

REQUEST FOR PROPOSAL

RFP Title: Smart Power Myanmar – Agricultural Value Chains Study

RFP No: Z4829-2020-2

Date of Issuance: 12 June 2020

Closing Date: 3 July 2020

SECTION I: SUBMISSION INSTRUCTIONS

A. Technical Proposal

The technical proposal in response to this solicitation must address how the offeror intends to carry out the Scope of Work (SoW) contained in Attachment 3. Please note that technical proposals will be evaluated based on the evaluation criteria set forth in Section II.

1. **Proposal Cover Sheet.** The first page of the proposal must use the proposal cover sheet as per Attachment 1.
2. **Technical Approach:** The technical approach should state clearly the offeror's proposed methodology to complete the SoW. This shall include but is not necessarily limited to: data gathering and stakeholder mapping, analysis of data and validation.
3. **Detailed Work Plan.** Describe the key activities you will undertake under this contract to complete the Scope of Work. At a minimum you must include a description of the activities, expected outputs, and estimated completion dates.
4. **Management and Staffing Plan.** Please describe how proposed staff will work collaboratively to achieve the offeror's proposed technical approach to the scope of work. The offeror should include a management and staffing plan including both key and non-key personnel for activities along with details on the roles and responsibilities of the staff. CVs for key personnel may be included in an annex to the technical proposal, or reference made to CVs submitted during the EOI phase.
5. **Past Performance.** Describe the company's previous experience within the technical area for projects of the same or similar scope and size. Offerors must include details demonstrating their experience and technical ability, including those of proposed consortium members, in implementing the technical approach/ methodology and the detailed work plan.
6. **Influence.** Describe the ways in which similar work products specifically, or the company's work products in general have been referenced and utilized by key decision-makers. Describe any additional ways in which the company would propose to drive recognition and acceptance of the work product, such as through events or media.
7. **References.** Offeror shall list at least three major contracts or projects its company/organization has held over the past five (5) years for the same or similar type of work. If the offeror does not typically produce work for hire, then examples of similar work instead of references (as per the next point) shall be sufficient. Provide the following information (as relevant) for each contract:
 - a. Customer's/donor's name, address, and telephone numbers of customer's lead contact and technical personnel;
 - b. Date of the contract/project, place(s) of performance, and delivery dates or period of performance;
 - c. Contract/project size and dollar value;
 - d. Brief description of the work, including responsibilities;
 - e. Comparability to the work required under this solicitation;
 - f. Brief discussion of any technical problems and their resolutions;
 - g. Brief discussion of any terminations (partial or complete) and the type (convenience or default) as well as any show cause notices or cure notices (provide explanatory details).
8. **Examples of Similar Work.** Offeror shall provide at least two examples of relevant work either in part or in full, unless prevented from doing so by contractual requirements.

B. Cost Proposal

The cost proposal shall include a detailed budget that reflects clearly the costs necessary to complete the assignment and must include all taxes that are required to provide the services requested. Costs should be represented in U.S. dollars. The anticipated award will be an all-inclusive fixed fee contract or sub-grant agreement. No fees, taxes, or additional costs can be added after award. The cost proposal must be valid for at least 90 days.

In the detailed budget, the offeror should include a breakdown of line items that they believe are realistic and reasonable for the work in accordance with the technical proposal. The budget should include major line items, e.g. salaries, fringe benefits, travel costs, other direct costs, indirect rates, etc. Offerors must show unit prices, quantities, and total price.

Pact may require additional, more detailed budget information prior to issuing a contract.

- C. Submission of Proposals: Submissions must be forwarded in electronic format only (PDF) to Chris Feddersen, Senior Program Officer (cfeddersen@pactworld.org). Offeror’s proposals should not contain any unnecessary promotional material or elaborate presentation formats (black and white is preferred). Offerors must not submit zipped files. Please reference the RFP name and number in the e-mail subject line. Offerors are responsible for ensuring that their offers are received in accordance with the instructions stated herein. Late offers may be considered at the discretion of Pact. Pact cannot guarantee that late offers will be considered.

SECTION II: EVALUATION CRITERIA

A. Review Process. Pact will establish a selection committee that includes representatives from various departments and external professionals if necessary.

B. Evaluation Criteria. The award will be decided on the basis of the criteria set forth below, as demonstrated in the offeror’s proposal.

| Evaluation Criteria | Expectations | Score (1-5) |
|---|--|--------------------|
| Responsiveness to the Scope of Work | Technical Know-How – Does the proposal clearly explain, understand and respond to the objectives of the project as stated in the Scope of Work? | |
| Feasibility of approach and methodology | Compelling Approach and Methodology – Does the proposed approach and detailed activities/timeline fulfill the requirements of executing the Scope of Work effectively and efficiently? | |
| Feasibility of management approach and overall staffing | Excellent Project Management – Is the proposed management approach sufficient to achieve offeror’s technical approach? | |
| Key personnel qualifications | Highly Skilled Personnel – Do the proposed team members have necessary experience and capabilities to carry out the Scope of Work? | |
| Past experience with similar assignments | Strong Experience – Does the company have experience relevant to the project Scope of Work? | |
| Local partners | Complimentary Experience & Qualifications – Does the local partner(s) have the necessary experience and capabilities to carry out the portion of the Scope of Work as envisioned by the company? The lack of a local partner will not adversely affect an offeror’s score. | |
| Reputation & influence | Credibility – Is the end product likely to be widely accepted by government and the private sector as a credible source of information? | |
| Value for money | Quality in Return for Cost – Will the work product quality justify the proposed cost? | |
| Average | | |

SECTION III: TERMS AND CONDITIONS

A. Disclaimers

- Pact reserves the right to modify by written notice the terms of this solicitation at any time in its sole discretion and award this as either a sub-grant or as a contract for services. Pact may cancel the solicitation at any time.
- Pact may reject any or all proposals received.
- Issuance of solicitation does not constitute award commitment by Pact.
- Pact reserves the right to disqualify any application based on applicant’s failure to follow solicitation instructions.
- Pact will not compensate applicants for their response to the solicitation.
- Pact reserves the right to issue an award based on initial evaluation of applications without further discussion.

- Pact may choose to award only part of the scope of work in the solicitation or to issue multiple awards the scope of work.
- Pact reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- Pact may contact offerors to confirm contact person, address, and that the proposal was submitted for this solicitation.
- Pact may contact listed past performance references without notice to the offeror. Pact also reserves the right to contact other past performance information sources that the offeror did not list in the proposal.
- By submitting a proposal, the offeror confirms they understand the terms and conditions.
- Information pertaining to and obtained from the Offeror as a result of participation in this solicitation is confidential. The offeror consents to the disclosure of the documents submitted by the offeror to the reviewers involved in the selection process. Please note that all reviewers are bound by non-disclosure agreements.

Attachment 1

PROPOSAL COVER SHEET

Instructions: Please fill in the information requested highlighted in yellow below. This page should be the first page in your Technical Proposal Submission and in your Cost Proposal Submission.

| | | |
|---|-----------------------|--|
| Project RFP No.: | | RFP Number |
| RFP Title: | | The title of the activity of the RFP |
| Submission Date: | | Month/Day/Year -Time AM/PM – Time Zone |
| Internal Proposal Number | | (for vendor/partner use if applicable) |
| Anticipated Performance Start Date | | Month/Day/Year |
| Offeror Contact information | Name | Insert here |
| | Title | Insert here |
| | Email | Insert here |
| | Phone | Insert here |
| | Address | Insert here |
| | Type of Entity | Insert here |
| Persons authorized to negotiate for Offeror | | Insert Name, title, and contact information |
| Total Cost Proposed | | Insert total cost here |
| Total Pages submitted (include all annexes) | | Insert total pages here |
| Offeror Agreement | | |
| By signing this document, Offeror hereby certifies to the accuracy and completeness of all pricing information, technical data, delivery dates, representations and certifications included in their offer. The Offeror confirms that all prices and delivery dates shall be valid for a period of ninety (90) days following the anticipated performance start date stated above, unless otherwise clearly specified by Offeror. | | |
| Signature: | | |
| Name and Title: | | |
| Date: | | |

Attachment 3

SCOPE OF WORK (SOW)

A. Background

Smart Power Myanmar was established in 2018 to accelerate the spread of decentralized renewable energy solutions in Myanmar and transform the long-term economic potential of millions of people currently without access to electricity. Supported by The Rockefeller Foundation and managed by Pact, we connect economically viable and reliable energy solutions, such as renewable energy mini-grids to demand from rural families, entrepreneurs, farms, and enterprises to boost incomes, grow businesses, and foster economic growth. Smart Power Myanmar is laying the path forward for a sustainable, integrated approach to electrification.

Access to electricity remains an issue in Myanmar with an estimated 58% of the population, approximately 30 million people, not connected to the main power grid. In 2015, the Government of Myanmar formulated the National Electrification Plan (NEP), an ambitious program structured around 5 phases aiming to reach 100% grid electrification by 2030 — in the NEP, mini-grids played a limited role as interim electrification solutions covering 0.7 million people or 2% of the off-grid population.

B. Objectives

The goal of this assignment is to evaluate the correlation between access to energy and key agricultural value chains in Myanmar. The study will include the development and testing of hypotheses for of concepts to improve the productive use of energy along key agricultural value chains with the greatest technical viability and economic potential.

The purpose of the study is to provide the empirical basis for interventions aimed at improving the productive use of energy along agricultural value chains, and informing the prioritization of those efforts by government, civil society, and the private sector.

The selected contractor will have the option to co-brand the published study with their company logo, however the rights to the work produced under this assignment will be wholly owned by Pact, Inc. a U.S. registered 501(c)3 not-for profit organization, d.b.a Smart Power Myanmar. Smart Power Myanmar intends to make the study available free of charge to the public but reserves the right exclusively to publish part or none of the final product, in their sole discretion.

Objective One: Identify key agricultural value chains and evaluate correlation with access to energy

The assessment should address the following questions:

- What are the key agricultural value chains in Myanmar? What is the historical, current, and future projected market and prices for these agricultural products?
- Are they consumed domestically or exported? Who are the key market participants and consumers?
- Where do these value chains exist geographically? What is the ownership structure and business model for the component parts of the value chains?
- What is the current and projected regulatory environment for these agricultural value chains? How do these factors differ at the Union and State/Regional level?
- To what extent do these value chains rely on energy to exist, or function efficiently? For what purposes is energy a required resource, i.e. refrigeration or processing?
- To what extent could these value chains be improved through increasing access to energy or machinery for productively using energy?

Objective Two: Develop solutions for improving access to energy and productive use within key agricultural value chains

The assessment should address the following questions:

- What key challenges do the participants along the value chain face related to access and productive use of energy? Are there constraints on financing for equipment or connections?
- Are there constraints on financing for inputs and operations? Are there gaps in skills and abilities for the development and operation of businesses along the value chains?
- What support mechanisms would be required to overcome these challenges, and which entities may be best placed to implement those efforts?
- What regulatory or policy changes may be required to improve access to energy and productive use along key agricultural value chains?

C. Place of Performance

All services required under this solicitation will be performed in the service provider's location.

D. Period of Performance & Timeline

The timeline below is tentative and will be finalized with the selected contractor in the inception phase of the assignment. Note that the timeline needs to account for review time by Pact and its partners for the inception report (one week) and the final report (two weeks).

| Activity | Date |
|--|----------------|
| Kick-Off Meeting (Yangon) | July 2020 |
| Draft Inception Report (Deliverable 1) | August 2020 |
| Data Collection & Interviews Completed | September 2020 |
| Presentation of Initial Findings | October 2020 |
| Submission of Final Report (Deliverable 2) | November 2020 |

E. Deliverables

Deliverable One: Inception Report

The inception report should be a short (10-20pg word document) that provides details of the contractor's understanding of, and approach to accomplishing the assignment. This includes at a minimum, a mutually agreed work plan with timeline, ethical considerations, data collection tools, and an explanation of methodology for completing the Assignment.

Deliverable Two: Final Report

A report (30-50pg word document) outlining the key findings from the Assignment, including but not limited to the following sections: an executive summary, current market overview within the key value chains, market forecast, project economics, policy and regulatory environment, development activity, finance and investment, as well as appendices as appropriate outlining methodology and assumptions.