



**United States Energy Association
Power Africa: A U.S. Government-Led Partnership to Increase Sub-Saharan Africa’s Access to Energy
Request for Proposal: Ethiopia Leadership Training**

REQUEST FOR PROPOSAL – Ethiopia Leadership Training

Closing date of RFP: July 31, 2018
Implementing Agency: United States Energy Association
Funding Agency: United States Agency for International Development

The United States Energy Association (USEA) is inviting prospective organizations or individuals through this Request for Proposal (RFP) to submit proposals for conducting a program on “Leadership Training” for the Ethiopian Electric Utility (EEU) in Addis Ababa, Ethiopia. This is an activity implemented by USEA under the United States Agency for International Development (USAID) Power Africa Initiative.

Proposals are due by 17:00 hours EST of the closing date. Please forward your proposal in soft copy (PDF form) to Ms. Marina N. Barnett, Senior Program Coordinator, at mbarnett@usea.org.

As this is a USAID-funded program, the RFP follows USAID Procurement Regulations and Laws. All bidder details will be kept confidential.

I. INTRODUCTION

The U.S. Energy Association (USEA) is the U.S. Member Committee of the World Energy Council (WEC). Headquartered in Washington, DC, USEA is an association of public and private energy-related organizations, corporations, and government agencies.

Through a cooperative agreement with the USAID Bureau for Economic Growth, Education and Environment (E3), USEA implements the Energy Utility Partnership Program (EUPP), available to all USAID-assisted countries and USAID Missions. EUPP supports the efforts in USAID-assisted developing countries to increase environmentally sustainable energy production and to improve the operational efficiency and increased financial viability of their utilities and related institutions, with the goal of increasing the access of these countries to safe, reliable, affordable and environmentally sound energy services.

USEA conducts a number of activities under the EUPP mechanism for Power Africa - a U.S. Government-led partnership to increase Sub-Saharan Africa’s access to energy. Power Africa uses a wide range of U.S. government tools to support investment in Africa’s energy sector. From policy and regulatory best practices, to pre-feasibility studies and capacity building, to long-term financing, insurance, guarantees, credit enhancements and technical assistance, Power Africa provides coordinated support to help African partners expand their generation capacity and access.

II. BACKGROUND

Ethiopian Electric Utility Overview: The Ethiopian Electric Utility (EEU) as a public utility enterprise was established for indefinite duration by regulation No. 18/1997 and conferred with the powers and duties of the previous Ethiopian Electric Utility. The purpose of the corporation is to engage in the business of distributing and selling electrical energy in accordance with economic and social development policies and priorities of the government and to carry out any other related activities that would enable it achieve its purpose.

EEU Vision: "Energizing Ethiopia's sustainable growth and enabling it to be the power hub of Africa."

EEU Mission: "To be a world-class utility and contribute towards nation building by ensuring delivery of cost- effective, safe, reliable and high quality power and to enable interconnections across the African Continent for exporting surplus power. EEU shall strive towards achieving international standards of customer care through sustained capacity building, operational and financial excellence, state-of-the-art technologies while ensuring highest standards of corporate governance and Ethics."

III. SCOPE OF WORK

USEA plans to arrange a single five (5) day leadership training course in late September, 2018 for ten to fifteen (10–15) mid- and senior-level EEU management personnel to take place in or near Addis Ababa, Ethiopia.

The training will focus on management techniques to deliver greater efficiency, effectiveness, and personal authority, as well as improved morale, productivity and profitability, including, but not limited to the following topics:

- Successful staff and work-flow management:
- how to delegate effectively,
- how to encourage innovation,
- how to enable, encourage and motivate staff and boost morale,
- strategies for retaining staff and building stronger, more successful teams,
- techniques for analyzing performance.
- effective communications;
- change management;
- bottom-up approach.

The training course should include the following features:

- a wide array of interactive exercises and involve real-life scenarios;
- a strong team-building element.

At the end of the course, the participants should be able to demonstrate solid understanding of main concepts of effective leadership, as well as methods for measuring success.

The training course will include pre-training and post-training surveys administered to all participants. A pre-training survey will be designed to assess participants' baseline knowledge and competencies and to identify knowledge gaps and weak areas, so that the course can be modified as necessary. A post-training/skill assessment survey will be designed to measure participating trainees' progress. A program evaluation instrument will also be developed to measure the overall effectiveness of the program, as well as to identify areas for improvements for future capacity building programs.

IV. DELIVERABLES

The following deliverables are required:

- Leadership Training outline with contents specified in Section III;
- Pre-training and post-training surveys, and an overall program evaluation instrument;
- Final training curriculum, including manuals and all other training materials distributed to the participants;
- Conduct training program in Ethiopia for five (5) days;
- Final report to include the following:
 - Summary of major outcomes of the training program;
 - Challenges encountered and knowledge/skills acquired by participants;
 - Summaries of the administered pre-training and post-training surveys, and an overall program evaluation instrument;
 - Recommendations for additional training as appropriate.

V. IMPLEMENTATION AND APPROACH

The purpose of this RFP is to solicit proposals from various candidate organizations or individuals, conduct a fair evaluation, and select one (1) organization deemed most suitable to conduct the leadership training course.

USEA Responsibilities

USEA will be responsible for arrangements and associated costs of a trip to Ethiopia. USEA will arrange and bear the costs of:

- Economy-class roundtrip airfare to Addis Ababa;
- Per diem (meals and lodging) for up to 10 days in Addis Ababa and/or at the training location (Note: Lodging to be provided according to U.S. government regulations);
- Reimbursement of visa fees;
- Reimbursement of vaccinations (if needed) and travel medication expenses;
- International health insurance for the duration of the travel to Ethiopia;
- Ground transportation to/from the airport;
- Local transportation;
- All travel related logistics for the Ethiopian participants;
- Training venue and meals.

Subcontract Agreement Management and Oversight

A subcontract agreement between USEA and the Consultant shall be subject to all USAID Special Terms and Conditions, including all mandatory FAR Flow-Down clauses, where applicable, and the provisions included in 2CFR200 and 2CFR700. All bidders are strongly encouraged to review these provisions prior to submitting a proposal.

- Standard Provisions for U.S. Nongovernmental Organizations:
<https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf>
- 2CFR200: <https://www.gpo.gov/fdsys/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-part200.pdf>
- 2CFR700: <https://www.gpo.gov/fdsys/pkg/CFR-2015-title2-vol1/pdf/CFR-2015-title2-vol1-part700.pdf>

Subcontract agreement management, oversight and payment will be carried out by USEA.

VI. PROPOSAL CONTENT

All bidders are required to provide a DUNS number and maintain a current SAM registration. Proposals without a DUNS number or proof of SAM registration will not be considered.

The proposal must contain the following:

- a) A cover letter to the proposal;
- b) A bidder's Data Universal Numbering System (D-U-N-S) number and proof of a current registration in the System of Award Management (SAM);
- c) A technical proposal outlining the proposed work plan and methodology;
- d) A financial proposal, including:
 - Detailed justification (i.e. line item budget);
 - Labor, other direct costs, indirect costs, and level of effort for each employee proposed for this project;
- e) Short CVs/bio sketches of proposed trainers;
- f) Summary of the work to be performed by each employee proposed for this project;
- g) Completed USAID Contractor Employee Biographical Data Sheet forms for each employee proposed for this project (<https://www.usaid.gov/forms/aid-1420-17>).

VII. EVALUATION CRITERIA

Selection of an offer for contract award will be based on an evaluation of proposals against technical merit and budget justification. Proposals shall first be evaluated from a technical standpoint based on the training proposal without regard to proposed budget justification. For those proposals determined to be technically acceptable, budget justification will be evaluated.

Evaluation Criteria:	10%:	Experience with similar projects (for each trainer, and the company in general)
	25%:	Subject matter expertise
	30%:	Technical approach
	35%:	Cost

VIII. QUESTIONS AND CLARIFICATIONS

For all questions and clarification requests please contact Ms. Marina N. Barnett, Senior Program Coordinator, at mbarnett@usea.org. All questions and answers will be provided to all prospective bidders.

END OF RFP