



Request for Proposal

Date of Announcement: Feb 7, 2018

Date of Submission: Feb 14, 2018

Period of Performance: 4 Weeks (Ending March 14, 2018)

Email to: Bushra Hattab: training@edama.jo

Request for Proposal: Conducting Training Program
in the field of Renewable Energy

A. Background:

EDAMA Association for Energy, Water and Environment will launch a clean technology training & innovation academy that will become one of EDAMA's key strategic pillars as well as a key revenue generating service provision arm of the association. Through the academy, EDAMA will train and enable the creation of a savvy and skilled workforce that is capable of meeting the demands of the market and servicing the continued growth and development of the Clean Technology sector.

In its first year, the academy will develop its business model and action plan and will customize its certified training in the area of clean technology with a special focus on climate adaptation. On a longer term goal, the training academy will extend its training and education services outside Amman to address the diverse opportunities for climate action that other governorates presents. In addition, EDAMA seeks to establish an equal access academy that is available and convenient for all participants regardless of gender, income, place of residence, and ability.

Under this RFP, which is funded by the Societies Empowerment Fund (SEF), a USAID CIS program, EDAMA is looking to contract a third-party to successfully conduct an internationally certified or locally certified from the higher education training program specific to Green Technology that supplement gaps in the workforce and meet market needs.

Terms of References:

Purpose:

The purpose of this component is to conduct a training program in the field of Energy, that meets the market needs and requirements, and to bridge the gap between the available and needed knowledge and skills.



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Specific tasks under this RFP are:

1. Propose a training module that is internationally certified or locally certified from the higher education in the following fields or similar:

Modules	Outcomes	Targeted groups
1. Installation, commissioning and maintenance of Solar (PV) Systems	The trainee should be able to fully establish an installation plan and to supervise the process for different systems scale.	Engineers
2. Design of large/small to medium scale Solar (PV) Systems	The trainee should be able to calculate the energy yield and performance ratio for PV plant. The trainee should be able to design and use fluently design software for large/small to medium scale PV system.	Engineers
3. Solar (PV) Systems Technical Sales	The trainee should understand all different options available to customers and Home owners, in the renewable market, help them understand the benefits and enable them to make all important payback period calculations.	Sales Engineers / sales personnel

2. Conduct two trainings for:
 - a. 25 participants in Amman
 - b. 25 Participants in Irbid
3. Trainings and certificates must take place before 14 March 2018.

Targeted group

Individuals and engineers from the public and private sectors in Amman and Irbid Governorate working in the field of Green Technology, specifically in Renewable Energy.



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Timeframe and Outputs:

	Activity	Duration	Outputs
1	Proposing training Modules and Training Material	1 Week	<ul style="list-style-type: none">• Training outline• Targeted group (in specific)• Training Outcomes• Training objectives• Training Agenda• Training Manual including slides and student's handouts
2	Conducting trainings in Irbid	3 Weeks (This component must be completed before 15 March)	Conducting the training for 25 participants in Irbid
3	Conducting trainings in Amman	3 Weeks (This component must be completed before 15 March)	Conducting the training for 25 participants in Irbid

B. Eligibility Requirements:

Bidders must meet the following eligibility requirements:

- Bidder must have concrete experience in RE and Solar PV projects
- Bidder may be either non-for-profit or for-profit, but must be registered as a legal entity with headquarters based in Jordan to apply.
- Each proposal must comply with all the criteria in the RFP; otherwise, the bid will be considered as non-responsive and may be rejected.



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C. Bidding:

The bid shall be comprised of four parts which should take into consideration the parameters outlined below: 1) workplan and timeline, 2) Methodology & approach 3) Key staff on the project, 4) Relevant Experience, and Cost Proposal.

The proposal should be submitted via email to Bushra Hattab (Training Officer) at: training@edama.jo.

*Bidders are allowed to submit offers for selected components of this RFPs.

*Bidders are responsible for all course logistics, including, but not limited to (venue, catering)

*EDAMA may choose to award only part of the activities in the solicitation, or issue multiple awards based on solicitation activities.

Offers will be evaluated based on the following criteria:

Narrative Proposal	40%
Key Personnel	15%
Past Experience	15%
Cost per activity	30%
Narrative Proposal	40%

Important Deadlines

Date of Announcement	Feb 7, 2018
Deadline for Submission	Feb 14, 2018
Anticipated date of Selection	Feb 18, 2018



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Anticipated date of Awarding	Feb 18, 2018
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D. Contract Mechanism:

EDAMA anticipates awarding a fixed-price purchase to the bidder whose quote will be evaluated based on offering the best value. The payment schedule will be based upon deliverables to be determined during the award stage.

E. Disclaimers:

- a. EDAMA may cancel solicitation and not award;
- b. EDAMA may reject any or all responses received;
- c. Issuance for solicitation does not constitute award commitment by EDAMA;
- d. EDAMA will not compensate offerors for response to solicitation;
- e. EDAMA reserves the right to issue award based on initial evaluation of offers without further discussion;
- f. EDAMA may choose to award only part of the activities in the solicitation, or issue multiple awards based on solicitation activities;
- g. EDAMA reverse the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition