

# REQUEST EXPRESSION OF INTEREST FROM TRAINERS (AGENCIES) FOR DELIVERING TRAININGS ON SOLAR ENERGY IN ISA MEMBER COUNTRIES

ISA intends to empanel agencies for delivering trainings to the member countries on various aspects of solar energy. Applications are accepted with a brief profile of work (Annex-1). The purpose of this Call for Expressions of Interest (EOI) is to identify eligible agencies to deliver trainings on solar energy in different member countries based on the requirement, both online and in person. The selection of an agency is a competitive process and will be based on the criteria provided in the call for EOI. Applications will be assessed by an evaluation committee to identify agencies that have the mandate, capacity, and comparative advantage to deliver quality training on different aspects of solar energy. Based on the interest received, ISA will empanel agencies for organising trainings in ISA member countries by sharing scope of work and soliciting financial quote as per the kind of training required.

The roster is open to trainers (agencies) with various levels of thematic and training experience (both online and offline). **The agency will use its own training modules for the training purposes.** In particular, we are seeking expertise to train stakeholders (Government officials/technicians/financial institutions/project managers, engineers etc.) in ISA member countries (Please see the ISA [www.isolaralliance.org](http://www.isolaralliance.org) website for list of countries) on following topics:

1. General Aspects of solar energy
2. Different Solar Energy Technologies, operations, costing and Applications
3. Solar Energy Application Case studies
4. PV Modules and components
5. Radiation measurement, solar path
6. Solar power electronics and instrumentation
7. Module array, Inverter, wiring, metering etc.
8. Storage systems, converters, charge controllers, phase selection etc
9. Site assessment, energy demand, solar sizing, load measurement
10. Mounting for off grid and Integration (Rooftop, Minigrid)
11. Specifications, Standards, Performance Benchmarks, Testing and Certification Protocols
12. Solar Installation, Operation, Off Grid (Minigrid, Rooftop, Standalone and allied use)
13. Different solar applications- Residential, Rural Productive Use
14. Protection And Maintenance-

15. Designing Grid Connected Solar Parks
16. Grid integration, stability
17. Project Development (Large Scale) Grid planning and stability Transmission,
18. Net metering and Data monitoring Solar Power Plant Substation and switchyard.
19. Protection, earthing, lightening etc
20. Designing Land based, Floating, roof top solar plants
21. Solar energy economics- Economic Rationale, Market economics
22. Project risk assessments for financing and insuring
23. Feasibility Report / Detailed Project Report for Solar Photovoltaic Projects
24. Techno-Commercial appraisal of Solar Photovoltaic
25. Solar project financing and business modelling. PPA, BOO, RESCO, FiT
26. Procurement of systems
27. Power procurement- Grid Connected, Trading
28. Legal aspects and liability issues (Land agreements, Maintenance agreements, Ownership, Disposal etc.)
29. Policies and regulations
30. Corporate energy policy, Strategy and roadmap

as well as other areas related to solar energy domain.

Once sent, your application will be reviewed by the ISA team consisting of thematic area experts as well as training design and delivery experts. If your application is successful, your profile will be included in the ISA pool of trainers (agencies) and you will be contacted in the case there is a matching project or opportunity. Please, note that we do not guarantee immediate assignment. ISA reserves the right to select the agency and offer the training assignment/s. ISA also reserves the right to advertise requirement of trainers or trainings independently based on the requirement.

We are looking forward to welcoming you on board to realise the objective of ISA in member countries.

To be eligible for the empanelment, the organisation should have

1. The agency should have training modules/materials or resources covering at least 10 thematic areas or more out of the 30 thematic areas as enlisted above. (Submit the copy of good quality sample modules (at least three, through a link).
2. The agency should have delivered at least two trainings on solar energy in the past. (Submit the copy of the work order or client reference).
3. The agency should have minimum average annual turnover of US\$ Fifty Thousand for the last 3 years. (Balance sheet or statement endorsed by the organisation of last 3 years).

## Documents to be submitted for empanelment consideration

- Eligibility against the three criteria listed above.
- Filled templates given as annexure.

## Indicative timelines

Call for Expression of Interest issue date	6 <sup>th</sup> February 2023
Deadline for submissions of interest by agencies	20 <sup>th</sup> February 2023
Deadline for requests of additional information/ clarifications	25 <sup>th</sup> February 2023
Review of submissions	1 <sup>st</sup> Week of March 2023
Notification of results communicated to agencies	2 <sup>nd</sup> Week of March 2023
Sharing of scope of training in ISA member country/ies with empanelled agencies, requesting quotations for training.	Based on the requirement received from member countries.
Receive quotations from the empanelled agencies, review of the quotations	One week
Award of contract based on the lowest quotation received from the empanelled agencies.	One week from receiving the quotations.
Initiation of training	2 weeks from award of the contract

## Exclusion criteria

Submission which:

1. are not sent before the specified deadline
2. do not include all required documents duly completed and signed or do not comply with specifications set in this Call for Expression of Interest
3. are not submitted in English

will be excluded from the selection process

## Period of empanelment

1<sup>st</sup> March 2023 to 31<sup>st</sup> December 2024

## ANNEXURE

1. **Basic Information**
2. **Relevant Experience**
3. **Financial Standing**
4. **CVs of Trainers**
5. **Mapping expertise against the 30 thematic areas**

### Basic Information

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, [insert UGNM vendor number]
<b>Are you an ISA vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Countries of operation</b>	[Complete]

<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person ISA may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> <li>▪ Certificate of Incorporation/ Business Registration</li> <li>▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder</li> <li>▪ Trade name registration papers, if applicable</li> <li>▪ Local Government permit to locate and operate in assignment location, if applicable</li> <li>▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country</li> <li>▪ Power of Attorney</li> </ul>

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by ISA.

<b>Project name &amp; Country of Assignment</b>	<b>Client &amp; Reference Contact Details</b>	<b>Contract Value</b>	<b>Period of activity and status</b>	<b>Types of activities undertaken</b>

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**Specify region of operation**

- East Africa
- West Africa
- Central Africa
- South Africa
- North Africa
- Latin America and Caribbean
- Asia and Pacific

**Financial Standing**

<b>Annual Turnover for the last 3 years</b>	Year	INR/USD
	Year	INR/USD
	Year	INR/USD
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- Historic financial statements must be audited by a certified public accountant;
- Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

**CV of Proposed Key Trainers**

Share the CVs of key personnel who will be involved in trainings.

**Expertise offered by the agency for training (Very Important: Only select topics in which the organisation has expertise). Agency will be asked to substantiate expertise through submission of sample training modules before final empanelment.**

1. General Aspects of solar energy
2. Different Solar Energy Technologies, operations, costing and Applications
3. Solar Energy Application Case studies
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23. Feasibility Report / Detailed Project Report for Solar Photovoltaic Projects
24. Techno-Commercial appraisal of Solar Photovoltaic
25. Solar project financing and business modelling. PPA, BOO, RESCO, FIT
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27. Power procurement- Grid Connected, Trading
28. Legal aspects and liability issues (Land agreements, Maintenance agreements, Ownership, Disposal etc.)
29. Policies and regulations
30. Corporate energy policy, Strategy and roadmap

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

**How to submit:**

**Proposal Submission Address- E-mail:** [procurement@isolaralliance.org](mailto:procurement@isolaralliance.org)

Format: PDF files only

File names must be maximum of 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.

Expression of interest and statements of qualification must be delivered to the email address [procurement@isolaralliance.org](mailto:procurement@isolaralliance.org) by the deadline.

Interested Companies must provide information indicating that they are qualified to perform the services (brochure, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc...). Companies may associate to enhance their qualifications.

**The EOI and accompanying documents must be received through email clearly labelled “Expression of Interest from trainers (agencies) for delivering trainings on solar energy in ISA member countries”.**

Request for Proposal and any subsequent purchase order will be issued in accordance with the rule and procedures of ISA.

This EOI does not entail any commitment on the part of ISA, either financial or otherwise. ISA reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Interested firms may obtain further information at the below email address:  
[procurement@isolaralliance.org](mailto:procurement@isolaralliance.org)