



Millennium Development Authority (MiDA)

PRE-BID CONFERENCE

Field Metering & Monitoring Studies CONSULTANCY SERVICES

March 27, 2018

Venue: Swiss Spirit Alisa Hotel

Presented By

Sylvester A. Ayayee

Project Manager, EEDSM Project, MiDA

OUTLINE OF PRESENTATION

2

- COMPACT OVERVIEW
- INSTITUTIONAL ARRANGEMENTS
- SERVICES AND ROLES OF FIELD METERING & MONITORING STUDIES(FMMS) CONSULTANT
- CONTRACT TERMS
- PAYMENT STRUCTURE
- EVALUATION CRITERIA

OUTLINE OF PRESENTATION

3

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GHANA COMPACT II PROGRAM

4

➤ Power Compact

- An international treaty between the United States Government represented by Millennium Challenge Corporation (MCC) and the Republic of Ghana to develop the power sector.
- Total (projected) Program Funds: US\$ 535.6M to be disbursed in two (2) tranches
 - ❖ Tranche I Funding – To be disbursed upon Entry into Force (EIF)
 - ❖ Tranche II Funding – To be disbursed within two (2) years of EIF when certain conditions precedent are met.
- Compact Duration: Five (5) years from Entry into Force (EIF)
- EIF effected on 6 September 2016; reckoning Compact Closure date at 5 September 2021

COMPACT PROJECTS

5

- **ECG Financial & Operational Turnaround Project**
- **NEDCo Financial & Operational Turnaround Project**
- **Regulatory Strengthening & Capacity Building Project**
- **Access Project**
- **Power Generation Sector Improvement Project**
- **Energy Efficiency & Demand Side Management Project**
 - **Development and Enforcement of Standards & Labels Activity**
 - **Field Metering & Monitoring Studies (FMMS)**

COMPACT PROJECTS – Cont'd

6

- ▶ The Compact Projects are divided into two (2) broad areas:

Foundational/Infrastructure Projects:

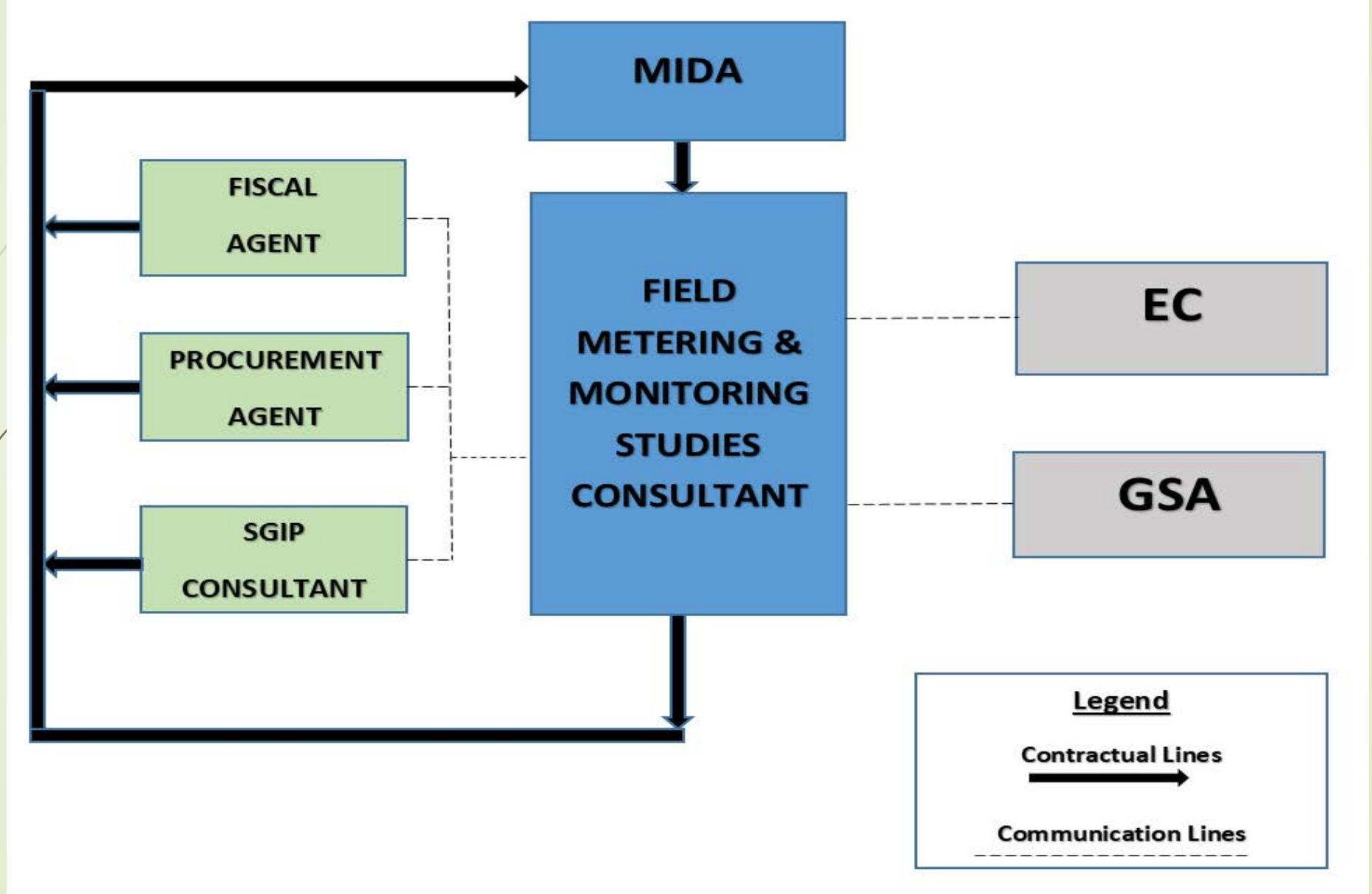
- ✓ ECG Financial & Operational Turnaround
- ✓ Redesigned NEDCo Financial & Operational Turnaround
- ✓ Access
- ✓ Energy Efficiency & Demand Side Management

Reform/Policy Projects

- ✓ Regulatory Strengthening & Capacity Building
- ✓ Power Generation Sector Improvement
- ✓ Energy Efficiency & Demand Side Management

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INSTITUTIONAL ARRANGEMENTS



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SERVICES AND ROLES OF THE FMMS CONSULTING SERVICES

- **The objective of this FMMS Activity:**
 - **Generate knowledge about household appliance ownership and use.**
 - **Determine energy consumption patterns for household appliances**
 - **Strengthening the existing appliance Standards and Labels (S&L) program.**
 - **Inform revisions to the existing S&L Policy and Regulatory Framework.**

SERVICES AND ROLES OF THE FMMS CONSULTING SERVICES Cont'd

11

Overview of FMMS Consultant Services

- **Task I: Project Inception and Compact S&L Program Stock Taking**
- **Task II: Specification of FMMS Equipment**
- **Task III: FMMS Implementation**
- **Task IV: FMMS Results Dissemination and Technology Transfer**
- **Task V: Develop final completion reports for the FMMS**
- **Task VI: Additional Requirements**

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CONTRACT TERMS

13

- **Duration**

- Approximately 49 weeks after commencement of Services.

- **Key Personnel Requirements**

- Proposed LOE for 3 Key Personnel: 20 Person – Months.
- The Consultant may provide additional technical and administrative support staff as may be required.

- **Consists of:**

- Scope of services and deliverables outlined in the TOR

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PAYMENT STRUCTURE

15

DELIVERABLE	REQUIREMENT		TIME LINE (weeks after commencement of Services)	% Payment Terms
Deliverable 1:	Submission of Kick off Meeting Notes		1 week	0
Deliverable 2:	Deliverable 2.1	Report on the status of the S&L program and critical assessment of the S&L program.	3 weeks	15
	Deliverable 2.2	Submission of Inception Report		
Deliverable 3:	Deliverable 3.1	Report on the design specifications of energy field metering and monitoring equipment	7 weeks	5
	Deliverable 3.2	Report on Bid Document Launched for the supply of energy field metering and monitoring equipment		
Deliverable 4:	Report on the selection methodology and recruitment strategy for participant households		11 weeks	10
Deliverable 5:	Report on the sample design for the FMMS			
Deliverable 6:	Report on the detailed design and operational plan for the implementation of the FMMS.		15 weeks	10
Deliverable 7:	Report on the FMMS operational procedures and training			

PAYMENT STRUCTURE cont'd

16

DELIVERABLE	REQUIREMENT	TIME LINE (weeks after commencement of Services)	% Payment Terms	
* Providing the Deliverable 8 commences to coincide with the delivery of the energy field metering and monitoring equipment				
Deliverable 8:	Report on the FMMS operational readiness.	Report of the Engagement of Communities and Households of Participants	21 weeks	20
		Report on the outcomes of FMMS pilot field data collection operations for household in each community		
Deliverable 9:	Report on First Bi-weekly FMMS implementation status.	Starting at 23 weeks	0	
Deliverable 10:	Report on FMMS monthly operational status.	Starting at 25 weeks		
Deliverable 11:	Report on FMMS data dissemination.	38 weeks	20	
Deliverable 12:	Report on Preliminary FMMS Key Stakeholder Dissemination Workshop	41 weeks	0	
Deliverable 13:	Report on FMMS General Dissemination Workshop			
Deliverable 14:	Report on FMMS Technology Transfer Workshop			
Deliverable 15:	Final Overall Report and Transfer of FMMS data to MiDA in SPSS and STATA format	49 weeks	20	

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EVALUATION CRITERIA GENERAL

18

Consultancy firm experience:

- **Minimum of five (5) years as the Lead Consultant in the design of monitoring and evaluation framework to support a national appliance standards and labeling program. A minimum of two (2) years of the five (5) years of the demonstrated experience must be in an emerging market similar to Ghana.**
- **Minimum of five (5) years as the Lead Consultant in the design of field surveys for the monitoring and evaluation of an active national appliance standards and labeling program, including detailed knowledge of sample design methodologies. A minimum of two (2) years of the five (5) years of the demonstrated experience must be in an emerging market similar to Ghana.**

EVALUATION CRITERIA

GENERAL

19

Consultancy firm experience:

- **Minimum of five (5) years as the Lead Consultant in conducting large-scale field studies that support programs associated with legal and regulatory instruments, and with the development and operation of national & institutional standards programs. Two (2) of the five years must be associated with metering and monitoring of appliance energy use in residences or commercial buildings.**
- **Minimum of five (5) years of experience in conducting large scale stakeholder consultations that support programs associated with legal and regulatory instruments, associated with the development and operation of national & institutional standards programs. Experience in procurement and use of field energy metering and monitoring equipment. A minimum of two (2) years of the five (5) years of the demonstrated experience must be in an emerging market similar to Ghana.**

EVALUATION CRITERIA

APPROACH, METHODOLOGY AND WORKPLAN

APPROACH

- Clear understanding of the contract requirements
- Appreciation for the assignment contained in the ToR

METHODOLOGY

- Detailed Program Management Plan (PMP).
- Proposed approach and methodology includes solutions for addressing time constraints.

WORKPLAN

- Proposed project organization and staffing provides a clear, logical and appropriate staffing pattern with responsibilities among different staff positions adequately defined in the ToR.
- A fully developed Work Plan showing the proposed completion of the works contained in the ToR.

EVALUATION CRITERIA

KEY PERSONNEL QUALIFICATION

Qualifications

- Educational Qualifications and Professional Training,
- Membership of Professional Organization, and
- Knowledge of English Language.

Work Experience Relevant to the Assignment

- Demonstrable successful experience and past performance in accomplishment of similar projects.

Developing country experience

- Relevant work experience in Sub-Saharan Africa or developing countries

THANK YOU



QUESTIONS AND COMMENTS??



Millennium Development Authority (MiDA)

REQUEST FOR PROPOSALS

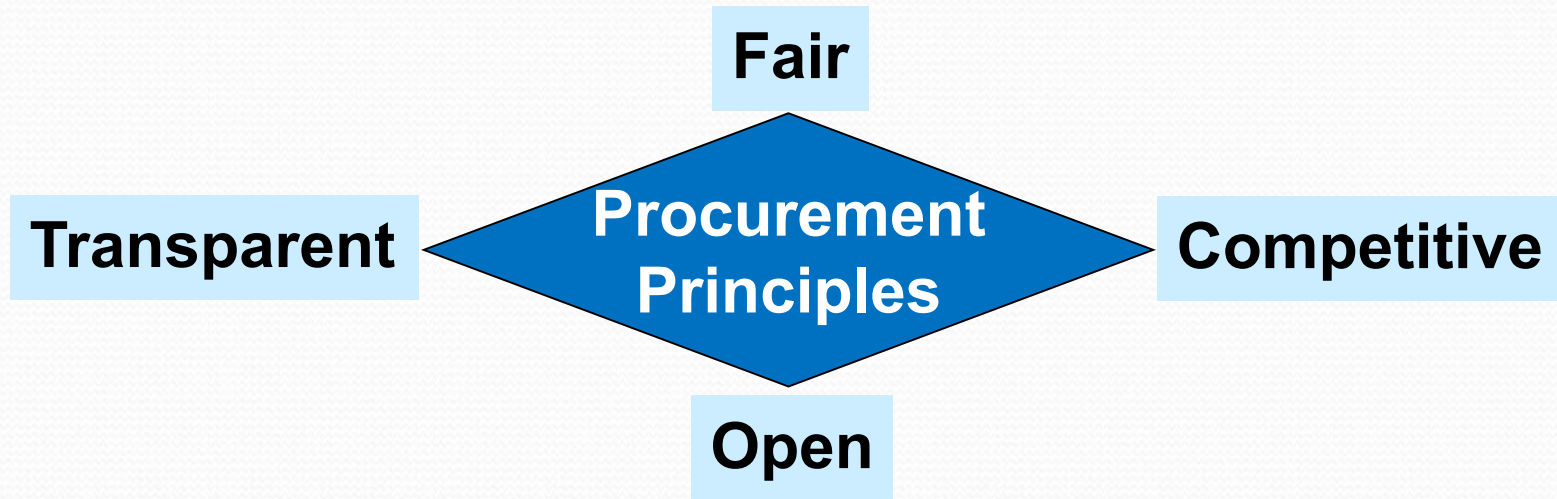
MCC STANDARD BIDDING DOCUMENT ADAPTED FROM IDA/WORLD BANK STANDARD DOCUMENTS BUT ADAPTED TO SUIT MCC.

REMEMBER THIS IS UNTIED AID AND COMPETITION IS OPEN WORLDWIDE.

IMPORTANT FOR INTERESTED BIDDERS TO READ THE RFP CAREFULLY AS THIS NEW VERSION HAS ONLY BEEN EFFECTIVE FROM MAY 2016.

IF IN DOUBT ON ANY ISSUE(S) ALWAYS ASK FOR CLARIFICATION BY THE ADVERTISED DEADLINE.

MiDA PROCUREMENT PRINCIPLES



- Procurement Agent to ensure integrity of the process
- Open competition wherever possible
- No geographic or national preferences
- Independent and suitably qualified Evaluation Panels
- MCC and MiDA Board of Directors approvals over certain thresholds
- Price Reasonableness Analysis
- Contractor Past Performance Reports
- Reference Checks
- Bid Challenge System (www.mida.gov.gh) and Debriefings

PART 1 - SECTION I

INSTRUCTIONS TO CONSULTANTS

READ CAREFULLY, AND IN PARTICULAR NOTE

CLAUSE 17

- Clearly mark your outside envelope/package with the name and reference for the assignment – also see Proposal Data Sheet;
- Ensure that the required number of your Technical and Financial Proposals are provided – also see Proposal Data Sheet;
- Ensure that the Technical and Financial Proposals are enveloped separately and also clearly marked with the name and reference for the assignment.

PART 1 - SECTIONS II AND III

Section 2 – The Proposal Data Sheet supersedes the related clauses from the Instructions to Consultants. Please also note that Proposals must be submitted no later than **15:00 hours Ghana time on 27th April, 2018.**

Section 3 – The Qualification and Evaluation Criteria shows the marks to be awarded for each category and you are required to obtain a total of 80 marks if you are to pass and enable your Financial Proposal to be opened and evaluated.

SECTION III - QUALIFICATION AND EVALUATION CRITERIA

LEGAL STATUS - LETTER OF INCORPORATION WITH TECH-1

FINANCIAL CRITERIA - ACCOUNTS AND CREDIT FACILITIES TO EVIDENCE SUFFICIENT FINANCE TO COMPLETE THE CONTRACT

LITIGATION CRITERIA – FOR CONTRACTS IN LAST 5 YEARS

ORGANIZATIONAL CAPABILITY AND EXPERIENCE OF THE CONSULTANT – EVIDENCE OF SUCCESSFUL EXPERIENCE ON PROGRAM/PROJECT MANAGEMENT CONSULTANCIES

APPROACH, METHODOLOGY, AND WORK PLAN - RESPOND TO THE REQUIREMENTS OF THE TOR AND THE STATED CRITERIA

KEY PROFESSIONAL PERSONNEL – EDUCATIONAL QUALIFICATIONS, RELATED WORK EXPERIENCE, AND EXPERIENCE IN DEVELOPING COUNTRIES

SECTION III - QUALIFICATION AND EVALUATION CRITERIA

- **Form TECH-2A. Financial Capacity of the Consultant**
- **The Consultant is required to provide information on its financial status. This requirement can be met by submission of one of the following:**
- ***audited financial statements for the last three (3) years, supported by audit letters,***
- **OR**
- ***certified financial statements for the last three (3) years, supported by tax returns.***
- **Failure to submit either of the documents as evidence of financial capacity will result in the rejection of the Proposal.**
- **If the Proposal is submitted by a joint venture, all parties of the joint venture are required to submit their financial statements. The reports should be submitted in the order of the Associate's significance in the joint venture, greatest to least.**

SECTION IV

Section IV A – The Technical Proposal Forms Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **TECH-1 to TECH-11** forms.

Section IV B – The Financial Proposal Forms Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **FIN-1 to FIN-4** forms.

TECH FORM - PART 1

- **TECH-1** *Use the form and wording of the letter provided and attach Power of Attorney, Letter of Incorporation, Joint Venture or Association Agreements.*
- **TECH-2A** *Attach Audited or Certified Financial Statements for the last 3 years and complete the Balance Sheet information Form.*
- **TECH-2B** *Provide details of all current or past legal proceedings, litigation, arbitration, action claims investigations or disputes over the last five (5) years.*
- **TECH-3** *Provide the background and organization of your firm/entity, your organization chart, and demonstrate your organizational capability and experience.*
- **TECH 4** *Provide information on all relevant assignments your organization has carried out relevant to the TOR – all MCC funded work must be included.*
- **TECH-5A** *At least three (3) references with name, physical address, phone/mobile and email address of referees that can provide substantial input about the type of work performed and confirming the quality of work shown in form TECH-4.*
- **TECH-5B** *References with name, physical address, phone/mobile and email address of referees for all MCC Funded work shown in form TECH-4.*

TECH FORMS - PART 2

- **TECH-6** *Description of your Technical Approach and Methodology, Work Plan, and Organization and Staffing for the assignment – show an understanding of the assignment, what you will do and how you will do it.*
- **TECH-7** *Present and justify any modifications or improvements to the TOR you are proposing to improve performance in carrying out the assignment.*
- **TECH-8** *List the name, organization, and area of expertise for the Key Personnel proposed as well as the position [for the Assignment, not their corporate position] and tasks assigned for the Assignment.*
- **TECH-9** *Provide the home and field staffing inputs for all Key and Non-Key Personnel (Support Staff).*
- **TECH-10** *Provide a list of all the main activities, deliverables and other milestones for the assignment.*
- **TECH-11** *Please ensure you follow the format of the CV provided. With regards the educational qualifications of personnel you must clearly indicate the year(s) of academic qualification. Also ensure that the number of years of experience for personnel is clearly detailed on the CV.*

FIN FORMS

- **FIN-1** *Use the form and wording of the letter provided and insert the relevant date and amount(s) in words and figures.*
- **FIN-2** *Insert the total fully loaded price in the relevant currency (US Dollars, or Ghanaian Cedi, or a combination of both).*
- **FIN-3** *Complete the Breakdown of Price by Activity using fully loaded prices and listing/pricing each of the line item activities in the whole assignment.*
- **FIN-4** *Complete the Breakdown of Price by Remuneration giving home and field rates for all of the Key and Non-Key Personnel in forms TECH-8 and TECH-9 of your Proposal.*

PART 1 - SECTION V

Terms of Reference – Consultants should read these carefully as it provides, among others, details of:

- the scope of work required under this assignment,
- the level of effort, and
- the Key and any Non-Key Personnel requirements.

PART 2 – CONTRACT AGREEMENT

This is the new form of Contract Agreement that you will be required to sign so please read the terms and conditions carefully.

If you are in any doubt about any of the terms of Contract it is advisable to ask for clarification at this stage.

Note: The General Conditions of Contract and MCC Additional Provisions will not be changed.

CLARIFICATION QUESTIONS AND RESPONSES

CLARIFICATION QUESTIONS MUST BE SENT **BY E-MAIL** NO LATER THAN CLOSE OF BUSINESS ON **4th April, 2018** TO:

paghana@charleskendall.com

and copy to

procurement@mida.gov.gh

YOU MUST USE THESE ADDRESSES TO SOLICIT A WRITTEN RESPONSE TO YOUR QUESTIONS INCLUDING THOSE RAISED AT THIS MEETING.

RESPONSES TO ALL QUESTIONS WILL BE ISSUED ALONG WITH THE MINUTES OF THE PRE-PROPOSAL MEETING NO LATER THAN **11TH APRIL, 2018**.

SUBMISSIONS

MiDA PROCUREMENT

4TH FLOOR HERITAGE TOWER

SUBMISSION FORM TO BE COMPLETED ON TENDER BOX.

SUBMISSIONS DUE BY **15:00** HOURS GHANA TIME ON **27th April, 2018**. A PUBLIC OPENING FOLLOWS IMMEDIATELY AFTER.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

COMMON CHALLENGES

- ❖ Courier packages not clearly marked - label courier packages in accordance with ITC 17 and the Proposal Data Sheet instructions.
- ❖ Clarification questions not asked by due date and time.
- ❖ The cover, or Technical and Financial Proposal, envelopes not correctly marked, or submitted in separately sealed envelopes.
- ❖ Proposal submission form/letter (TECH-1) not signed.
- ❖ Power of Attorney not provided for the person given authority to sign the Proposal and/or negotiate and/or sign the resulting Contract.
- ❖ JV or Association documents not provided.
- ❖ Financial Information incomplete or not provided.
- ❖ Firms respond to TORs stating they will do **what** the TOR requires but not explaining **how** they will carry out the assignment
- ❖ References not provided for Bidder and/or Key Personnel.
- ❖ Incorrect, or no, email addresses provided for Referees.
- ❖ CV not in correct format and/or not signed.
- ❖ CV to clearly state the years of experience for your Key Personnel.



Thank You.

Any Questions?