

EOI/KMID/ISA/15/2023

Expression of Interest

Empanelment of Trainers (Agencies) for Delivering Training on Solar Energy in ISA Member Countries



International Solar Alliance (ISA)
Secretariat, Surya Bhawan, NISE Campus,
Gwal Pahari, Gurugram, Haryana – 122003, India
Website: www.isolaralliance.org

EOI Notice

1. International Solar Alliance invites proposals for “Empanelment of Trainers (Agencies) for Delivering Training on Solar Energy in ISA Member through this EOI.
2. The content of this EOI enlists the requirements of the International Solar Alliance. It includes the terms which details out all that may be needed by the potential participants to understand the terms and the process and explain the contractual terms that the International Solar Alliance wishes to specify at this stage.

The Technical documents may be submitted to:

Procurement Unit, ISA : procurement@isolaralliance.org

Addressed to Procurement Officer, International Solar Alliance (ISA)

1. Introduction

The International Solar Alliance (ISA) is an action-oriented, member-driven, collaborative platform for increased deployment of solar energy technologies as a means for bringing energy access, ensuring energy security, and driving energy transition in its member countries.

The ISA strives to develop and deploy cost-effective and transformational energy solutions powered by the sun to help member countries develop low-carbon growth trajectories, with particular focus on delivering impact in countries categorized as Least Developed Countries (LDCs) and the Small Island Developing States (SIDS). Being a global platform, ISA's partnerships with multilateral development banks (MDBs), development financial institutions (DFIs), private and public sector organisations, civil society and other international institutions is key to delivering the change it seeks to see in the world going ahead.

The ISA is guided by its 'Towards 1000' strategy which aims to mobilise USD 1,000 billion of investments in solar energy solutions by 2030, while delivering energy access to 1,000 million people using clean energy solutions and resulting in installation of 1,000 GW of solar energy capacity. This would help mitigate global solar emissions to the tune of 1,000 million tonnes of CO₂ every year. For meeting these goals, the ISA takes a programmatic approach. Currently, the ISA has 9 comprehensive programmes, each focusing on a distinct application that could help scale deployment of solar energy solutions. Activities under the programmes focus on 4 priority areas – Analytics & Advocacy, Capacity Building, Programmatic Support, and readiness and enabling activities, that help create a favourable environment for solar energy investments to take root in the country.

The ISA was conceived as a joint effort by India and France to mobilize efforts against climate change through deployment of solar energy solutions. It was conceptualized on the sidelines of the 21st Conference of Parties (COP21) to the United Nations Framework Convention on Climate Change (UNFCCC) held in Paris in 2015. With the amendment of its Framework Agreement in 2020, all member states of the United Nations are now eligible to join the ISA. At present, 115 countries are signatories to the ISA Framework Agreement, of which 92 countries have submitted the necessary instruments of ratification to become full members of the ISA.

2. Background

Recognizing the urgent need to support the developing country (ISA members) with high potential for solar technology deployment, the ISA Assembly agreed to establish an international network of STAR C (Solar technology Application Resource Centre). The overarching objective of the STAR C initiative is to provide solar technology and application resourcing services to Member Countries so that these countries can achieve the ISA's vision of scaled up and accelerated large scale deployment of solar energy to meet the respective countries' priority energy access, energy transformation and energy security needs.

ISA aims to have a number of STAR centers across the globe acting as a shared facility that provides capacity for deployment of solar energy applications and research, business modelling, incubation, training, standardization and testing engaging faculty members from different disciplines/institutes of excellence and provide/use shared facilities, labs, testing

centers etc.

To equip these STAR Centers, ISA aims to procure equipment and instruments that help the centers to offer hands on training, act as a testing facility and setup a knowledge management center.

3. Scope of Work and Period of Empanelment

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 empanelment letter shall not confer any right to engagement. The vendor or its associates/companies who are empanelled with ISA as a result of this empanelment process are not allowed to use the name of ISA, its logo, service marks or any document for any purpose without the prior written approval of ISA. Empanelment does not guarantee award of work and ISA may advertise tenders and reach out to other non-empanelled vendors as deemed fit. **Organizations applied in the earlier round, do not need to apply again.**

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 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 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 the 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.

- a. The empanelment will be valid for a period of 1 year from the date of empanelment.
- b. **Organizations who applied in the earlier round, do not need to apply again.**

4. Prequalifying Criteria

1. The agency should be in operation from the last 5 years with experience in implementing projects or undertaking trainings or conducting feasibility assessments on solar energy.
2. The agency should have developed training modules/materials or resources covering at least 10 thematic areas or more out of the 30 thematic areas as enlisted below. (Submit the copy of good quality sample modules at least three, through a link). The agency should be able to submit remaining 7 modules (of high quality) when requested by ISA. All the 10 modules or more should have been used in trainings in the past. The agency should submit the details of the trainings where these modules were used.
3. The agency should have delivered at least two trainings on solar energy (Solar PV) in the past. (Submit the copy of the work order and name of the client).
4. The agency should have a minimum average annual turnover of US\$ Fifty Thousand for the last 3 years. (Balance sheet or statement endorsed by the organization of last 3 years).

Indicative timelines

Call for Expression of Interest issue date	09 th August 2023
Deadline for submissions of interest by agencies	31 st August 2023
Deadline for requests of additional information/ clarifications	8 th September 2023
Review of submissions	19 th September 2023
Notification of results communicated to agencies	27 th September 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

One year from the date of notification of empanelment to the agency¹

ANNEXURE

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

Basic Information

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]

¹ ISA has the right to extend the duration of the empanelment based on internal requirements.

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

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.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Specify region of operation (Please delete regions which are not applicable)

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

Financial Standing

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

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). Please delete themes in which the organisation does not have expertise.

Agency will be asked to substantiate expertise through submission of sample training modules before final empanelment.

- General Aspects of solar energy
- Different Solar Energy Technologies, operations, costing and Applications
- Solar Energy Application Case studies
- PV Modules and components
- Radiation measurement, solar path
- Solar power electronics and instrumentation
- 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, lightning 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

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:

Organizations applied in the earlier round, don't need to apply again.

Proposal Submission Address- E-mail: 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 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- second round".

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 reserves 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