



REQUEST FOR PROPOSAL (RFP)

Electrical Transformers Workshop Training	DATE: September 18, 2022
	REFERENCE: RFP-278-22

Dear Sir / Madam:

We kindly request you to submit your Proposal regarding **Electrical Transformers Workshop Training** Please be guided by the form attached hereto as Annex 2 and 3 in preparing your Proposal.

Proposal must be submitted on or before the deadline indicated in the e-tendering system. Proposal must be submitted through online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

Those companies who are not registered in the e-tendering portal yet are requested to use the following temporary username and password for registration:

Username: event.guest Password: why2change

You are requested to indicate whether your company intends to submit a proposal by clicking "Accept Invitation" in the system.

In course of preparing and submitting your proposal, it shall remain your responsibility to ensure that your Proposal is submitted on or before the deadline indicated by UNDP in the e-Tendering system. Documents uploaded in the system as part of your Proposal must be free from any form of virus or corrupted contents, or the Proposal shall be rejected.

The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "TECHNICAL PROPOSAL" or "FINANCIAL PROPOSAL", as appropriate. Each document shall include the Proposer's name and address.

PLEASE DO NOT PUT THE PRICE OF YOUR PROPOSAL IN THE LINE ITEM IN THE SYSTEM. INSTEAD PUT "1" AND UPLOAD THE FINANCIAL PROPOSAL AS INSTRUCTED ABOVE

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

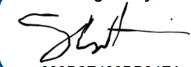
<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Approved by,

DocuSigned by:

039D2E430DB34EA...

Shadi Hussein

Head of Procurement
September 18, 2022

Annex 1- Description of Requirements

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Context of the Requirement	<p>UNDP, in partnership with the Government of Iraq and the Global Coalition to Defeat ISIL, established the Funding Facility for Immediate Stabilization (FFIS) to quickly implement activities to stabilize newly liberated areas of Iraq in June 2015. FFIS is governed by a Steering Committee co-chaired by the Prime Minister's Office and the DSRSG/RC. The Funding Facility supports four sets of activities, each with a dedicated window. All activities support the needs identified by local authorities (Governors' offices, line departments, mayors), based on priorities identified at the local level through consultations. The Provincial Command Cells endorse the activities.</p> <ol style="list-style-type: none">1. Window One: Public works and light infrastructure rehabilitation.2. Window Two: Livelihoods support that jumpstart local economy and generate income for households, particularly families returning to their homes.3. Window Three: Capacity support for local governments, boosting their immediate response capacity to cope with the challenges arising during stabilization.4. Window Four: Community reconciliation initiatives that help local leaders and community groups promote social cohesion and dialogue. <p>Under Window 3, to ensure the proper use and maintenance of Nineveh public infrastructure (electrical power substations, water treatment plants, hospitals etc.) FFS intends to organize a specialized technical training for Overhead Transmission Lines Design, Construction and Maintenance .</p>										
Implementing Partner of UNDP	N/A										
Brief Description of the Required Services	<p>The main objective is to provide a training course on how to maintain, repair, inspect, test, commission and operate power transformers. The training course will be provided to the staff of Nineveh directorates of electricity. The aim is to build staff capacity to operate, proper use and maintain various types of electrical transformers using test instruments, tools and equipment in the workshops. The training course must cover the following topics, but it is not limited to:</p> <ol style="list-style-type: none">1. Transformer principles and theory2. Transformer inspections and maintenance3. Failures and condition monitoring of transformer4. Transformer protection equipment5. Transformer essential routine tests including but not limited to:<ul style="list-style-type: none">• Winding resistance test• Transformer ratio test• Measurement of impedance voltage/short circuit impedance and load loss (Short circuit test)• Measurement of no-load loss and current (Open circuit test)• Measurement of insulation resistance• Tests on transformer tap-changer.• Tan Delta test and polarisation Index6. Periodic and preventive maintenance for transformers and testing equipment7. Provide practical training with hands-on activities in the transformers workshop equipped with tools and test instruments as specified in Annex A. In the practical training, the participants will be expected to perform proper testing, maintenance, and repair for electrical transformers using the tools and test instruments as in Annex A. <p>The table below is illustrating the number of participants (trainees), their job titles and expected training session duration.</p> <table><tr><td>No of trainees</td><td>40 governmental employees from different Nineveh electricity directorates</td></tr><tr><td>No of training sessions</td><td>As per the service provider proposal to train the participants effectively to achieve the training objectives. The number of training sessions shall not exceed four sessions.</td></tr><tr><td>Trainees' Function</td><td>Engineers and technicians who are responsible for testing, maintaining, and repairing electrical transformers.</td></tr><tr><td>Training Session Duration</td><td>10 working days, 7 hours per day, or as per the service provider proposal and trainers' plan to achieve the training objectives.</td></tr><tr><td>Training Venue</td><td>Transformers workshops within Nineveh</td></tr></table>	No of trainees	40 governmental employees from different Nineveh electricity directorates	No of training sessions	As per the service provider proposal to train the participants effectively to achieve the training objectives. The number of training sessions shall not exceed four sessions.	Trainees' Function	Engineers and technicians who are responsible for testing, maintaining, and repairing electrical transformers.	Training Session Duration	10 working days, 7 hours per day, or as per the service provider proposal and trainers' plan to achieve the training objectives.	Training Venue	Transformers workshops within Nineveh
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Training Venue	Transformers workshops within Nineveh										

List and Description of Expected Outputs to be Delivered	<ol style="list-style-type: none"> 1. Deliver the training course to the participants for complete participants' understanding considering the variance levels in knowledge and experience of the participants to achieve the training objectives. 2. Provide a comprehensive final report on a weekly basis in English which includes but is not limited to the course summary, list of participants, major discussions during the courses, observations, recommendations, and summary of feedback of the participants with a final evaluation. 3. Providing participants with accredited\attendance certificates of training in English and Arabic copies. <p><i>For more details, please refer to Terms of Reference Annex-2</i></p>
Person to Supervise the Work/Performance of the Service Provider	<p>UNDP Technical Training Experts (TTEs).</p> <p><i>For more details, please refer to Terms of Reference Annex-2</i></p>
Frequency of Reporting	Please refer to Terms of Reference Annex-2
Progress Reporting Requirements	<ol style="list-style-type: none"> 1. The service provider submits all reports to UNDP TTEs in English. 2. The training shall be conducted in Arabic for the lecture and materials <p>Please refer to Terms of Reference Annex-2</p>
Location of work	Mosul, Ninawa
Expected duration of work	40 working days
Target start date	1 November 2022 or earlier.
Latest completion date	31 December 2022.
Travels Expected	Please refer to Terms of Reference Annex-2
Special Security Requirements	N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	N/A
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<ul style="list-style-type: none"> • The lead trainer must have a minimum of 15 years of progressive relevant experience and skills matching the training objectives in one of the following areas: distribution liquid filled type or dry-type transformers and accessories. <ul style="list-style-type: none"> ■ The trainer must have an academic qualification in electrical engineering (minimum BSc degree) or other related fields. ■ The trainer must have excellent analytical and presentation skills with experience in developing curriculums and delivering training. ■ Certified trainer in electrical transformers test and diagnosis is an advantage. • The trainer assistant must have a minimum of 10 years of progressive relevant experience and skills matching the training objectives. The trainer assistant must have an academic/technical qualification in engineering. The trainer assistant will be responsible for assisting the participants and walking them step by step to implement the training course practically during the session. • Provide a training coordinator for each training session who will be responsible for: <ul style="list-style-type: none"> ■ Coordinating the training session in terms of reaching out to the participants to ensure their availability on the training date two weeks prior. ■ Providing attendance sheets and reporting daily to the UNDP's TTEs.

	Collecting and checking the participants' official documents.								
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars								
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes								
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 90 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposer shall then confirm the extension in writing, without any modification whatsoever on the Proposal.								
Partial Quotes	<input checked="" type="checkbox"/> Not permitted								
Payment Terms	<p>Payments will be released in installments upon completion of deliverable as tabulated below:</p> <table border="1"> <thead> <tr> <th>Deliverable</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Provision of Electrical Transformers Workshop Training</td><td>100%</td><td>Upon substantial completion of training of 40 participant</td><td> Within thirty (30) days from the date of meeting the following conditions: a. UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b. Receipt of invoice from the Service Provider. </td></tr> </tbody> </table> <p><i>For more details, please refer to Terms of Reference Annex-2</i></p>	Deliverable	Percentage	Timing	Condition for Payment Release	Provision of Electrical Transformers Workshop Training	100%	Upon substantial completion of training of 40 participant	Within thirty (30) days from the date of meeting the following conditions: a. UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b. Receipt of invoice from the Service Provider.
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Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	UNDP Technical Training Experts (TTEs)								
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order and Contract for Goods and Services for UNDP http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html								
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. Technical Evaluation:								
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (1000 Points)</u></p> <input checked="" type="checkbox"/> Expertise of Organization – 300 Points <input checked="" type="checkbox"/> Proposed Methodology, Approach and Implementation Plan – 350 Points <input checked="" type="checkbox"/> Management Structure and Key Personnel – 350 Points The detailed technical evaluation criteria is mentioned in Annex 3 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL. The minimum technical score required to pass the technical evaluation is 70% = 700 Points .								
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider								
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html								

Annexes to this RFP	<input checked="" type="checkbox"/> Letter of Invitation <input checked="" type="checkbox"/> Annex 1 - Description of Requirements <input checked="" type="checkbox"/> Annex 2 - Terms of Reference <input checked="" type="checkbox"/> Annex 3 - Forms for Submitting Service Provider's Technical Proposal <input checked="" type="checkbox"/> Annex 3B -Financial Proposal Template (to be submitted separately by bidder) <input checked="" type="checkbox"/> Annex 4 - Proposal Submission Form
Contact Person for Inquiries (Written inquiries only)	<p>Focal Person in UNDP: Mohammad Ashraf Baaser</p> <p>Procurement Analyst</p> <p>E-mail address: mohammad.ashraf.baaser@undp.org</p> <p>Any delay in UNDPs response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the proposers</p>
Required Documents that must be Submitted to Establish Qualification of Proposers (In "Certified True Copy" form only)	<p>Required Documents:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Company Profile, which should not exceed fifteen (15) pages, <input checked="" type="checkbox"/> Valid Certificate of Registration of the business from relevant government authority. <input checked="" type="checkbox"/> Technical and Financial Proposal (Work Methodology, implementation plan, proposed team structure) according to TOR (Annex 2) <input checked="" type="checkbox"/> Signed form for Submitting Service Provider's Proposal (Annex 3) <input checked="" type="checkbox"/> Financial Proposal (password protected), Annex 3B <input checked="" type="checkbox"/> Signed Proposal Submission Form (Annex 4) <input checked="" type="checkbox"/> Copy of 2 similar contracts <input checked="" type="checkbox"/> Audit Reports for the last 3 years (2018, 2019, 2020) The Proposer having completed financial audited statement for 2021 should also submit the report which will be considered for evaluation. <input checked="" type="checkbox"/> Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references; <input checked="" type="checkbox"/> Structure of the team, including the names, position in the team and CVs of key personnel- For details please refer to Annex – 2 TOR. <p>Qualification Criteria:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Having minimum of 2 similar contracts of undertaking similar services, successfully completed over the last 7 years, working with international organizations, bilateral donors, financial institutions, and government entities. <input checked="" type="checkbox"/> Minimum of above one project should be equal or above US\$50,000 successfully completed during the last 7 years. <i>For JV/Consortium/Association - all parties cumulatively should meet the requirement. The Lead party must meet the requirement of minimum 1 project similar in nature with minimum value of US US\$50,000 or above</i> <input checked="" type="checkbox"/> Statement of Satisfactory Performance from the Top 2 (two) Clients within the past 07 (seven) years. <input checked="" type="checkbox"/> Minimum Average Turnover should be US\$70,000 for the last 3 years (2018-2019-2020). 2021 will be considered if the audit report is available. <i>(For JV/Consortium/Association, the Lead Party should meet requirement)</i> <p>UNDP shall verify the financial capacity of the bidder and has the authority to seek references from concerned parties & banks on the bidder' financial standing.</p> <p>UNDP has the right to reject any proposal if submitted by a contractor whom investigation leads to a result that he is not Financially capable and/ or had serious financial problems.</p>
Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> Online bidding in E-Tendering module only.</p> <p>Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</p> <p>PLEASE NOTE: -</p>

	<p>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p>
Conditions and Procedures for electronic submission and opening, if allowed	<p>Online Bidding E-tendering Module.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: [https://etendering.partneragencies.org]</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF, Excel, Word</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast</p> <p><input checked="" type="checkbox"/> The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> Financial Proposal Password:</p> <p>Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected.</p> <p>The proposals submitted by email/post mail/hand shall not be accepted.</p> <p>While entering financial proposal in the e-tendering system, always mention your <u>price as USD</u></p> <p><u>1. Please do not mention the value of your financial proposal in e-tendering system. It should only be mentioned in the password protected file/attachment of financial submission form.</u></p> <p>The proposal of those organizations who would reveal their financial proposal value in the e-tendering system will be considered as disqualified.</p>
Joint Venture, Consortium or Association	<p>a. If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>b. After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>c. The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>d. The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>e. A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>f. Previous contracts completed by individual experts working privately but who are</p>

	<p>permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>g. The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p>
Pre-Proposal meeting	Will not be conducted

Annex 2

Terms of Reference (ToR)

Electrical Transformers Workshop Training

1. Background

UNDP, in partnership with the Government of Iraq and the Global Coalition to Defeat ISIL, established the Funding Facility for Immediate Stabilization (FFIS) to quickly implement activities to stabilize newly liberated areas of Iraq in June 2015. FFIS is governed by a Steering Committee co-chaired by the Prime Minister's Office and the DSRSG/RC. The Funding Facility supports four sets of activities, each with a dedicated window. All activities support the needs identified by local authorities (Governors' offices, line departments, mayors), based on priorities identified at the local level through consultations. The Provincial Command Cells endorse the activities.

1. Window One: Public works and light infrastructure rehabilitation.
2. Window Two: Livelihoods support that jumpstart local economy and generate income for households, particularly families returning to their homes.
3. Window Three: Capacity support for local governments, boosting their immediate response capacity to cope with the challenges arising during stabilization.
4. Window Four: Community reconciliation initiatives that help local leaders and community groups promote social cohesion and dialogue.

Under Window 3, to ensure the proper use and maintenance of Nineveh public infrastructure (electrical power substations, water treatment plants, hospitals etc.) FFIS intends to organize two types of technical training packages for the relevant Nineveh line directorates. The first package was general technical engineering training in electrical and mechanical engineering, planning, and managing maintenance works, on-site construction management, health and safety on-site, environmental management, information technology, etc. The second package; is specialized technical training for the operation and maintenance of specific equipment and systems such as electrical transformers and hospital medical equipment.

2. Training Objective

The main objective is to provide a training course on how to maintain, repair, inspect, test, commission and operate power transformers. The training course will be provided to the staff of Nineveh directorates of electricity. The aim is to build staff capacity to operate, proper use and maintain various types of electrical transformers using test instruments, tools and equipment in the workshops. The training course must cover the following topics, but it is not limited to:

8. Transformer principles and theory
9. Transformer inspections and maintenance
10. Failures and condition monitoring of transformer
11. Transformer protection equipment
12. Transformer essential routine tests including but not limited to:
 - Winding resistance test
 - Transformer ratio test
 - Measurement of impedance voltage/short circuit impedance and load loss (Short circuit test)
 - Measurement of no-load loss and current (Open circuit test)
 - Measurement of insulation resistance
 - Tests on transformer tap-changer.
 - Tan Delta test and polarisation Index
13. Periodic and preventive maintenance for transformers and testing equipment
14. Provide practical training with hands-on activities in the transformers workshop equipped with tools and test instruments as specified in Annex A. In the practical training, the participants will be expected to perform proper testing, maintenance, and repair for electrical transformers using the tools and test instruments as in Annex A.
15. The table below is illustrating the number of participants (trainees), their job titles and expected training session duration.

Table I: Training information

No of trainees	40 governmental employees from different Nineveh electricity directorates
No of training sessions	As per the service provider proposal to train the participants effectively to achieve the training objectives. The number of training sessions shall not exceed four sessions.
Trainees' Function	Engineers and technicians who are responsible for testing, maintaining, and repairing electrical transformers.
Training Session Duration	10 working days, 7 hours per day, or as per the service provider proposal and trainers' plan to achieve the training objectives.
Training Venue	Transformers workshops within Nineveh

3. Scope of work

The main task to be performed by the training service provider is to conduct training sessions in transformers workshops within Nineveh. Training organizations are expected to facilitate the training syllabus, assessments, and relevant to training transformers maintaining equipment, tools and materials in addition to the specific tasks below:

1. Conduct participants mapping and reach out (preferably by phone) to staff and the focal points of Nineveh directorates to inform the participants about the training session and confirm their attendance.
2. A list of targeted participants with their names, contacts, job titles and locations with the focal point of each Nineveh directorate will be provided to the service provider by UNDP technical training experts (TTEs) within sufficient time before the training sessions take place.
3. Reaching out to the participants to conduct an initial assessment to identify the participants' knowledge and skills level in order to be qualified for the training in consultation with UNDP TTEs.
4. Carry out training sessions in physical attendance in the workshop including interactive engaging training, group discussions and practical demonstrations with actively involved learners in their own learning experience.
5. Deliver practical training with hands-on activities for the participants in the workshop which will be equipped with test instruments and equipment as per Annex A.
6. The service provider is responsible for providing personal protective equipment (PPE) to the participants if necessary during the practical training while imposing health and safety protocols in the workshop is mandatory.
7. Conduct pre-and post-assessment exercises for the participants in each training session with an evaluation at the end of the training which must be included in the final report of the session.
8. Deliver training materials to the participants for a complete understanding of the training objectives considering the variance levels in knowledge and experience of the participants. Therefore, the trainer is required to adjust and adapt the training course materials relying on the pre-assessment of participants on day one of the training session.
9. The service provider is required to ensure close consultation with UNDP before implementing the training, and the concept of the training course, detailed schedule and deliverables shall be agreed upon in advance.
10. Provide UNDP TTEs with a daily report (written in English) for the training session which includes training materials, training activities, outcomes of pre/post assessment and participants' daily attendance sheet (template form of attendance sheet will be provided by UNDP TTEs).
11. Organize training in Arabic as well as in English if needed.

4. Expected Deliverables

The service provider shall provide the following deliverables:

1. Deliver the training course to the participants for complete participants' understanding considering the variance levels in knowledge and experience of the participants to achieve the training objectives.
2. Provide a comprehensive final report on a weekly basis in English which includes but is not limited to the course summary, list of participants, major discussions during the courses, observations, recommendations, and summary of feedback of the participants with a final evaluation.
3. Providing participants with accredited attendance certificates of training in English and Arabic copies.

5. Reporting Lines and Language

1. The service provider submits all reports to UNDP TTEs in English.

2. The training shall be conducted in Arabic for the lecture and materials

6. QUALIFICATIONS OF THE SUCCESSFUL SERVICE PROVIDER

B) The service provider should meet the following minimum requirements:

- The 'service provider' is defined as a local/international technical institute, engineering company/firm or any other related organization.
- The service provider has experience in working with international organizations, bilateral donors, financial institutions, and government entities.
- The service provider specialized in capacity development and provides technical training with a minimum of 10 years of progressive experience relevant to the training objectives.
- The service provider has a proper management structure for planning, monitoring, and managing the training implementation.

C) The trainers should meet the following minimum requirements:

- The **lead trainer** must have a minimum of 15 years of progressive relevant experience and skills matching the training objectives in one of the following areas: distribution liquid filled type or dry-type transformers and accessories.
 - The trainer must have an academic qualification in electrical engineering (minimum BSc degree) or other related fields.
 - The trainer must have excellent analytical and presentation skills with experience in developing curriculums and delivering training.
 - Certified trainer in electrical transformers test and diagnosis is an advantage.
- The **trainer assistant** must have a minimum of 10 years of progressive relevant experience and skills matching the training objectives. The trainer assistant must have an academic/ technical qualification in engineering. The trainer assistant will be responsible for assisting the participants and walking them step by step to implement the training course practically during the session.
- Provide a **training coordinator** for each training session who will be responsible for:
 - Coordinating the training session in terms of reaching out to the participants to ensure their availability on the training date two weeks prior.
 - Providing attendance sheets and reporting daily to the UNDP's TTEs.
 - Collecting and checking the participants' official documents.

7. SUBMISSION OF PROPOSALS

Service providers are invited to apply. The applicants must submit the following:

- 1) A service provider profile illustrating the capacity-building experience, credibility, and reputation with similar and relevant technical training experience.
- 2) A technical proposal detailing applicants' understanding of ToRs, proposed training methodology and trainers' CVs.
- 3) Develop the training course curriculum including hands-on activities and practical training with the expected training outcomes to be achieved by participating at the end of the session. The submitted training course curriculum might be discussed between the applicant (organization) and UNDP TTEs for further adjustments to achieve the training objectives during the kick-off meeting after the contract award.
- 4) A detailed training plan implementation which includes but is not limited to:
 - Timetable illustrates the number of training sessions required to cover the participants' training as per Table I. The number of participants per session should be adequate to execute the training session efficiently and to maximize the deliverable knowledge and skills to the participants.
 - A detailed plan with a timetable includes the starting and ending dates to implement the training sessions.
 - The training period in terms of the number of working days to finish all the training sessions which shall not exceed 40 working days (Sunday to Thursday).
 - A total number of trainers and trainer assistants that the service provider can assign for the training with other support staff for effective and efficient training.

- 5) A minimum of four professional references/recommendation letters from previous employers.
- 6) List of previous projects/ training courses implemented and delivered by the service provider and trainers.
- 7) A financial proposal breaking down the cost into two sections: Personnel cost and Out of pocket costs shall include, if necessary (staff transportation, overnight stay, phone credits, full-equipped training venue cost, lunch, coffee break, or any other essential institutional fees).
- 8) All the submitted documents mentioned above have to be written in English.

8. INSTITUTIONAL AGREEMENT

- 1) UNDP Technical Training Experts (TTEs) will be the focal points in all training sessions.
- 2) The service provider is requested to name the potential trainers for the respective area specified in the proposal with CVs. Only accepted trainers by UNDP will be finally included in the call of contract.
- 3) In the case of replacing, substituting or assigning new trainers who are not listed in the proposal, prior approval by UNDP is required.
- 4) The service provider will maintain the proper documentation process of the training.
- 5) **The service provider shall be responsible for providing the following:**
 - a. Reaching out to the participants to ensure their availability on the training date two weeks prior.
 - b. The training coordinator shall provide attendance sheets and report daily and weekly to the UNDP's TTEs.
 - c. Print and deliver the certificates to the participants at the end of each training session.
 - d. Handouts including training agenda and course materials shall be printed (hardcopy) and delivered on day one of the training session.
 - e. Equip the training venue inside the workshop assigned for the training with a projector, screen, laptop, internet, stationeries, whiteboard, or flipchart, print out a roll-up banner and any other logistics required for the training.
 - f. Provide lunch and coffee breaks with refreshments for the participants, trainers and staff for the training period as per table II below.
 - g. The suitability of the training hall and quality of services will be subject to TTEs observations and participants' feedback.

Table II: Agenda

Time	8:00- 10:00 am	10:00-10:30 am	10:30 am-12:30 pm	12:30 - 1:30 pm	1:30-3:00 pm
Activity	Training	Coffee Break	Training	Lunch Break	Training

9. Key Performance Indicators During the Implementation of Training

Overall, the service provider's performance will be evaluated based on the following key criteria:

- 1) Timely coordination for preparing each training course.
- 2) Quality of course materials with timely submission to UNDP.
- 3) Provision of comprehensive reports and strong reporting.
- 4) Trainees' satisfaction towards meet the training course objectives.

Annex A List of test instruments and equipment available in the transformer workshops

Table III: Workshop 1

	Instrument/Device	Brand	Model
1	Oil Purification Machine 4000l/h	GOLDSOL	DYG-70
2	Transformer and Substation Test System	Megger	TRAX
3	High voltage instrument for measuring capacitance and power factor	Megger	TRAX TDX120
4	Transformer Winding Resistance	Megger	MTO210
5	Insulation Resistance Testers	Megger	MIT1025
6	High Voltage (Power Frequency) test	Hipot	GDYD-85D
7	Microhmmeter	Megger	DLRO 200
8	Three Phase Transformer Turns Ratiometer	Megger	TTRU3
9	Oil Dielectric Tester	GOLDSOL	YJJ-502A
10	Vacuum Drying Plant	Yibo	KY-350M

Table V: Workshop 2

	Instrument/Device	Brand/ Origin	Model
1	Oil cleaning machine 2500 L/H	France	ARRAS-MAXEI
2	Oil Dielectric Tester	Megger	OTS 100 AF
3	Transformer winding resistance	Megger	MTO 210
4	Insulation tester	Japan	KYORITSU 3125A
5	Power quality analyzer	Romania	435
6	Micro-ohmmeter	Megger	MOM2
7	High voltage insulation tester	Austria	BAUR PGK 110H
8	Digital transformer turns ratiometer	USA	DTR 8510
9	Single-phase transformer turns ratiometer	Megger	TTR100-1
10	Inspection system load and copper losses	Lebanon	TREG

Technical Evaluation Criteria

Technical Proposal Evaluation Form 1		Points obtainable
Expertise of the Firm/Organization		
1.1	General organizational capacity (e.g., size of firm / organization, effectiveness of planning and training, reputation of the organization and personnel competence / relevant experience) and the duration of work in the market, <i>Experience in project target regions (5 years- 50 points, 6-7 years - 70 points, more than 7 years - 100 points)</i>	100
1.2	Experience of the company / organization in the field of training, as evidenced, for example, by the number of training modules designed on the theme of requested Services <i>(at least 2 training modules - 30 points, 3-5 modules - 50 points, 6 and more modules - 75 points)</i>	75
1.3	Experience in curriculum development and implementation of training programs of short-term training for heads of local governments, NGOs, government organizations, initiative groups in communities <i>(up to 5 years - 50 points, 6-7 years - 60 points, more than 7 years - 75 points)</i>	75
1.4	Presentation of recommendations from past clients (including international organizations) regarding implementation of similar tasks: <i>□ Presentation of recommendations 2 - 30 points</i> <i>□ Presentation 3 recommendations - 40 points</i> <i>□ Presentation 4 or more recommendations - 50 points</i>	50
Total for Section - 1		300
Technical Proposal Evaluation Form 2		Points Obtainable
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task? <i>Critical analysis and understanding of the TOR and supporting documents (100 points);</i> <i>Analysis of the TOR and supporting document (75 points);</i> <i>Analysis of only the TOR (50 points)</i> <i>No analysis – 0 points</i>	100
2.2	Have the important aspects of the task been addressed in sufficient detail? <i>Approach and methodology well elaborated (100 points)</i> <i>Approach and methodology elaborated but with some missing documents (60 points)</i> <i>No approach and methodology (0 points)</i>	100
2.3	Are the different components of the project adequately weighted relative to one another? <i>Approach and work plan well elaborated (75 points)</i> <i>Approach and work plan elaborated but with some missing elements (50 points)</i>	75

	No approach/work plan (0 points)	
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? <i>Presentation is very clear, and sequence is very logical (75 points)</i> <i>Presentation is not very clear and sequence is not very logical (50 points)</i>	75
	Total for Section - 1	350

3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services		
	Trainers (The number of trainers to be proposed shall be evaluated individually as per below points and averaged to get the final score)		
Lead Trainer (s):	Relevant Academic Background Lead trainer(s) <i>PhD/Master's in electrical engineering, power system engineering or any other related fields. – 25 points</i> <i>Bachelor's degree in electrical, power system engineering or any other related fields) – 20 points</i>	25	225
	Minimum 10 years of progressive relevant practical experience and skills in in electrical power engineering or any other related fields and conducting training similar in nature of the requirements. <i>(10-12 years - 100 points, 13-15 years - 135 points, more than 15 years - 175 points)</i>	175	
	Certified trainer? received training? in overhead transmission, or any related training in the field of power system engineering? (Y/N) <i>(25 points)</i>	25	
Trainer assistant	The trainer assistant must have an academic/ technical qualification in electrical engineering field. <i>Bachelor's degree in electrical engineering or any other related fields) – 25 points</i> <i>Diploma or two years college degree in electrical, power field of study or any other related fields) – 15 points</i>	25	50
	A minimum of 5 years of progressive relevant experience and skills matching the training objectives. <i>(5-7 years - 15 points, more than 7 years - 25 points)</i>	25	
Training coordinator	A minimum 2 years' experience in coordinating and organising training activities. <i>(Less than 2 years - 20 points, more than 2 years - 25 points)</i>		25
Other qualifications	Language qualifications <i>Proficiency in Arabic language – 25 points</i> <i>Not so proficient in Arabic language – 15 points</i>		25
	Support evidence (samples, documents, letters, photos) of developed course materials, assessments, and delivering similar training. <i>(25 points)</i>		25
	Total for Section - 1	350	
	G. Total for all 3 Sections	1000	

Annex 3 FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL

To: Head of Procurement

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Expertise of Organization – 300 Points

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology, Approach and Implementation Plan – 350 Points

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Management Structure and Key Personnel – 350 Points

If required by the RFP, the Service Provider must provide :

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the*

⁶ *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purpose*

Annex 3B: Financial Proposal Template (to be password protected and attached/uploaded as separate document)**1. Cost Breakdown per Deliverable***

The proposers are requested to provide cost breakdown per deliverables as clearly specified in the Terms of Reference (TOR) of this RFP. Amounts mentioned in this table will be considered final offer by the proposers.

**This shall be the basis of the payment tranches*

#	Deliverable	Payment%	Amount US\$
1	Provision of Electrical Transformers Workshop Training for 40 participants.		
Total USD:			

2. Cost Breakdown by Cost Component

The Proposers are requested to provide the cost breakdown for the above given prices based on the following formats. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Currency of the proposal: [Insert Currency]

A- Cost Breakdown by cost component

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees (from Table 2)	
Other Costs (from Table 3)	
Total Amount of Financial Proposal	

Table 2: Breakdown of Professional Fees

Position	Name	Daily Rate US\$	Number of Days	Total Amount US\$
		A	B	C=A*B
Lead trainers(s)				
Trainer assistant(s)				
Training coordinator				
Subtotal Professional Fees:				

Table 3: Breakdown of Other Costs

Description	UOM	Quantity	Unit Price US\$	Total Amount US\$
Training Venue				
Syllabus				

Relevant Equipment				
Logistics materials to cover the training objectives				
Subtotal Other Costs:				

[Name and Signature of the Service Provider’s Authorized Person]

[Designation]

[Date]

Annex 4: Proposal Submission Form

To: Head of Procurement, UNDP Erbil, Iraq

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification.
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council.
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for *90 days*.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]