

RESPONSE TO BIDDER

Consultancy to conduct a tailored training program on Renewable Energy and Energy Management for Public Health Facilities in Jamaica

Reference number: 44150

General Questions:

Ownership of the public health facilities:

- **Question:** How is the interest of public health facility management to participate in the training program?
 - ✓ It is anticipated that Regional Directors, CEOs and Operations Management would benefit from the workshops, and those with technical background can benefit from training. The interest is high as they have been sensitized about the programme and it's proposed benefits.
- **Question:** Which energy related activities have been undertaken by UNDP or other institutions with the public training sector in the last years?
 - ✓ GOJ Energy Efficiency and Conservation Programme, UWI Net-Zero Energy Building Project
- **Question:** How many health facilities have been reached by UNDP and motivated to be part of the project?
 - ✓ Six Health Facilities are being targeted: May Pen, Bellevue, National Chest, Sir John Golding, Savanna-La-Mar and Black River Health facility.
- **Question:** How many facilities will participate and send participants?
 - ✓ The project is targeting 50 technicians in the public sector to be trained. The number of participants would be determined when the selected firm or institution completes the training needs analysis. The participants will be from the six (6) health facilities being targeted.
- **Question:** Is the participation of the health facilities in this training program voluntary or mandatory?
 - ✓ The Ministry of Health in Jamaica has fully supported this programme and as such the participation is mandatory. The selected hospitals have been notified and are awaiting the start of the project.

- **Question:** Who will be the beneficiary of the saved energy costs: the health facility directly (can they keep a part or the whole amount of the saved spendings) or the institution paying for all costs of the health facility?
 ✓ Through an Energy Performance Contract (EPC) pilot program the hospitals would enter into agreements with Energy Service Companies (ESCOs) which would take the performance risk and implements the energy project. The ESCOs would be repaid through the customer's energy cost savings and the beneficiary would also receive a portion of the savings.

Expert Structure

From our experience it is quite unlikely to find someone who has a lot of experience in PV, in energy management and energy efficiency and also in methodological skills to perform a Train-the-Trainer seminar at the same time.

- **Question:** Can we propose a different set of expert team than requested in the ToRs and evaluation criteria?
 ✓ No, it is highly recommended that consultants, identify the key personnel using the evaluation criteria outlined in the TOR.

Task specific questions

Training needs analysis:

- **Question:** Who will arrange the 5 days Training Needs Analysis? UNDP or the contractor?
 Both
- **Question:** Can we send a questionnaire to UNDP to be distributed and collected from relevant potential training participants?
 ✓ No. This will be the responsibility of the consultant.
- **Question:** Can we conduct a written test with the target groups in order to assess the level of technical understanding?
 ✓ Yes

Sensitization Workshop

- **Question:** Will UNDP invite the participants for the workshop and handle the participants registration?
 ✓ Yes, UNDP will support with the process.
- **Question:** How long shall the workshop last? Whole day or half day?
 ✓ Whole day
- **Question:** Where shall the two workshops take place?
 ✓ Kingston and Montego-Bay
- **Question:** Will UNDP bear the costs for room rent, catering, etc.?
 ✓ Yes

- **Question:** Will the two workshops be back to back in different cities so we need to calculate only one flight for the workshops?
✓ Yes, that can be facilitated

3 day training on operation and maintenance of PV

- **Question:** Who will be responsible to market the trainings, collect the registrations and do the participants management?
✓ UNDP
- **Question:** Can we offer a preparatory online training on the topic?
✓ Yes
- **Question:** Can we integrate an exam in the online training and just allow the ones who passed the exam to participate in the face-to-face training? –
✓ No, as this may affect the number of participants that will benefit from the overall consultancy.
- **Question:** For the operation and maintenance training we need a well equipped training center. Where should this training take place?
✓ This question is answered below...
- **Question:** Can the training happen at the training center of Wigton Windfarm which is equipped very well to offer exactly this kind of trainings requiring hand-on practicals?
✓ Yes
- **Question:** Should the bidder offer an exam at the end of the training?
✓ Yes
- **Question:** Should the bidder offer a certificate for the participants?
✓ Yes
- **Question:** Can we assume UNDP will pay for the costs of the training center, catering, print of training materials?
✓ This can be negotiated
- **Question:** Who will pay for the travel and accomodation of the participants coming from different destinations to the training venue?
✓ Health Facilities

2 day training on Energy Management

- **Question:** Who will be responsible to market the trainings, collect the registrations and do the participants management?
✓ UNDP

- **Question:** Can we offer a preparatory online training on the topic?
✓ Yes, this should be discussed in your technical proposal as it should indicate how you plan to undertake the consultancy.
- **Question:** Can we integrate an exam in the online training and just allow the ones who passed the exam to participate in the face-to-face training?
✓ No, as this may affect the number of participants that will benefit from the overall consultancy.
- **Question:** For the energy management training a well equipped training center would be helpful. At least a set of measurement instruments is required. Which training center UNDP proposes?
✓ UNDP will support the successful consultant in identifying a suitable center for the training sessions.
- **Question:** Should the bidder offer an exam at the end of the training?
✓ Yes
- **Question:** Should the bidder offer a certificate for the participants?
✓ Yes
- **Question:** Can we assume UNDP will pay for the costs of the training center, catering, print of training materials?
✓ The consultant must account for these cost in their financial proposal. However, based on the proposed cost, UNDP may approach the selected consultant to support where possible so as to reduce the budget.
- **Question:** Who will pay for the travel and accomodation of the participants coming from different destinations to the training venue?
✓ The health facilities/minstry of health will cover the cost for their selected delegates.

5 day Training of Trainers on energy management and operation and maintenance of PV

- **Question:** TtT: which trainers shall be trained? Where do they come from?
✓ It is anticipated that the technical persons at the Regional Health Authorites would be targeted for the ToT. For your information the health facilities are governed by Regional Health Authorities.
- **Question:** Where will these trainers work later?
✓ These trainers would be the drivers of RE and EE within the Health Sector and would ensure that the sector is sustainable with regards to trained technicians having the capacity to operate and maintain these RE and EE equipment
- **Question:** Which knowledge and experience do these trainers have?
✓ Majority of these trainers are of an engineering background

- **Question:** Who will be responsible to organize these trainers for the TtT (marketing, registration, selection, approval, handling)?
 ✓ UNDP will support the consultant with this aspect of the program.
- **Question:** How many trainers shall be trained?
 ✓ The number of trainers would be determined by the consulting firm through consultation with the Regional Health Authorities and the Ministry of Health Project Management Unit. Contact details for same will be provided.
- **Question:** What is their professional background?
 ✓ Supervisors, Operations Manager etc
- **Question:** Can we do an exam with the potential trainer participants in order to assess their knowledge?
 ✓ Yes
- **Question:** Can we offer online trainings in advance for the participants in order to reach a common level of knowledge and to have a selection via the exam?
 ✓ Yes
- **Question:** It is very unlikely that one trainer can cover all topics. Also, for a 5 days TtT two trainers are necessary. Can we offer two trainers for the 5 day TtT?
 ✓ Yes
- **Question:** 5 days TtT for PV and energy management is by far too short. Within such a short time there is neither enough time for the technologies nor for methodology and didactics. So, which topics UNDP wants to be covered within this 2,5 days for each technology?
 ✓ Based on your experience your proposed training program should indicate what topics can be covered over the 5 days. Bear in mind that all trainings should be tailored.
- **Question:** Can the training happen at the training center of Wigton Windfarm which is equipped very well to offer exactly this kind of trainings requiring hand-on practicals?
 ✓ Yes
- **Question:** Should the bidder offer an exam at the end of the training?
 ✓ Yes
- **Question:** Should the bidder offer a certificate for the participants?
 ✓ Yes
- **Question:** Can we assume UNDP will pay for the costs of the training center, catering, print of training materials?
 ✓ The consultant must account for these costs in their financial proposal. However, based on the proposed cost, UNDP may approach the selected consultant to support where possible so as to reduce the budget.

- **Question:** Who will pay for the travel and accommodation of the participants coming from different destinations to the training venue?
✓ The hospitals will cover the cost for their selected delegates.

Draft guidelines on solar PV system operation, maintenance and monitoring

- **Question:** Who should use these guidelines: the technicians in the health facilities as a handbook?
✓ Technicians in the public sector, the Government Electrical Regulator (GER), Government Electrical Inspectorate, Bureau of Standards Jamaica
- **Question:** What is the size of systems you want to have covered within this guidelines?
✓ This should be determined by the selected consultant through consultation with the key industry stakeholders.
- **Question:** How many pages you roughly expect to have these guidelines?
✓ This should be determined by the selected consultant through consultation with the key industry stakeholders.

Further questions:

- **Question:** The RFP state on page 2, 3rd clause: „UNDP reserves the right to vary the quantity of services .. 25 % .. without any change in the unit price or other terms and conditions. Please clarify: is the „unit price“ the price for the whole tender or just for an activity? Would this mean UNDP could request up to 25 % more results without paying the additional work?
✓ No, this speaks to the unit price of an activity. For example, if the unit cost to conduct the training works out to be USD 150 per participant, then based on that unit cost, UNDP can increase the number of participants by 25% maximum without the unit cost being changed. If UNDP requires additional work than what has been listed in the SOW, then a negotiation session would be held with the selected consultant to find consensus regarding the way forward.
- **Question:** The RFP state on page 7: „UNDP will award the contract to: one and only one service provider“.
✓ Yes, one service provider/consultant will be awarded. As such the successful organization that submits the proposal and has been evaluated will be the organization awarded.
- **Question:** Are consortia allowed for this tender or not, stating that one partner will be the lead for the contractual relations with UNDP?
✓ Yes, allowed, and must be disclosed in the background information for the consultant.
- **Question:** You assumed 65 working days for the assignment. How many days of travel for international experts can be offered?

- ✓ The consultant if foreign based is not expected to work all days in Jamaica, instead, based on the TOR, the consultant can gauge the days for in country work versus work that can be done home based. In this regard, the consultant will be required to use their own judgement and expertise and calculate any additional days (if any), that will be needed for travel.