

Bid Clarifications for:

1. Consultancy to Conduct a Training Needs Assessment of the Renewable Energy Technologies (RET) Suppliers and Installers Market (with focus on Solar Photovoltaics, Solar Thermal and Energy Efficiency) in St. Vincent and the Grenadines and,
2. Draft Policy for the promotion of Energy Efficient and less polluting Vehicles in St. Vincent and The Grenadines and a short and medium term Action Plan to transition towards the uptake of more energy efficient vehicles including an Electric Mobility Transition Strategy

No.	Question/Issue	Clarification
Consultancy to Conduct a Training Needs Assessment of the Renewable Energy Technologies (RET) Suppliers and Installers Market (with focus on Solar Photovoltaics, Solar Thermal and Energy Efficiency) in St. Vincent and the Grenadines		
1.	Contracting Authority	Government of St. Vincent and the Grenadines
2.	To clarify, is the objective of the consultancy to a) Determine the industry capacity needs to implement the PACES project in SVG, assess the current existing capacity in SVG, and provide a training plan to close the gap; OR b) assess the existing technical personnel and businesses, determine their readiness to implement the PACES project, and provide a training plan to close the gap?	The PACES Project is already being implemented, it is a climate change mitigation and energy project being executed by the UNDP through the Energy Unit, Government of St. Vincent and the Grenadines. The Training Needs assessment is an activity under PACES project and is intended to provide guidance for future RE training activities, whether under PACES, other upcoming projects or in-house initiatives by the Government to bolster the human resources of energy sector. The objective of consultancy is to assess the existing knowledge and skills of technical personnel and businesses, determine their readiness to provide RE related services and provide an adequate training plan to close any gaps that may be uncovered.
3.	Can details of the PACES project be shared with proponents so that we can better understand SVG's future vision?	The National Energy Policy and Action Plan will provide better insight into the SVG's vision for the energy sector. These are available here http://energyunit.gov.vc/energyunit/index.php/projects/acts-bills
4.	What is the estimated number of existing technical personnel and businesses?	There are under 25 local businesses and technical personnel who may be relevant to this study, inclusive of the Community College, and other vocational schools on island.
5.	What is the current state of knowledge regarding RET training in SVG? What, if any, preliminary work has been conducted?	Very little has been done in relation to training assessments, therefore this study would form a baseline for future action.
6.	What currency would you like prices presented in?	Prices should be listed in Eastern Caribbean Dollars (XCD)
7.	Is there a standard format you would like pricing presented in?	No.
8.	Are travel costs reimbursable?	All costs should be built into the pricing proposal.
9.	Can you share the evaluation criteria?	A. Relevant Qualifications & Experience (60 points) <ul style="list-style-type: none"> • Bachelor's degree in Human Resources Management, Training and Development, or a related field from a recognised University.

		<ul style="list-style-type: none"> • Five (5) years of experience conducting personnel training, with three (3) of those in the renewable energy or energy efficiency sector. • Proof of experience, (summary of training needs assessments conducted, training exercises conducted, training materials developed, and other supporting evidence of relevant qualifications and experience) <p>B. Consultancy execution (20 points)</p> <ul style="list-style-type: none"> • Feasible Project schedule indicating key milestones • Methodology to be employed <p>C. Financial Offer/Capability (20 points)</p> <ul style="list-style-type: none"> • Cost of the Financial Proposal
10.	Are proponents required to register with UNDP's eTendering system?	No.
11.	What is the expected timeline for proposal evaluations and contract award?	Six (6) to eight (8) weeks
12.	What is the expected start date of the project?	January 2018
	On page 2 of the TOR, "Objective of the Consultancy", talks about training needs assessment for RET suppliers and installers but also mentions about Energy Efficiency suppliers and installers. Please clarify for EE suppliers and installers what are the target groups. However, in page 3 of "Deliverables to be achieved by the consultant", it only mentions "...capacity of RET suppliers and installers" only. Kindly clarify this as well.	The EE and RE installers and suppliers in St. Vincent are the same group individuals and businesses. For this consultancy the focus is on RET, however EE should be considered.
13.	From the scope of work it is understood that the consultant needs to undertake a training needs assessment and prepare a training plan and mentions nothing about developing course material. However, in page 4 of the TOR, in the section of "Facilities to be provided by the consultant", it mentions the development of course training modules.	Development of training modules are not required for this consultancy.
Draft Policy for the promotion of Energy Efficient and less polluting Vehicles in St. Vincent and The Grenadines and a short and medium term Action Plan to transition towards the uptake of more energy efficient vehicles including an Electric Mobility Transition Strategy		
14.	What is the (order of magnitude) budget range that you expect to spend on this project? Any insight you can provide here will enable us to determine the appropriate level of detail – and associated hours – for a project.	The budget for this activity cannot be shared at this time. The consultant is expected to complete and deliver his/her work within a six month period. This is not an indication of the number of man days to be worked. The consultant is to use his own discretion to develop his pricing proposal.
15.	Is there a consultant that you historically have been working closely with on these transportation issues?	No.
16.	Are you willing to contract with a corporation? Or do they expect to contract directly with an individual?	Both options will be accepted.

17.	Is there a minimum / maximum size of the team of key consultants allowed within the project?	No. There should be however justification for each member of the team for i.e. their role/contribution
18.	Can you share the evaluation criteria?	<p>A. Relevant Qualifications & Experience</p> <ul style="list-style-type: none"> • Key staff qualifications/Technical proficiency • General professional experience and track record working in the energy or transport sector of at least 8 years • Demonstrated experience of policy analysis considering sustainable development goal co-benefits and potential negative impacts • Background in energy and transportation related matters with a sound knowledge of current electric mobility issues, trends and perspectives, including a range of policy options and possibilities as it relates to the Caribbean • Demonstrated project management in a related field <p>B. Consultancy execution</p> <ul style="list-style-type: none"> • Feasible Project schedule indicating key milestones • Methodology to be employed <p>C. Financial Offer/Capability</p> <ul style="list-style-type: none"> • Cost of the Financial Proposal