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**BID CLARIFICATION**

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| Title | **Consultancy Services to design a Comprehensive Capacity Building Programme for the African Energy Sector.** |
| Procurement Number | **AFREC/PRO/08.21** |
| Original Deadline for Submission | **30 July 2021** |
| Revised Submission Deadline | **30 July 2021** |

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| SN | QUESTIONS BY POTENTIAL BIDDERS | AU REPOSNSES |
|  | |  | | --- | | Question: Under expertise criteria below, MBA/PGDBM should also be considered?  6. Expertise  i) a) Minimum Master’s Degree in energy related disciplines such as energy policies, projects management, energy economics and finance, energy operations, energy supply chain, maintenance, etc. | | Yes, MBA is considered and it is preferable to PGDBM. However, as PGDBM is a Post Graduate Degree in Business Management, it can also be considered. |
|  | Question: Under expertise criteria below, MBA/PGDBM should also be considered.  6. Expertise  Minimum of Master’s Degree or equivalent in the energy capacity building related field with a track record experience of at least seven (7) years in designing trainings in the energy sector (conventional and non-conventional energy) | Yes, MBA is considered and preferable to PGDBM. However, as PGDBM is a Post Graduate Degree in Business Management, it can also be considered. |
|  | Concerning the role of AU experts, we would like to better understand their participation.  With respect to Section 9 of the procurement, it is described that,    *“AFREC will nominate an African group of experts from AU Member States (at least 10, 2 experts from each African region),*  *the group of experts will provide to oversight on the implementation and give guidance.”*    Will they be *joining*the private consultancy within the scope of work (as set out in Section 4), and working alongside it and its *own* experts, or acting as an additional instrument in the subsequent implementation phase, only?  If you could comment more on the role of the AU Member State experts, during the consultancy process versus afterward, it would be very much appreciated.  As we compose our own team of experts, this clarification will help us a great deal. | The African group of experts from AU Member States will mainly act as an oversight committee during the execution of the assignment of the Capacity Building programme design for the African energy sector. They are expected to review reports submitted by consultants, participate in meetings, respond to questions from consultants if there any. In general, the African Group of experts will act as a quick source of information to help the consultant in the implementation phase of this assignment without taking any responsibility of the consultant as set in the ToR. Overall, the group will provide general guidance that will help the successful implementation of the Capacity Building Programme for the Energy Sector. However, the group of experts can also provide useful information during the design of the capacity building, that can help the consultant in the design of the Capacity Building programme.  Kindly note that these AU experts are not member of consultants team proposed by the bidders and have no responsibility to conduct the assignment. |
|  | Please confirm that submission is electronic as suggested on p4 of the RFP. We note that some of the wording on p2 suggests physical submission is required. | Yes, we confirm that submission ( TECHNICAL and FINANCIAL) is electronic and must be in two separate documents and PASSWORD protected. Please refer to point 4, Page 3 of the RfP for your ease of reference. |
|  | We understand that the scope is focused on advising on the design of the capacity building programme. Please confirm that it is not expected that detailed training materials are prepared as part of this assignment. | Yes, we confirm. However, while the consultant is not expected to prepare detailed training materials as part of this assignment, he/she is expected to develop a comprehensive table by listing capacity building/ training modules, objectives, contents, level or targeted groups of experts, target countries or regions, possible capacity building providers, mode of training (physical, online), propose the duration of workshops, etc. This information/output will serve to craft the Terms of Reference (ToR) for a separate consultancy to develop the detailed contents of the capacity building, physical and online training or self-education training in the forms of videos to be uploaded in electronic platforms that can be accessible by targeted African groups (refer to part 4 of the scope of work for detailed information). In addition the consultant is expected to address all the points listed in scope of work. |
|  | We note that 5 points for the technical submissions are awarded for “Language”. Please confirm the requirement and the language in which the consultant is expected to deliver. | Yes, full mark of 5 is awarded to language. The consultant should include in his team some members that can speak at least English and French which are working languages of many African Union Member States. Having team that members together have good command of other official languages of the African Union (Arabic, Portuguese) are considered as an advantage |
|  | In item (1) of the Scope of Work a number of specific areas are identified “in addition to ‘general’ energy skills gaps”. We would be grateful if AFREC could confirm what falls within the scope of “general energy skills”? i.e., is the exercise intended to be focused on engineering, economic, commercial competencies? | By “general energy skills”, the consultant is expected to explore energy skills gaps in any relevant energy related disciplines including, but not limited to energy policies, projects management, energy economics and finance, energy operations, energy supply chain, maintenance, engineering, economic, commercial competencies, etc. |
|  | Under “2. Objective” reference is made to a “5-year implementation plan”. Our understanding that this is not an additional deliverable; rather, it simply refers the period over which the capacity building programme would be implemented – could you please confirm? | Yes, the “5-year implementation plan” refers to the period over which the capacity building programme would be implemented. |
|  | We hereby request you to clarify that on page 2 of the RFP document in "SUPPLIERS CHECKLIST PRIOR TO SUBMISSION OF BID DOCUMENT" it is mentioned against Sl. No.5 that   " One original, One Electronic proposal password protected ". It is not clear from the word "Original". The same may please be clarified whether the submission of hardcopy is required or not.  If yes, then we hereby request that in view of the ongoing Pandemic submission of hardcopy may please be waived off as there is the uncertainty of International flights/ courier services. | Due to the ongoing COVID-19, we confirm that submission (TECHNICAL and FINANCIAL) is electronic and must be in two separate documents and PASSWORD protected. Please refer to point 4, Page 3 of the RfP for your ease of reference. |
|  | We request you to extend the bid submission deadline by at least TWO weeks. | It is not possible to extend the deadline. |
|  | Please share the contracting terms & conditions/ draft contract. | The contract terms and conditions/draft cannot be shared with bidders at this stage. The contract terms and conditions are only shared with the bid winner upon the completion of both technical and financial evaluations. The contract will be based on AU procurement manual available on the AU website. |
|  | Please confirm if we can consider quoting our financial proposal in USD currency? | Yes, the quotation in the financial proposal should be in USD currency. |
|  | Please provide the payment structure across deliverables and the key payment terms. | The payment structure across deliverables and key payment terms will be clarified in the contract. |
|  | What would be applicable local taxes, withholding taxes, etc. on the consulting fee? Do they need to be identified and included within the financial proposal? | AFREC will pay the lump sum to the bid winner against the deliverables as per the contract terms and clauses. Local and all taxes matters are held at the consultant level. |
|  | In order to draft a competitive, could you please provide us with an indicative budget for the mission? Alternatively, could you estimate the number of man-months to perform the required activities? | The budget is not revealed at this stage. The time frame for this assignment is set to 4 months. It’s up to the consultant to estimate the number of man-months to perform the required activities. |
|  | It is our understanding that the capacity building and training phase of this program will be followed by a period of active implementation. Will participation in the capacity assessment preclude the same firm from pursuing implementation of this activity? | No |
|  | We noticed your Bid Notice and we want to confirm that the bid is internationally opened. | Yes |
|  | Could we submit within a consortium? | Yes |
|  | Is an NGO eligible to bid? | An NGO is qualified as long as it meets the expertise criteria listed in the RfP. |
|  | As a training center, are we allowed to bid for this RFP and participate in the implementation phase (capacity building programme with a 5-year implementation plan)? | Yes |
|  | In addition, as an expert is it possible to participate in the designing phase (the current RFP) and later in the implementation phase? | The designing and the implementation phases are separate. This actual RfP concerns the designing phase only. You can participate as a firm or Consultant’s team member in the implementation phase in the future. |
|  | As per our understanding, the objective of this assignment is to carry out the Capacity and Skills Gaps Assessment and Develop the training curricula/syllabus and not the delivery of physical or online training.  Please confirm whether our understanding is correct. | Yes, your understanding is correct. |
|  | As per point 4 of the Scope of works It is men- tioned that “Since the Capacity Building Programme targets the staff of the AU Member States, RECs, etc who already have the required qualifications but there are some specific gaps that need to address, the training duration should be between 1 week to 2 weeks maximum.”    Kindly Clarify whether the training to be given to target staff   or   just the module to be formulated for them and not the delivery of training. | At this stage, the consultants are expected to formulate just the modules, but not to deliver the training. |
|  | In the same paragraph, it is mentioned that “Whenever relevant the list could also include self-education capacity building/training that can be developed in videos to be uploaded in electronic platforms and be accessible by targeted African groups.”    Please clarify whether the videos are to be made by the prospective consultant or it will be made by the AFREC. | The consultant is not expected to make the video. However, it is expected to develop a comprehensive table by listing capacity building/ training modules, objectives, contents, level or targeted groups of experts, target countries or regions, possible capacity building providers, mode of training (physical, online including self-education), propose the duration of workshops, etc. This information will serve as a reference AFREC to draft the Terms of Reference (ToR) that will lead to the development of self-education capacity building/training in videos formats, which will be uploaded in electronic platforms and be accessible by targeted African groups. |
|  | Concerning the role of AU experts, we would like to better understand their participation.  How will their role manifest? How will AU experts support and coordinate with consultants? | The AU experts will oversee the overall process to ensure that the outcomes of this assignment meets the expectations. Please refer to the answer to the clarification question # 3 and the section 9 of the RfP for other roles of the AU experts. |
|  | How long will it take AFREC to reach a decision about the proposals and when would work commence? | It depends on many parameters that depend on the AU procurement process. However, the bids are assessed right after the submission deadline. The evaluation results will undergo the AU internal approval procedure before the bidders are informed about the outcomes. The work will commence right away from the date of the contract signature. |
|  | What educational level will the skills gap assessment be addressing? What are the qualifications of the target audience?   1. Will these short programmes require a structured curriculum development process as approved by each country's education authority? Would they be classified as in-house programs? 2. Will the training programmes need to be certified officially by either an international or local process? 3. Is the output of this consultancy a headline curriculum/syllabus as the input/TOR for a separate consultancy to develop the actual content of the curriculum? refer to part 4 Scope of work - point 5. | The educational level the skills gap assessment will be addressing go from technicians to managers levels (Associate to Master’s levels).  a) No  b) No  c) Yes |
|  | Can you provide a budget range for this procurement? | The budget is not revealed at this stage. |
|  | With respect to Section I, subsection 7:  In the Letter of Invitation, you ask for “…Statements of availability for the proposed experts”.  We understand availability as referring only to each expert’s start date, since deliverables and timeline are pre-set once the project begins.    Question:  Do you require a formal letter signed by all parties, or do we simply provide an indication of each expert’s start date, per region? | A formal letter signed by all parties would be great. However, a clear and formal statement of availability of the proposed experts would be sufficient. |