and the financial score. The proposer who attains the highest score in the combined scoring shall be awarded the contract.

IRENA requires a consulting firm (contractor) with proven experience and capacity to provide the required activities and outputs as described in the TOR. In order to assess best value for money the qualitative evaluation of the request for proposal (RFP) will be based on the following criteria:

(Table 1)

Criteria	Criteria details	Weight (points)
A. Team Capabilities and Experience	<p>The team is technically sound, qualified and with experience in delivering international publications addressing complex technical issues drafted for high-level policy makers and private investors.</p> <p>The team has technical expertise and qualifications in the field of quality assurance and costs of renewable energy.</p>	25
	<p>Please provide CVs of all staff to be involved with the project and elaborate their individual roles.</p> <p>Team consisting of:</p> <ul style="list-style-type: none"> <li>(i) Senior Specialist, also acting as Project Manager– experience minimum 10 years</li> <li>(ii) Junior Researcher / Research Assistant– experience minimum 3 years</li> <li>(iii) Graphic designer– experience minimum 3 years(desirable working experience with data driven charts and infographics )</li> </ul>	10

B. Technical Proposal	<p>Methodology and elaborated proposal shows critical analysis and provide sound advice on technology matters for policy-makers and investors using a clear, structured and complete framework.</p> <p>The proposal reflects reference to scientific papers, and possible externalities using reliable databases and information sources.</p>	20
	<p>The proposal demonstrates critical quantitative and qualitative assessment of the status of costs and QI development, trends, deployment, market status, benefits as well as market outlook.</p> <p>The contractor proposes different approaches and innovative ideas to carry out the assessments and analysis.</p>	10
	<p>Clear and concise work plan for the technical proposal, demonstrating extensive knowledge, experience and ability to carry out this project.</p>	5
C. Expertise of the contractor	<p>Experience in production of reader friendly material, for non-expert readers, such as info-graphics on technical issues for policy-makers. Good understanding of preparing reports for international organisations. Provide concrete examples with the respective Uniform Resource Locator (URL), when applicable.</p>	10
	<p>Be internationally recognised with expertise in producing key documents on quality assurance, quality infrastructure, costs, technology and markets for policy makers, technology owners and investors. Present a portfolio of past work on quality infrastructure and costs for renewable energy, considering Solar PV and wind technologies.</p> <p>Provide concrete examples of this work with the respective URL, when applicable. Examples can be presented in the form of publications, papers, infographics, slide decks, videos, among others.</p>	15
	<p>Be knowledgeable on strategies to bring technologies in countries with extreme weather conditions into competitive solutions for the market.</p> <p>Be in the capability to share an inventory of different strategies recommended by the contractor in previous works.</p>	5
<b>TOTAL SCORE</b>		100

### **Section 3: Terms of Reference (TOR)**

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#### **I) 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". This concerns all forms of energy produced from renewable sources in a sustainable manner. These forms include bioenergy, geothermal energy, hydropower, ocean, solar and wind power.

Solar PV and wind markets continue their growth, being a mainstream for the power sector. Major developments are observed, as more countries are setting ambitious plans to deploy and developed further these technologies. Quality assurance (QA) is an essential instrument to protect and accelerate future investments in PV and wind, it helps to reduce risk by providing the confidence that a product or service will meet expectations which, in turn, lowers capital costs, raises performance, increases module lifespans and, finally, lowers LCOE. The implementation of a comprehensive quality assurance framework requires a physical and institutional infrastructure, a so-called Quality Infrastructure (QI). IRENA has worked closely with its member countries to assist them in the development of QI mechanisms that can help to achieve RE systems that are affordable and reliable, which can also attract investment through risk mitigation, deliver a service as expected, improve consumer protection and reduce their environmental footprint.

IRENA's analysis of the cost and performance of renewable energy technologies is a core component of IITC's work and aims to provide critical and up-to-date information on renewable energy technologies, their costs and cost-reduction potential through new analysis, publications, charts, presentations, and events. As the costs of wind power and solar PV have fallen, increasing interest in their deployment has led to an expansion of competitive procurement processes to secure renewable power generation. As competition to meet this new demand has intensified, margins have been shrunk to very thin levels for project developers. This brings into sharp relief, the importance of projects performing as expected, as lower yields or higher O&M costs could mean

profits are significantly reduced, or even result in a negative return on equity. IRENA wished to inform its Members about these issues, particularly as it relates to harsh operating environments, where risks are potentially elevated.

## **II) OBJECTIVE**

IRENA is seeking to produce a report that will inform policy-makers and other key actors in the energy sector about the potential issues that need to be planned for and addressed to ensure solar PV and onshore wind technologies in regions with extreme weather conditions deliver the expected return of investment, by ensuring they perform as expected and that O&M costs don't exceed expectations. The report will need to provide details of the major technical risks and cost implications in the design, construction, operation, maintenance and decommission phases of power generation systems for solar and wind technologies. The report needs to catalogue the potential issues, identify how there can be addressed (in the design and construction and/or operations phase) and identify cost-effective strategies to mitigate these technical risks and ensure secure revenues for solar PV and wind power generation systems in regions with harsh weather conditions. The report should draw on practical, real-world examples of these challenges and how they have been mitigated or risks managed.

The study will benefit IRENA member countries by providing information on 1) the issues that need to be addressed in harsh operating environments 2) effective mitigation/risk management programmes 3) policy actions to help facilitate this 4) benefits and economic impacts following these strategies so that projects perform safely and as expected under extreme weather conditions. Also this analysis will enrich countries' in understanding the role of QI, support its implementation and benefit their national policies regarding RET deployment.

### **III) SCOPE OF WORK**

The scope of work should include but it is not strictly limited to the content mentioned in the sections below.

#### **1. Extreme weather conditions in solar PV and onshore wind systems by region**

**1.1.** Introduction to the different weather conditions that affects globally the solar PV and onshore wind technologies.

**1.2.** Cluster these conditions by region, consider to include, for example but not limited to: wind (tornadoes, typhoons, tropical storms, sandstorms, dust storm, etc), sea level rise (waves, subsea mudslides, etc), rainfall, drought, high humidity, hail, lightning, UV exposure, extreme temperature variations (hot-to-cold and vice versa), extreme heat conditions, forest fires, , also extreme cold (snow loads, snowmelt, icing, etc).

#### **2. Technical impact, cost implications, gap analysis and mitigation strategies**

**2.1.** Matrix and discussion that shows the technical impact, performance impact and cost implications due to extreme weather conditions in solar PV and onshore wind technologies across their lifecycle.

- » Consider impact and implications in terms of performance, durability, safety.
- » Identify the impact and implications in the different technology components (e.g: battery, panels, array, modules, inverter, meter, hub, turbine, blades, etc.) and the type of impact (e.g., lower performance, greater losses, reduced component lifetimes, higher O&M, increased failure rates, etc.).

**2.2.** Quantify the resulting economic costs of these unmitigated impacts on performance (into constituent components), O&M and product lifetimes, as well as implications for the LCOE and the profitability of “typical” projects in the respective extreme conditions.<sup>1</sup>

**2.3.** Highlight existing strategies to mitigate the impacts in the design, construction, operational and decommissioning phase of the project. Quantify the impact on installed costs and O&M of these options.

**2.4.** Highlight where issues are adequately addressed in existing standards and processes. Detail the main gaps for an appropriate development, implementation and decommissioning of solar PV and wind systems under extreme weather conditions. Include a detailed description of gaps in: international standards, testing methods and devices, testing laboratories, certification processes, accreditation, metrology.

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<sup>1</sup> The consultant should discuss with IRENA what a typical projects financial outlook is, as well as representative “packages” of extreme weather conditions for different geographical locations to be analysed as a whole.

- 2.5. Identify the cost/benefits of developing and implementing QI for these technologies in developed and developing countries. Include concrete examples, if possible quantifiable, of improving the QI elements and their implications in the cost of the technologies.

### **3. Extreme Operating Condition Case studies**

- 3.1. Provide best practice examples of individual country/project cases, from developed and developing countries explaining how the risks and gaps have been identified and addressed. Include: context, barriers for QI development, risks, costs, benefits, and strategies for QI development. Emphasize particularly the benefits and provide 'real-life' example in terms of: e.g. technology performance improvements, cost reduction for components, cost reduction of O&M, reduced cost for financing, others.

The case study should have two approaches: One focused on the country level process (with a specific project example to illustrate effectiveness) and the second focus on a specific project example that represents best practice. This should be done for wind and solar PV, so a minimum of four comprehensive case studies per technology presented in a standard template.

State the benefit for different stakeholders: utilities, consumers, policy makers, generators, among others. Quantify the impact and translate to gains, as appropriate, for the economy, market, environment, society, among others.

### **4. Strategy to develop and implement QI for Solar PV and wind technologies in regions with extreme weather conditions and identification of policy/development practice gaps**

- 4.1. Identify the steps required by policy makers to ensure best practice in terms of development of projects in extreme operating environments. Identify the key challenges, existing QI or standards tools available, project developer best practice, etc., and present the best practice in terms of policy and developer actions to mitigate risks in harsh operating environments (packages for different environments will be required).
- 4.2. Identify the gaps in existing policy, standards, QI mechanisms or developer practices that need to be addressed (e.g., where examples are not available from specific markets, but represent a general gap across the board).

## 5. Recommendations

This section provides a summary of recommendations that evolved from the body of the report discussion on how to further develop QI and reduce costs/mitigate risks for Solar PV and wind technologies in countries confronting harsh operating environments. Include recommendations related, but not restricted, to:

- » How policies, regulations and codes can refer to QI components for regions with extreme weather conditions. Include components such as standards, testing, certification and installer licensing, but also can be encouraged through other means (e.g., mandatory qualifying requirements in auction/tender or other support measures);
- » What are the costs of investing in QI mechanisms for solar PV and onshore wind technologies?

The study should answer the following research questions:

- » How to bridge the identified gaps and needs in QI for solar PV and wind technologies in regions with extreme weather conditions?
- » Which weather conditions the technologies of today are more capable to resist?
- » What is the economic impact of having an adequate QI against not having one in the two technologies studied?
- » What role do stakeholders (consumers, manufacturers, utility regulators, among others) have to take to encourage QI in countries with extreme weather conditions?
- » What are the previous experiences on development of QI from countries with extreme weather conditions? Which plans materialized and which ones not? What were the main reasons for success or failure?
- » Which IRENA member countries have concrete needs of QI for solar PV and wind technologies? What are the strategies to develop QI?

Moreover, the study should present across the different sections:

- » A collection of lessons learnt/study cases/previous experiences from companies or other entities which have demonstrated and commercialized technologies, success and failure factors.
- » Key messages relevant for i) policy-makers and for ii) potential investors in renewable energy projects.

- » Graphs, images or other sources to enable a reader-friendly visualization of the report.

The study should be drafted comprehensively for the main target readersy, these are:

- » Policy-makers and regulators (Officers in Energy Ministries, National Energy Planning Bodies and regulatory bodies);
- » Manufacturers and project developers;
- » Managers in QI bodies, as national standardisation bodies, testing laboratories and certification bodies;
- » Potential investors interested in the energy sector.

#### **IV) RESPONSIBILITIES OF THE CONTRACTOR AND OUTPUT**

The contractor will be responsible for developing a study covering the scope of work and answering the questions presented in section III of this Terms of Reference. The contractor will be responsible to elaborate and deliver the deliverables of the study mentioned in this document under the publication policies and guidelines of IRENA, the IRENA/OECD style requirements and the anti-plagiarism policy. Further documentation on the before mentioned will be provided once the contract entries into force.

##### **Deliverables**

The outputs of this work are:

1. Inception report with a draft table of contents of the report and the proposed methodology: The table of content of the report and the detailed research methodology for the study will be agreed during the development of the inception report.
2. Submission of first draft: A report in English (UK) language should be drafted in a reader-friendly manner and include graphics and diagrams to the extent possible to facilitate its reading by non-technical experts. The report should not exceed 100 pages, including ca. 75 pages in main body of the report plus ca. 25 pages in annexes.
3. Submission of final draft of the report: this report will incorporate all the observations and comments from the IRENA revisions.

4. Finalised report after completion of the quality control process: After the final draft of the report is submitted by the contractor, the report will go through the following quality control process:

- » IRENA's internal review, followed by a new version *by the contractor* incorporating the required improvements;
- » External peer-review by experts in the field of QI, followed by a new generated version *by the contractor* incorporating the required improvements;
- » Editorial review by IRENA's English Editor, followed by a new version generated *by the contractor* incorporating the required improvements;
- » Final review by IRENA's Publications Office, followed by a new version *by the contractor* incorporating the required improvements.

Subsequently, the report will go through final editing and layout process, according to IRENA's publications style, and will be published on the web site of IRENA.

5. Fact-sheets, infographics and slide deck: the contractor will deliver;

- » A factsheet compiling the key messages from the study relevant to policy-makers;
- » Infographics presenting the key messages of the study in a graphical and friendly manner
- » A slide deck summarizing in a graphical manner the different sections of the report for outreach purposes.

The contractor will be required to discuss the project progress by video or telephone conference with the project team at the IRENA Innovation and Technology Centre (IITC), Bonn, Germany. This will typically be on a weekly or bi-weekly basis.

All background material and data used for the final report will have to be submitted to IRENA together with the final report. Analysis results should be provided in the form of one large MS Excel workbook. All the copyrights for deliverables from this contractual services will reside within IRENA. When referring to quality and costs of solar PV and onshore wind systems, please utilize the following reports from IRENA:

- i) QI for Renewable Energy Technologies Guidelines for Policy Makers

- ii) Boosting global PV markets: The role of quality infrastructure
- iii) Innovation Outlooks for Mini-grids and Offshore wind
- iv) Solar PV in Africa: Costs and Markets
- v) Renewable Power Generation Costs: 2017 Update

For further detail in these reports, review <http://www.irena.org/Publications>

### **IRENA/OECD style requirements**

Reports, working papers or other documents prepared for IRENA 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.

All IRENA publications 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 full explanation of abbreviations or acronyms.

IRENA provides a template Microsoft Word document (attached) for the drafting of reports and papers in a suitable format for IRENA-branded publications.

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 policy**

Plagiarism will not be tolerated whatsoever in IRENA publications. Any report, working paper or other document prepared for IRENA 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 draft publications. 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.

## V) TIMELINE

	<b>Deliverables</b>	<b>Duration*</b>
1	Inception report with a draft table of contents of the report and the proposed methodology	2 weeks
2	Submission of first draft	6 weeks
3	Submission of final draft of the report	3 weeks
4	Finalised report after completion of the quality control process	6 weeks**
5	Fact-sheets, Infographics and slide deck	1 week

*\* Tasks are sequential starting from the signing of the contract*

*\*\* Duration of the quality control process might be longer depending on the timely response from reviewers. The duration of this deliverable includes waiting time for reception of comments from internal and external reviewers and it is expected to represent c.a. 4 weeks of contractor's work.*

It is expected that this study requires approximately 5 person-months of work from experts in the field.

**Section 4: Proposal Submission Form** *(must be signed and completed with the Proposals)*

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To: IRENA, Chief Procurement Officer

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for this requirement. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation contained in it may lead to our disqualification.

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 IRENA General Terms and Conditions for Professional Services.

We agree to abide by this Proposal for 120 days as from the submission deadline date.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Contract.

We fully understand and recognize 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.

We remain

Yours sincerely,

Authorized Signature [*In full and initials*]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Proposer: \_\_\_\_\_

Contact Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

### Proposer Information Form

*[The Proposer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date of Proposal Submission]*

1. Proposer's Legal Name:
2. In case of Joint Venture (JV), legal name of each party:
3. Proposer's actual or intended Country of Registration:
4. Proposer's Year of Registration:
5. Proposer's Legal Address in Country of Registration:
6. Proposer's Authorized Representative Information  Name: Address: Telephone/Fax numbers: Email Address:
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation or Registration of the Proposer. In case of JV, letter of intent to form JV or JV agreement.  <input type="checkbox"/> In case of government owned entity, documents establishing legal and financial autonomy and compliance with applicable law.

**Section 6: Technical Proposal Form**

**TECHNICAL PROPOSAL FORMAT**

**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.*

**1.1 Brief Description of Proposer as an Entity:** Provide a brief description of the organization / firm submitting the proposal, its legal mandates/authorized 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 receiving by the 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.

<b>Name of project</b>	<b>Client</b>	<b>Contract Value</b>	<b>Period of activity</b>	<b>Types of activities undertaken</b>	<b>Status or Date Completed</b>	<b>References Contact Details (Name, Phone, Email)</b>

## **SECTION 2 - APPROACH AND IMPLEMENTATION PLAN**

*This section should demonstrate the Proposer's responsiveness to the specification 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 specifications.*

**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. Reporting and Monitoring:** Please provide a brief description of the mechanisms proposed for this project for reporting to the IRENA and partners, including a reporting schedule.

**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.

## **SECTION 3: PERSONNEL**

**3.1 Management Structure:** Describe the overall management approach toward planning and implementing this activity. Include an organization chart for the management of the project describing the relationship of key positions and designations.

**3.2 Staff Time Allocation:** Provide a spreadsheet will be included 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 and with the written approval of the IRENA. If substitution is unavoidable it will be with a person who, in the opinion of the IRENA project manager, is at least as experienced as the person being replaced, and subject to the approval of 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.

### Section 7: Financial Proposal Form

1. Financial Proposal: The Proposer is required to prepare the Financial Proposal in a separate envelope from the rest of the RFP response as indicated in the RFP Instruction to Proposers. Any cost-reimbursable items, such as travel and out-of-pocket expenses, should be **NOT** included in the financial proposal, if applicable.

**Please do not use any other format.**

#### A. Cost Breakdown by Cost Component:

The Proposers are requested to provide the overall cost breakdown for all deliverables based on the following format.

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 in USD
1	Task 1. Inception report with a draft table of contents of the report and the proposed methodology				
2	Task 2. Submission of the first draft				
3	Task 2. Submission of final draft of the report				
4	Task 3. Finalised report after completion of the quality control process.				
5	Task 4. Provision of fact-sheets, infographics and slide deck				
Grand Total Cost in USD					

**\*Important note on deliverables and structuring the cost:**

As per TOR, It is expected that this project duration is approximately **5 months +/- 10%**  
%

Duration is not necessarily the actual working days. Your Financial proposal should consider and reflect this estimation by IRENA's project team.

In addition to the Financial proposal, a separate document shall be attached providing a breakdown of individual task totals.

IRENA is an intergovernmental organisation and is exempt from VAT, custom charges and all other statutory charges, all prices must be exclusive of these taxes. The Fee should not include cost of travel. Any travel, if authorized by IRENA, will be made in accordance with IRENA's travel policy.

For:

Name of Bidder:-----

Authorised Signatory:-----/Stamp

Name:-----

Designation:-----

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_ / 2018