

Clarification 3. Ref: RFP/2019/002. Consolidated Response to Potential Bidders based on Request Received.

“Assessment of Energy Usage and Optimisation Options in Selected Refugee Settings”

Bid Closing Deadline – 18 March 2019; 14.00 H  
Sent to All Bidders on the Shortlist. Posted on the IRENA Website.

1) *“...a question related to the assignment “Assessment of energy usage and optimisation options in selected refugee settings”. (RFP/2019/0002). **The RFP mentions that the Consultant should undertake gender disaggregated data collection. My question: Should all of the collected data be separated by gender?**”*

**Response:** Just flag gender-specific items where applicable.

2) *“Section 3.2.6 states that the institutional energy data has to be collected in 5 working days with a field team of maximum 3 people. Can you confirm the following: The actual data collection process, from each campsite, has to be completed within 5 days or the 5-day limit is only limited to data from section 3.2.6.1, 3.2.6.2, 3.2.6.3.?”*

**Response:** The consultancy services entity is expected to spend 5 working days per camp (excluding travel days) for all the data collection. Point 3.2.6. of the RFP states: “Time size may vary for each camp, given different sizes, however this has to be specified at the time of submitting a proposal”. The 5 days are not negotiable due to UNHCR constraints, while you might propose more people if absolutely necessary.

3) *The section 5, Timeline and Deliverable section states that the assignment has to be completed by the end of June 2019. However, the deliverable section states that the final summary report has to be submitted within 20 weeks of the submission of mission reports (which is to be done within 12 weeks of the contract award). It seems from the table that the duration of the assignment is maximum 32 weeks. Is this correct? The June 2019 deadline applies to which part of the deliverable?*

**Response:** it is 20 weeks from contract signature.

4) *We might require equipment to gather data for certain section of the energy audit. Will IRENA/UNHCR facilitate partnership with technical organisations in respective countries to get those equipment or the consulting organisations have to arrange it on their own.?”*

**Response:** The bidder out data recording etc. Consultant is responsible for all the technical equipment that maybe required to carry.

Iraq: There are drones, usually used by oil companies, but this requires prior authorization from Government. We discourage this for this kind of mission as we cannot guarantee the timely approval for the mission.

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5) “With reference to the above-mentioned RFP, and after careful study of the RFP documents, you are kindly requested to provide clarifications on the following questions related to the RFP: The data sheets for Irena (181204-Fichier preparation IRENA Ethiopia) contains data for ASSOSA locations, SHERKOLE Refugee camp location, TSORE Refugee camp location;

(i) *Is the data collection list itemized in the excel sheet with ASSOSA, SHERKOLE, TSORE locations is the one that we have to collect and measure for each site, as there is a difference from the TOR list?*

The successful Proposer shall consider as reference the data collection listed in the [section 3.2.6. of the TOR](#).

(ii) *We were not able to locate the ASSOSA locations. Are they in SHERKOLE Refugee camp OR in TSORE Refugee camp or neither? And what’s the distances between them?*

The Assosa locations are visible in the KMZ file which is present in the Dropbox link provided in Clarification 1 (and is available on the IRENA Website) document.

6. The data sheets for IRENA (181204 Fichier preparation IRENA Iraq) contains data for ERBIL offices locations, Darashakran Refugee camp location, Duhok offices locations, Domiz 1 Refugee camp location, Domiz 2

Re: Refugee camp location;

(i) *It was requested in the RFP to carry out detailed energy audits and assessments on Domiz 1 and Domiz 2 Refugee camps and Darashakran Refugee camp, were the data sheets contains locations for Erbil offices & Duhok offices; do we need to carry out an energy audit on them as well?*

Answer: The field offices are part of the energy assessment (UNHCR offices under institutional energy in the TOR), not included in the 5 days per camp (they are outside the camps).

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(ii) *The list of data associated with each location in the (181204 Fichier preparation IRENA Iraq excel sheet), is it the list that we have to stick to in our data collection and measurement?*

The successful Proposer shall consider as reference the data collection listed in the section 3.2.6. of the TOR. What is in the Fichier is additional information from UNHCR site visits to allow better preparation of the missions.

#### 7. *General related to the Scope of Work*

(i) *It was stated in the RFP that It is expected for this study to require approximately 20 person-weeks (including travel days) distributed across the project team, with a project team of max. 3 persons. This means that we have 1 week for each Camp site, with 2 days of traveling and 5 working days in each camp.*

**Response:** it is 20 weeks from contract signature.

(ii) *With the size of data collection/ measurement and the sizes of each camp we think that 5 days only is tight, can this period be amended/extended?*

**Response:** Bidder should optimise their resource allocation – (a) either in personnel, or (b) in time to reach the best possible out-come. However, the 5 days are not negotiable due to UNHCR constraints, while you might propose more people if absolutely necessary.

(iii) *It was stated in the RFP that this assignment is required to be completed by end of June 2019. Is this date fixed or can it be amended upon the progress of contract award and visa obtain”?*

**Response:** it is 20 weeks from contract signature.

8. *We were not able to locate Erbil & Duhok offices. Are they in the Refugee camps? And what’s the distances between them and the camp if they are not in the camp? Response from UNHCR – is below*

**Response:** Offices are outside the camps. Erbil and Duhok are in 2 different cities (3 hours drive between offices). Coordinate of offices are below to locate them on a map.

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UNHCR Office Erbil

36°12'45.27"N

43°58'21.09"E

UNHCR Office Duhok

36°51'26.13"N

42°59'1.60"E

8. Rates for translators / Interpreters:

(i) Ethiopia

UNHCR does not have permanent translators. It often, hires such individuals on site depending on the type and size of the task and duration.

The daily rate is closer to 10-15 USD per day.

(ii) Iraq:

Translation:

Written: \$15-\$20 per page (word documents)

Speaking: \$250 per day. The client is responsible for food and accommodation of the translator.

Information ‘provided without prejudice’. Please note that these rates are estimates provided by the UNHCR. IRENA, passes this on as per request by bidders

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|     | Page | Paragraph in the RFP   | Text   | Question   | Clarification / Response – IRENA – Red text   |
|-----|------|------------------------|--|--|---|
| (a) | 18   | First (In 1.2 section) | The assessment shall include but not be limited to taking multiple readings by a power data logger to better comprehend the energy loads (for all energy and fuel) and needs of the sites. Practical recommendations on how to regularly monitor electricity consumptions will be provided, based on the situation on the ground. The data logger should be left connected to the power station for the duration of the site visit, to collect at least 3 days of hourly or sub-hourly data. | If there are several diesel generators in one refugee camp, is it necessary to monitor each for at least 3 days? | Yes, it is necessary to monitor each generator for a minimum of 3 days in order to obtain the most accurate data possible. Please specify the type of data logger that will be used for generators’ monitoring and type of data that will be collected, at which sampling rate.   |
| (b) | 18   | third (in 2)           | The overall objective of this project is to identify current and future (expected) energy use in refugee settlements and identify solutions for a more reliable, affordable and environmentally-friendly energy supply using renewable energy sources.   | Is there the same objective for host community?  | Point 2 of the TOR on page 18 states: “IRENA will evaluate the overall energy needs for refugees living in the identified camps in Ethiopia and Iraq <b>as well as for the immediate host community</b> and the energy needs for UNHCR and Implementing Partners operations and services.”<br><br>Hence yes, the same objective applies to the host community.<br><br><b>UNHCR – Iraq:</b><br><br>For Iraq (Darashakran & Domiz ) camps, the notion of Host community (or immediate |

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|     |    |                  |  |   | community ) is limited to the neighbouring community of the respective camp OR the village in which the camp erected.<br><br>Domiz village host population is 8,895 individuals and Darashkran sub-district host population is 8’000 individuals.<br>The energy need in these communities to be estimated by the consultant through a meeting with relevant energy providers in the areas.” |
| (c) | 18 | fourth (in 2)    | ...IRENA will evaluate the overall energy needs for refugees living in the identified camps in Ethiopia and Iraq as well as for the <b>immediate</b> host community and the energy...  | What is the definition of “immediate”? Does it include the immediate areas surrounding the camps, or it refers to the community of professionals working in the camps.<br>If catchment area, how large is the catchment area (in km2, for example)? | See above.  |
| (d) | 20 | First (in 3.2.2) | Should prospective bidders require, the aforementioned data from the field visits, it shall be provided to the interested bidders upon request. Please see the instruction for bidders for details on how to request the afore mentioned data. | Please, how can this information be requested? It wasn’t possible to find such instructions in this document  | Available through Dropbox links provided in the Clarification 1 document on the IRENA Website.  |
| (e) | 22 | 3.2.6.2 (p)      | Where air conditioning is installed, get specifications of the units, estimated load, COP/SEER efficiency metrics, insulation level of the rooms where they are  | Is it necessary to measure the insulation coefficient of the walls?   | An estimate of the insulation level can be done by noting the materials of the building envelope and their thickness, and give an   |

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|     |    |             | used and potential for improving insulation  |  | estimated insulation level in tiers, from least insulating to most. Not necessary to measure it with thermocouples: we do not expect particularly well insulated envelopes and especially often not airtight |
| (f) | 26 | 5. Timeline | It is expected that this study requires approximately 20 person-weeks (including travel days) distributed across the project team. | From the dates indicated in the table it is concluded that the total duration of the consultancy could extend to up to 32 weeks. The assumption that the study only requires 20 person-week seems insufficient. Could you please clarify which dates should be used as a guideline for the planning of timings of tasks.   | It is 20 weeks from contract signature. Please see Clarification 2 document on the IRENA Website for further details.  |
| (g) | 26 | 5. Timeline | The assignment is required to be completed by end of <b>June 2019</b>  | If mission reports can be submitted up to week 12 after signing the contract, and the final report can be submitted up to 20 weeks after the mission reports submission, it seems impossible to complete the assignment by end-June 2019 (please see the time schedule attached). Please clarify the dates which should be used as a guideline for the planning of timings of tasks. | Please refer to Clarification 2 document for update on deadline/dates.<br><br>20 weeks from the date of signature.   |

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| (h) | 27 | 6.1<br>Qualitative<br>Evaluation<br>criteria | ii. carrying out technical and financial assessment of decentralised small scale renewable energy solutions (including analyses pertaining to biomass fuel supply chains), and | As indicated in the note in section 3.2.4 (Household cooking) this assignment is limited to “data collection” and “no specific solution is to be recommended”. In this context, why is experience in the biomass fuel supply chains analysis valued? | <b>In case biomass is an option that could be considered for power generation (e.g. biodiesel). Information on what biomass supply options are available can also be relevant for UNHCR in the context of cooking options, but is not the primary objective</b> |
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