



African Union

REQUEST FOR PROPOSALS

CONSULTANCY SERVICES

TO DESIGN A COMPREHENSIVE CAPACITY BUILDING
PROGRAMME FOR THE AFRICAN ENERGY SECTOR

Procurement Number: AFREC/PRO/08.21

**SUPPLIERS CHECKLIST PRIOR TO SUBMISSION OF BID
DOCUMENT**

No	Description	Tick
1	Duly filled and signed bid form	
2	Duly filled Financial offer	
3	Bid validity (90 days)	
4	Read and understood the Terms Reference	
5	One original, One Electronic proposal password protected	
6	Read and understood the bid data (section 3)	
7	Attached copies of relevant Registration documents in the technical envelope	
8	CVs and Statements of Availability for the proposed experts	

AFRICAN ENERGY COMMISSION



COMMISSION AFRICAINE DE L'ENERGIE

اللجنة الإفريقية للطاقة

COMISSÃO AFRICANA D' ENERGIA

Section I: Letter of Invitation

28 June 2021

Dear Sirs,

REF: CONSULTANCY SERVICES FOR THE DESIGN OF A COMPREHENSIVE CAPACITY BUILDING PROGRAMME FOR THE AFRICAN ENERGY SECTOR

1. The African Union would like to engage the services of a consulting for **Consultancy firm to undertake the above referenced**. The African Union now invites interested and eligible bidders to submit technical and financial proposals for the assignment as per attached Terms of Reference (TORS).
2. A **FIRM** will be selected under the **Quality and Cost Based Selection Method** procedures described in this RFP. The weight for technical and financial scores shall be 80% and 20% respectively.
3. The RFP includes the following documents:
 - Section 1 – This Letter of Invitation
 - Section 2 - Terms of Reference
 - Section 3 – Technical Proposal Submission Form
 - Section 4 – Financial Proposal Submission Form
4. The **TECHNICAL** and **FINANCIAL** offers in **ELECTRONIC** form must be in **TWO SEPARATE** documents and PASSWORD protected and be delivered to the address below.
5. The deadline for submission of proposals is 15:00 hours Addis Ababa time on 30 July 2021. Late bids will be rejected.
6. Bidders may request for clarifications no less than seven (7) days from the deadline for submission, from ngaryos@africa-union.org with copy to Abdallahr@africa-union.org
7. Bidders must submit the following documents: (i) Certificate of incorporation (Company Registration); (ii) At Least 3 Contactable references in the last 5 years and (iii) Company profile demonstrating (iv) CVs of proposed Experts (v) Statements of

Availability for the proposed experts. These documents must be part of the Technical Proposal.

8. The address for deposit of bids is: afrec@africa-union.org with copy to Bezas@africa-union.org.

Section 2: Terms of Reference

Consultancy service

For

Designing a comprehensive Capacity Building Programme for the African Energy sector.

1. Background

The African Energy Commission (AFREC) is a specialized technical agency of the African Union Commission (AUC), under the Department of Infrastructure and Energy created by Decision of the 37th Summit of the OAU African Heads of States and Governments in July 2001 and officially launched by the African Union Ministers in charge of Energy in February 2008 in Algiers, Algeria.

As per its convention, AFREC has a broad mandate including:

- Develop policies, strategies, research and plans based on Member States, sub-regional, regional and continental development priorities and recommend their implementation.
- Design, create and update an energy continental database and facilitate the rapid dissemination of information and exchange of information among Member States, sub-regional, regional and continental institutions;
- Provide technical support, mobilize financial and technical support while providing capacity building to the Member States, sub-regional, regional and continental institutions;
- Undertake training and capacity building programmes in various African energy sectors in order to develop political, managerial, technical and decision-making capacities in AU member states and advise and encourage the development of human resources in the energy sector.

AFREC's activities and programmes are also based on the AUC Strategic Plan, various resolutions and declarations adopted by AU Summits and Energy Ministers with regard to energy development in Africa.

Although Africa is endowed with huge energy resources in coal, oil, natural gas, hydropower, geothermal, solar, wind, bioenergy, etc distributed across all African countries and regions, Africa still has 600 million people without access to electricity, 900 million Africans without access to a clean cooking facility, from whom 600,000 African die every year due to indoor pollution as result of using charcoal and firewood in cooking.

Gaps in human and institutions' capacity as well as availability of skills are some of the major challenges for energy sector development in Africa. These gaps differ from sector to sector, from country to country and from one African region to another. Therefore, capacity building is needed in various aspects of the energy sector in AU Member States at managerial and technical levels including energy technologies (renewable & non-renewable), energy policies and regulatory frameworks, energy

market & economies, energy projects development, operation and maintenance of energy facilities, renewable energies, electricity sector (on grid, mini grid & off grid), etc. In this regard, the AFREC, would like to engage a consultancy service to design a holistic capacity building programme which aims at increasing the skills and capacity in the AU Member States to improve the African energy sector.

2. Objective

The main objective of this consultancy service is to invest in African human resources by designing a comprehensive capacity building programme with a 5-year implementation plan for AU Member States to enhance the capacities of policymakers, energy planners, regulators, experts and technicians from AU Member States, Regional Economic Communities (RECs), regional power pools, centres for renewable energy & energy efficiency and other relevant stakeholders supporting the sustainability of the African energy sector.

The specific objectives of this assignment are:

- Carry out a Need Assessment on the capacity and skills gaps within the African energy sector at the regional and national levels for both the private and public sectors;
- Identify key African and international institutions with the expertise to build the capacity and skills of African stakeholders and institutions;
- Develop training curricula/syllabus to fill the skills gap in several key areas including energy technologies (renewable & non-renewable), energy policies and regulatory frameworks, energy market & economies, energy projects development, operation and maintenance of energy facilities, renewable energies, electricity sector (on grid, mini grid & off grid), etc.
- Matching the capacity needs with the institutions that could provide the training, which will be a basis of coordination and harmonisation of capacity building activities implementation in the Member States for efficiency;
- Estimate the required financial resources to implement the capacity building and skills development activities;
- Recommend best practices to enhance capacity building and skills development for African energy decision makers accordingly based on the result of skills gap analysis;
- Recommend a cooperation strategy that encourages cross-border learning and exchange of knowledge between AU member states and regional and continental institutions;
- Develop a framework for building long-term collaboration between AU Member States, international partners, regional and continental institutions on research and innovation in the energy sector.

3. Expected outcomes

The expected result of this project is to have a SMART roadmap which clearly identifies skills/capacities gaps while proposing trainings to address those gaps in the energy sector across AU Member States, regional and continental African institutions. This Roadmap will include effective training plan with a list of the African and international institutions and training centers able to provide required training that

addresses the specific skills needed by policymakers and energy experts of AU Member States, Regional and continental institutions in the energy sector.

More specific results of the project include, but are not limited to, the following:

- a) Conduct Capacity and Skills Gaps Assessment on the African energy sector at the regional and national levels for both the private and public sectors;
- b) Develop African Energy Sector Capacity Building Programme by proposing modules/ training sessions with all related details that can help to draft the Terms of Reference (ToR) of modules based on the findings of the Capacity and Skills Gaps Assessment;

4. Scope of work

The consulting firm or a team of consultants shall work closely with AFREC to achieve the following tasks:

1. Carry out Capacity and Skills Gaps Assessment and evaluate the capacities needed in AU Member States, regional and continental African institutions in consultation with Member States and relevant stakeholders. In addition to 'general' energy skill gaps, the analysis will identify gaps with respect to the following key continental areas/issues:
 - i) Agenda 2063 goals and aspirations that depend or are related directly to energy including the African Continental Free Trade Area (AfCFTA);
 - ii) UN 2030 Agenda for Sustainable Development: capacities for designing policies, strategies, frameworks, plans etc for meeting SDG 7 universal access including but not limited to development of national electrification plans;
 - iii) Africa Energy Transition Programme (AETP): Assess the capacities for implementing the national, regional and continental level aspects of the AETP including but not limited to an understanding of energy transition in general, African perspectives, and the AETP in particular;
 - iv) Africa Single Electricity Market (AfSEM): Assess the capacities for implementing regional power trade and its various aspects including understanding power pool operations, electricity market structures, capacities of key players to implement regional power trade including transmission system operators, regulators, government ministries, critical skills in loadflow analysis, electricity pricing, system control operations, cross-border regulation, etc;
 - v) Africa Bioenergy Policy Framework and Guidelines: Assess critical capacities in bioenergy areas (policy and technical), institutional capacities, etc;
 - vi) Africa Energy Information System: Which areas of data and information do energy players at national and regional level require and what capacities exist and how can they be met;
 - vii) Paris Agreement: Assess understanding of energy sector players on climate commitments and their implications and their capacity to implement them including developing energy sector NDCs, etc.

- viii) Programmes that implementing by continental and regional institutions such as Regional Economic Communities (RECs), African Union Commission (AUC), African Development Bank (AfDB), African Development Agency (AUDA – NEPAD), etc.
2. Identify possible African and International institutions and training centers that are providing capacity building which can possibly be engaged to provide trainings based on the skill gap analysis.
 3. Develop African Energy Sector Capacity Building Programme 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.
 4. Since the Capacity Building Programme targets 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. In case the modules last more than two weeks as early proposed, the training modules can be split in separate sessions (part 1, part 2, part 3, etc). 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.
 5. Develop a comprehensive table including detailed information which will serve to craft the Terms of Reference (ToR) that will cover the list of topics highlighted in point 3 above.

5. Deliverables

The consulting firm or consultants shall provide the following deliverables as follows:

- An inception report covering the methodology including, the work programme (content and timetable) and the composition of the team of experts with indication of their respective competence and tasks. The inception report shall be submitted two (2) weeks after the signature of the contract;
- Inception meeting with AFREC technical team and selected experts from African countries (10 experts, 2 from each African region), three (3) weeks of the signing of the contract;
- A draft report covering tasks 1 – 5 from the scope of work, twelve (12) weeks after the signature of the contract;
- Comments from AFREC staff and group of the African Experts, fourteen (14) weeks after signature of the contract;
- Validation workshop with AFREC staff and African group of experts, fifteen thirteen (15) weeks after the signature of the contract;
- Final report, sixteen (16) weeks after the signature of the contract.

The deliverables are summarized in the below table:

Number	Deliverables	No of weeks after contract signature
1	Contract signature	0
2	Inception Report	2
3	Inception meeting with AFREC technical team and selected experts from African countries (5 – 10 experts)	3
4	A draft Report covering tasks 1 to 5	12
5	Comments from AFREC staff and group of the African Experts.	14
6	Validation workshop with AFREC staff and African group of experts	15
7	Final report	16

6. Expertise

The Consulting firm or a team of Consultants shall comprise at least the following competencies:

- i) A team leader shall have:
 - 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.
 - b) At least ten (10) years in the energy sector with a demonstrated practical experience in the design of capacity building programme in the energy sector.
 - c) Team management, communications and stakeholders engagement skills
 - d) International or regional experience is desirable with a good knowledge of African energy issues.
- ii) Key experts shall have:
 - c) 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).
 - d) International or regional experience is desirable with a good knowledge of African energy issues.

7. Time frame

The Consulting firm or a team of Consultants is expected to achieve all the deliverables and submit the final report to AFREC 4 months after the signature of the contract.

8. Communication

Mr. Sylvain Degolmal Ngaryo, Principal Policy Officer at AFREC, is the project manager of this assignment from AFREC side. He will be in close contact with the consultants to provide all necessary guidance and assessment to liaise with member state countries, regional and continental institutions, access to the required information

available at AFREC. He will also help in arranging meetings related with this assignment if required.

9. Management of the assignment and logistic arrangement

- The AFREC will be the contracting agency and will support in linking the consultants with African countries and regional and continental African institutions.
- 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.
- Due to COVID 19 pandemic and travel restriction, the assignment will be conducted virtually; this means extensive discussions between the consultant, countries and AFREC through conference calls and exchange of emails.
- In case the travel restriction is removed during the assignment, the consultants can pay a visit to the focused countries to perform activities that may need travel. In case of any travel required by this assignment, AFREC will provide a ticket and DSA to the consultants. The ticket and DSA will be according to the AUC rules and Regulations (the DSA as per UN rate, return ticket economy class by the most direct route).

10. Technical Proposal

In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFQ in detail. The Technical Proposal shall provide the following information:

- a) A brief description of the firm and/or the team and an outline of recent experience on assignments of a similar nature with sufficient information including duration of the assignment, contract amount, and the firm's involvement;
- b) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client;
- c) A description of the methodology and work plan for performing the assignment;
- d) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing;
- e) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years of experience and degree of responsibility held in various assignments during the last ten (10) years;
- f) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member;
- g) A detailed description of the proposed methodology, staffing and work plan to carry pout the assignment;
- h) Any additional information may require;
- i) The Technical Proposal shall not include any financial information.

11. Finance Proposal:

In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFQ documents and list all costs associated with the assignment.

The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultant is expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

12. Evaluation of Technical Proposal:

The evaluation committee appointed by the Client, as a whole, and each of its members individually, will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria and point system as specified table below.

S/N	AWARD CRITERIA	ALLOCATED SCORES
1.	Specific experience of the Consultants related to the assignment	25
2.	Adequacy of the proposed work plan and methodology	40
3.	Qualification and Competence of the key staff for the assignment	25
4.	Knowledge and experience of the region	5
5.	Language	5
	TOTAL POINTS	100

Section 3: Technical Proposal Submission Form

{Location, Date}

To: {Name and address of Client}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and Procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal. We are hereby submitting our technical Proposal,

If negotiations are held during the period of validity of the Proposal, i.e., before {Date} we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

B. REFERENCES

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT

On the Terms of Reference:

- 1.
- 2.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.

4D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

4E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

F. FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.}

Education:

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.}

Languages:

{For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.}

Employment Record:

{Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.}

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
{Signature of staff member and authorized representative of the firm} Day/Month/Year

Full name of staff member: _____

Full name of authorised representative: _____

Section 4: Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Reimbursable per activity.
- 4E. Miscellaneous expenses.

4A. FINANCIAL PROPOSAL SUBMISSION FORM

{Date}

To: {Name and address of Client}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and Procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of {Amount in words and figures}. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., {Date}.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

4B. SUMMARY OF COSTS

Cost Elements	Currency(ies) ¹	Amount(s)
Total Amount of Financial Proposal		<hr/> <hr/>

¹ Maximum of three currencies in addition to the Currency of the Country specified for performance of the Services.

4C. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: _____

Description: _____

Price Component	Currency(ies)	Amount(s)
Remuneration Reimbursables Miscellaneous Expenses Subtotal		<hr/> _____

4D. REIMBURSABLE PER ACTIVITY

Activity No: _____

Name of Activity: _____

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	International flights	Trip				
2.	Miscellaneous travel expenses	Trip				
3.	Subsistence allowance	Day				
4.	Local transportation costs ²					
5.	Office rent/accommodation/ clerical assistance					
	Grand Total					_____

² Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

5E. MISCELLANEOUS EXPENSES

Activity No. _____

Activity Name: _____

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	Communication costs between _____ and _____ -					
2.	Drafting, reproduction of reports					
3.	Equipment: vehicles, computers, photocopiers, etc. Software					

4.	Other (specify)					_____
5.	Grand Total					_____