

20 February 2019

IRENA - REQUEST FOR PROPOSALS (RFP)

RFP/2019/0002

Assessment of Energy Usage and Optimisation Options in Selected Refugee Settings

Clarification / Update 1

All Invited Bidders,

With respect to the above captioned RFP, we have received several requests for additional information from prospective bidders. We have consolidated these requests / questions received to date, and provide them below. We hope these clarifications will assist you in preparing your submission to RFP/2019/002.

Deadline of submission of Proposals – is 4 March 2019; Time: 14.00H GST

The following clarifications are provided text in red:

1. Is it correct that the total cost to be submitted with the Financial Proposal shall include only the daily rates for the experts, not any travel, boarding and lodging expenses (see TOR p. 26)?

That is correct. Your financial quotation is only the daily rate of the consultants deployed, conforming to the identified categories in the TOR

2. Can you please provide IRENA's travel policy and procedures, including information on kind of air travel (Business, Economy, Mix) and daily allowances applicable?

IRENA's travel policy and procedures – Economy class travel and Daily Subsistence Allowance (DSA) rate as established by the United Nations. The DSA rate is published monthly by the UN and there are minor fluctuations in the rate per country concerned. IRENA will advise of the DSA rate being applied.

3. Will the logistics of organising international flights be handled by IRENA, will make the airline reservations / arrangements?

IRENA will make the airline connections and provide the travel tickets – see point 2 above.

4. According to the Annexes 1 and 2 of the TOR Hotel reservation and **transport will be arranged and organized by UNHCR and IRENA**. We assume that all related costs will also be taken over by IRENA. Is that correct?

When IRENA pays the DSA, the contractor is responsible for hotel payment. Travel from the airport in the country to the hotel in the city of entry is the contractor's responsibility.

In addition to the DSA, IRENA pays terminal expenses at the rate of USD 50.00 per leg of the journey for travel too and from airports, railway stations. Receipts are required.

5. Visa requests normally are being managed in the home country of the expert. Will IRENA take over the costs for Visa and how shall it be reimbursed?

Visa cost incurred by the contractor will be reimbursed on the presentation of documentation – Payment receipt – proof of payment is required.

6. We assume that interpreters will be assigned locally to the expert team by UNHCR. Is this understanding correct?"

See below in the respective country sections.

7. Regarding the Proposal Format: Do we have to stick to the boxed-format for the proposal, or is it fine to simply adopt the same structure (headings) in our own format?

We request that you retain the boxed format in the RFP. However, you use supplemental pages with corresponding headings to provide additional information.

8. We would like to request the existing data from field visits conducted by the UNHCR energy expert and field teams in Iraq and Ethiopia during Q4 2018, as referred to on pp. 19-20 of the RFP.

9. Please find below the Dropbox links for all the files/pics that we have been provided by UNHCR on the camps:

For Ethiopia:

<https://www.dropbox.com/sh/7c9qupfdcn019i7/AAARyJF2b5GEYLcbXV1DuMwNa?dl=0>

For Iraq:

<https://www.dropbox.com/sh/oabk9tshqfos3rc/AABgnBj23RjhdaseR4dz5GKra?dl=0>

Specific Comments with respect to **Ethiopia** – provided by UNHCR Office in country.

Data Collection in Ethiopia/ Assosa – responses in **green**

(a) Flights to Ethiopia / arrive in to Addis Ababa international airport.

Flights [to Assosa](#)

- i. There is a domestic flight connection from Bole International airport to Assosa. This is operated by Ethiopian airlines-Government owned National Carrier. There is a daily connection from Addis to Assosa.
- ii. The consultants (or IRENA) can make the booking from Addis to Assosa UNHCR has indicated that they can help with the bookings as well once they know the itinerary. However, they will not bear any travel costs.

(b) There will be no meeting / collection of consultants at Addis Ababa airport.

- i. There are taxis and hotel services available at the Bole international airport 24/7

(c) Accommodation in Addis Ababa:

- i. The consultants can stay in any hotel of their choice. The frequently used hotel is Sheger or Saboon Hotel which is very close to the UNHCR office

(d) The approximate cost is about \$50 per day minimum for each

(e) Accommodation in **Assosa**? (i) What type of accommodation – Hotel or Guest House. (ii) How many people can be accommodated. (iii) Who makes the bookings? (iv) What are the costs? (v) Is it a bed / breakfast type of arrangement?

- i. The consultants will stay in hotels in Assosa
- ii. Frequently used hotels - are either Semahal or Blendana hotel-Assosa
- iii. UNHCR sub-office will / can make the bookings.
- iv. The prices are in the range of U\$30 per night / breakfast.

(f) Interpretation / Translation service:

- i. Yes, translators are available
- ii. The consultants have to hire their own.

(g) Any special health requirements? (i) Vaccinations (2) Any other matters

- i. The consultants need to carry International Health Card / Yellow Card / WHO card.
- ii. For further information please Google health requirements for **Ethiopia** / or contact the public health authorities in your country of origin.

(h) Any other information that you think will be useful

- i. Consultants must have upto date travel documents including valid pass-port, entry visa and flight tickets

Specific Comments with respect to **Iraq** – provided by UNHCR Office in country. Responses in **Red**.

DATA Collection in Iraq

1. Flights in to Erbil, Iraq – via international airport – **Many international airlines serve Erbil**
2. Meeting / Collection of consultants at Erbil airport – **YES, UNHCR will assist**
3. At Erbil – (i) **where will these consultants stay?** (ii) **Please provide names of approved hotels and or guest houses.** (iii) **What is the approximate cost of these hotels?** **See below – cleared hotels, Consultant should stay either in Erbil or Duhok depending on their work**
4. Travel from Erbil to Dohuk – (i) **what is the modality – CARs or BUS, both are acceptable** (ii) **Who arranges this transport?** (iii) **Who pays for the transport –Consultants**
5. Accommodation in Dohuk? (i) **What type of accommodation – Hotel.** (ii) **How many people can be accommodated: As many as you want** (iii) **Who makes the bookings? UNHCR can make the booking for you provided that we know # visitors and # of nights in each location (Erbil, Duhok)** (iv) **What are the costs?** (v) **Is it a bed / breakfast type of arrangement? Cost varies, for example, USD 60-100 (Bed and Breakfast) per person per night.**
6. Interpretation / Translation service – (i) **is it available?** (ii) **who provides it? UNHCR or do the consultants hire their own and pay for them? Consultants should hire and pay for local translators**
7. Any special health requirements? (i) **We are not aware about any vaccination requirement to enter Iraq, but you can check from your side as well / Google search or check with your national public health authority.**
8. Any other information that you think will be useful
 - **Attaching list of cleared Hotel in Duhok.**
 - **Security situation is stable in the area.**
 - **A UNHCR team will assist on the ground when visiting camps are Partners. But it is key we know the dates in advance.**

List of hotels in Erbil and Duhok are attached.