

REQUEST FOR PROPOSAL

Support to the ISA Secretariat for global solar advocacy.

RFP No.: 2/8/2021-ISA

Country: India

Issued on: 4 October 2021

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Section 1. Letter of Invitation

The International Solar Alliance (ISA) hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
 - Form A: Technical Proposal Submission Form
 - Form B: Bidder Information Form
 - Form D: Qualification Form
 - Form E: Format of Technical Proposal
 - Form F: Financial Proposal Submission Form
 - Form G: Financial Proposal Form

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to procurement@isolaralliance.org , indicating whether you intend to submit a Proposal or otherwise. You may send the Technical Proposal and the Financial Proposal files separately. The financial and technical proposal shall be encrypted with different passwords and clearly labelled. Any Amendments to the RFP will be notified on ISA Website. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RFP.

ISA looks forward to receiving your Proposal and thank you in advance for your interest in ISA procurement opportunities.

Issued by:

Name: Sudhakar Upadhyay

Title: Administrative Officer

Date: 04.10.2021

Section 2. Instruction to Bidders

A. GENERAL PROVISIONS	
<i>1. Introduction</i>	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by ISA.</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by ISA. ISA is under no obligation to award a contract to any Bidder as a result of this RFP.</p>
<i>2. Fraud & Corruption, Gifts and Hospitality</i>	<p>2.1 ISA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ISA vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to ISA staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, ISA (a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question; (b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a ISA contract.</p> <p>2.4 All Bidders must adhere to the UN Supplier Code of Conduct, which may be found at http://www.un.org/depts/ptd/pdf/conduct_english.pdf</p>
<i>3. Eligibility</i>	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization. Vendors are therefore required to disclose to ISA whether they are subject to any sanction or temporary suspension imposed by these organizations.</p>
<i>4. Conflict of Interests</i>	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <p>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by ISA to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</p> <p>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP;</p> <p>or</p>

	<p>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of ISA.</p> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to ISA, and seek ISA' s confirmation on whether or not such a conflict exists.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <p>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of ISA staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</p> <p>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</p> <p>Failure to disclose such an information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to ISA's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
B. PREPARATION OF PROPOSALS	
5. <i>General Considerations</i>	<p>5.1 In preparing the Proposal, the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the ISA</p>
6. <i>Cost of Preparation of Proposal</i>	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal, regardless of whether its Proposal was selected or not. ISA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. <i>Language</i>	7.1 The Proposal, as well as any and all related correspondence exchanged by the Bidder and ISA, shall be written in the language (s) specified in the BDS.
8. <i>Documents Comprising the Proposal</i>	<p>8.1 The Proposal shall comprise of the following documents:</p> <p>a) Documents Establishing the Eligibility and Qualifications of the Bidder;</p> <p>b) Technical Proposal;</p> <p>c) Financial Proposal;</p> <p>d) Proposal Security, if required by BDS;</p> <p>e) Any attachments and/or appendices to the Proposal.</p>
9. <i>Documents Establishing the Eligibility and</i>	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract

<i>Qualifications of the Bidder</i>	to a Bidder, its qualifications must be documented to ISA’s satisfaction.
<i>10. Technical Proposal Format and Content</i>	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RFP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by ISA, and at no expense to ISA</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the ISA. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>
<i>11. Financial Proposals</i>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<i>12. Proposal Security</i>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by ISA, ISA shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by ISA, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or; b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> i. to sign the Contract after ISA has issued an award; or <p>12.6 to furnish the Performance Security, insurances, or other documents that ISA may require as a condition precedent to the effectivity of the contract</p>

	that may be awarded to the Bidder.
13. <i>Currencies</i>	13.1 All prices shall be quoted in the INR only.
14. <i>Joint Venture, Consortium or Association</i>	Not allowed
15. <i>Only One Proposal</i>	<p>15.1 Proposals submitted by two (2) or more Bidders shall all be rejected if they are found to have any of the following:</p> <ul style="list-style-type: none"> a) they have at least one controlling partner, director or shareholder in common; or b) any one of them receive or have received any direct or indirect subsidy from the other/s; or c) they have the same legal representative for purposes of this RFP; or d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process; e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.
16. <i>Proposal Validity Period</i>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by ISA and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
17. <i>Extension of Proposal Validity Period</i>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, ISA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
18. <i>Clarification of Proposal</i>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to a ISA staff member, ISA shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 ISA will provide the responses to clarifications through the method</p>

	<p>specified in the BDS.</p> <p>18.3 ISA shall endeavor to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of ISA to extend the submission date of the Proposals, unless ISA deems that such an extension is justified and necessary.</p>
<i>19. Amendment of Proposals</i>	<p>19.1 At any time prior to the deadline of Proposal submission, ISA may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, ISA may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
<i>20. Alternative Proposals</i>	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. ISA shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, ISA reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
<i>21. Pre-Bid Conference</i>	<p>21.1 When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be disseminated on the procurement website. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>
C. SUBMISSION AND OPENING OF PROPOSALS	
<i>22. Submission</i>	<p>22.1 The Bidder shall submit a duly signed and complete Proposal comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a document evidencing such authorization issued by the legal representative of the bidding entity, or a Power of Attorney, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the ISA General Contract Terms and Conditions.</p>

<i>Email Submission</i>	<p>22.4 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS; b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with different passwords and clearly labelled. The files must be sent to the dedicated email address specified in the BDS. c) The password for opening the Financial Proposal should be provided only upon request of ISA. ISA will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.
<i>23. Deadline for Submission of Proposals and Late Proposals</i>	<p>23.1 Complete Proposals must be received by ISA in the manner, and no later than the date and time, specified in the BDS. ISA shall only recognize the date and time that the bid was received by ISA</p> <p>23.2 ISA shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
<i>24. Withdrawal, Substitution, and Modification of Proposals</i>	<p>24.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>24.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to ISA, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>24.3 Proposals requested to be withdrawn shall be returned unopened to the Bidders (only for manual submissions), except if the bid is withdrawn after the bid has been opened</p>
<i>25. Proposal Opening</i>	<p>25.1 There is no public bid opening for RFPs. ISA shall open the Proposals in the presence of an ad-hoc committee formed by ISA, consisting of at least two (2) members.</p>
D. EVALUATION OF PROPOSALS	
<i>26. Confidentiality</i>	<p>26.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>26.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence ISA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at ISA's decision, result in the rejection of its Proposal and may be subject to the application of prevailing ISA vendor sanctions procedures.</p>

<p><i>27.Evaluation of Proposals</i></p>	<p>27.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. ISA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>27.2 Evaluation of proposals is made of the following steps:</p> <ul style="list-style-type: none"> a) Preliminary Examination b) Minimum Eligibility and Qualification (if pre-qualification is not done) c) Evaluation of Technical Proposals d) Evaluation of Financial Proposals
<p><i>28.Preliminary Examination</i></p>	<p>28.1 ISA shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. ISA reserves the right to reject any Proposal at this stage.</p>
<p><i>29.Evaluation of Eligibility and Qualification</i></p>	<ul style="list-style-type: none"> a) Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria). b) In general terms, vendors that meet the following criteria may be considered qualified: c) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers. d) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments, e) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required; f) They are able to comply fully with ISA General Terms and Conditions of Contract; g) They do not have a consistent history of court/arbitral award decisions against the Bidder; and h) They have a record of timely and satisfactory performance with their clients. i) The consulting firm should provide credentials, through adequate references or documentation, of the following qualifications: j) Current local presence in the ISA focus countries. Past experience of working with ISA and/or with multilateral/international organizations will be an added advantage
<p><i>30.Evaluation of Technical and Financial Proposals</i></p>	<p>30.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if</p>

	<p>stated in the BDS, ISA may invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>30.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals submissions, ISA will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>30.3 The evaluation method that applies for this RFP shall be as indicated in the BDS, which may be either of two (2) possible methods, as follows: (a) the lowest priced method which selects the lowest evaluated financial proposal of the technically responsive Bidders; or (b) the combined scoring method which will be based on a combination of the technical and financial score.</p> <p>30.4 When the BDS specifies a combined scoring method, the formula for the rating of the Proposals will be as follows:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><u>Rating the Technical Proposal (TP):</u></p> <p>TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100</p> <p><u>Rating the Financial Proposal (FP):</u></p> <p>FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100</p> <p><u>Total Combined Score:</u></p> <p>Combined Score = (TP Rating) x (Weight of TP, e.g. 70%) + (FP Rating) x (Weight of FP, e.g., 30%)</p> </div>
<p>31. <i>Due Diligence</i></p>	<p>31.1 ISA reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> a) Verification of accuracy, correctness and authenticity of information provided by the Bidder; b) Validation of extent of compliance to the RFP requirements and evaluation criteria based on what has so far been found by the evaluation team; c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;

	<ul style="list-style-type: none"> d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary; e) Physical inspection of the Bidder's offices, branches or other places where business transpires, with or without notice to the Bidder; f) Other means that ISA may deem appropriate, at any stage within the selection process, prior to awarding the contract.
<i>32. Clarification of Proposals</i>	<p>32.1 To assist in the examination, evaluation and comparison of Proposals, ISA may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>32.2 ISA's request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by ISA in the evaluation of the Proposals, in accordance with RFP.</p> <p>32.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by ISA, shall not be considered during the review and evaluation of the Proposals.</p>
<i>33. Responsiveness of Proposal</i>	<p>33.1 ISA's determination of a Proposal's responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, TOR and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>33.2 If a Proposal is not substantially responsive, it shall be rejected by ISA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<i>34. Nonconformities, Repairable Errors and Omissions</i>	<p>34.1 Provided that a Proposal is substantially responsive, ISA may waive any non-conformities or omissions in the Proposal that, in the opinion of ISA, do not constitute a material deviation.</p> <p>34.2 ISA may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>34.3 For Financial Proposal that has been opened, ISA shall check and correct arithmetical errors as follows:</p> <ul style="list-style-type: none"> a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of ISA there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected; b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related

	<p>to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>34.4 If the Bidder does not accept the correction of errors made by ISA, its Proposal shall be rejected.</p>
E. AWARD OF CONTRACT	
<i>35. Right to Accept, Reject, Any or All Proposals</i>	35.1 ISA reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for ISA's action. ISA shall not be obliged to award the contract to the lowest priced offer.
<i>36. Award Criteria</i>	36.1 Prior to expiration of the proposal validity, ISA shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
<i>37. Right to Vary Requirements at the Time of Award</i>	37.1 At the time of award of Contract, ISA reserves the right to vary 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.
<i>38. Contract Signature</i>	38.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to ISA. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, ISA may award the Contract to the Second Ranked Bidder or call for new Proposals.
<i>39. Performance Security</i>	39.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS. Within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by ISA shall be a condition for rendering the contract effective.
<i>40. Bank Guarantee for Advanced Payment</i>	40.1 Except when the interests of ISA so require, it is ISA's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment.
<i>41. Liquidated Damages</i>	41.1 If specified in BDS, ISA shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.
<i>42. Payment Provisions</i>	42.1 Payment will be made only upon ISA's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in ISA with direct supervision of the Contractor. Payment will be effected by bank transfer in the currency of contract.
<i>43. Other Provisions</i>	43.1 In the event that the Bidder offers a lower price to the host Government (e.g. General Services Administration (GSA) of the federal government of the United States of America) for similar services, ISA shall be entitled to same lower price. The ISA General Terms and Conditions shall have

	<p>precedence.</p> <p>43.2 ISA is entitled to receive the same pricing offered by the same Contractor in contracts with the United Nations and/or its Agencies. The ISA General Terms and Conditions shall have precedence.</p> <p>43.3 The United Nations has established restrictions on employment of (former) UN staff who have been involved in the procurement process as per bulletin ST/SGB/2006/15 http://www.un.org/en/ga/search/view_doc.asp?symbol=ST/SGB/2006/15 &referer</p> <p>43.4 Termination: Either Party may terminate the Contract for cause, in whole or in part, upon thirty (30) day's notice, in writing, to the other Party.</p> <p>43.5 ISA may terminate the Contract at any time by providing written notice to the Contractor in any case in which the mandate of ISA applicable to the performance of the Contract or the funding of ISA applicable to the Contract is curtailed or terminated, whether in whole or in part. In addition, unless otherwise provided by the Contract, upon sixty (60) day's advance written notice to the Contractor, ISA may terminate the Contract without having to provide any justification therefor.</p> <p>43.6 Penalties: If the contractors fails to complete the works within the time specified in the contract, the supplier will pay the procuring entity liquidated damages for each calendar day of delay (1%) of the price of the contract, up to a maximum percentage of the final price of the contract. The procuring entity will be entitled to deduct any liquidated damages from the supplier's outstanding invoices, if any.</p>
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Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BDS No.	Ref. to Section.2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall not be considered
4	21	Pre-proposal conference	Will not be conducted Time: Date: Click here to enter date and time. Venue:
5	10	Proposal Validity Period	90 days
6	14	Bid Security	NIL
7	41	Advanced Payment upon signing of contract	Not Allowed
8	42	Liquidated Damages	Will be imposed as follows: Provide details below if "Will be Imposed" is selected, otherwise delete the below 1% of contract price per day of delay: _____ Max. number of days of delay 15, (15% of contract amount) after which ISA may terminate the contract.
9	40	Performance Security	Required 10% of the Contract Amount
10	18	Currency of Proposal	Local currency Indian Rupees
11	31	Deadline for submitting requests for	5 days before the submission deadline

		clarifications/ questions	
12	31	Contact Details for submitting clarifications/questions	Focal Person in ISA: Ms. Megha Pushpendra Yadav, Lead (C&S) E-mail address: meghapushpendra@isolaralliance.org
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RFP and responses/clarifications to queries	Direct communication to prospective Proposers by email
14	23	Deadline for Submission	25th October 2021
14	22	Allowable Manner of Submitting Proposals	<input type="checkbox"/> Submission by email
15	22	Proposal Submission Address	E-mail procurement@isolaralliance.org
16	22	Electronic submission (email) requirements	<ul style="list-style-type: none"> ▪ Format: PDF files only ▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard. ▪ All files must be free of viruses and not corrupted. ▪ Password for financial proposal <u>must</u> not be provided to ISA until requested by ISA ▪ Max. File Size per transmission: 25 MB
17	27 36	Evaluation Method for the Award of Contract	Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively The minimum technical score required to pass is 70%.
18		Expected date for commencement of Contract	Last week of October, 2021
19		Maximum expected duration of contract	Assignment is required to be completed within twenty-four months of contract award.
20	35	ISA will award the contract to:	One Proposer Only
21	39	Type of Contract	ISA will award contract to one Consultancy firm.

22		Other Information Related to the RFP	<i>[All other instructions and information not yet mentioned so far in this Data Sheet but are relevant to the RFP must be cited here, and any further entries that may be added below this table row]</i>
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Section 4. Evaluation Criteria

Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/ No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

Subject	Criteria	Document Submission requirement
ELIGIBILITY		
Legal Status	Vendor is a legally registered entity and Own offices in each of the following cities: Paris (FRANCE), Berlin (GERMANY), Delhi (INDIA), London (UK), New York City & Washington DC (USA), Johannesburg (South Africa), and South-East Asia. JV/ Consortium/ Sub-contract is not allowed under this contract.	Form B: Bidder Information Form Attested declaration regarding employee strength and office.
Eligibility	Vendor is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the vendor that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
QUALIFICATION		
History of Non-Performing Contracts¹	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form

¹ Non-performance, as decided by ISA, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

Healthy financial performance	Average annual turnover of INR 50 crores & above for last 3 consecutive years.		Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing.		Balance sheets for FY 18-FY20 Audited/Unaudited balance sheet for FY21
Previous Relevant Experience	Parameter	Criteria	Form D: Qualification Form Case studies for each campaign that demonstrates campaign results and impact. Proof of contract, invoice, PO, and/or client testimonial.
	Experience in developing and/or executing advocacy strategy at national level in India, APAC region, USA, Europe, and Africa	At least 1 Energy Sector issue-focused advocacy campaign over the last 5 years in each geography that was demonstrably effective	
	Experience in developing and executing global-level advocacy strategy across markets, with special focus on audiences in India, APAC region, USA, Europe, and Africa	At least 1 Energy Sector issue-focused global advocacy campaign over the last 5 years that was demonstrably effective	
	Communications, stakeholder engagement and advocacy experience in energy, environment, climate change and sustainability sectors in India, APAC region, USA, Europe, and Africa. Experience with government/quasi-government agencies preferred	At least 3 issue-focused advocacy and communications campaigns involving multi-stakeholder outreach (including media relations, social media and direct stakeholder engagement)	
	Experience with government agencies and/or bi/multilateral organizations, with special focus on India, APAC region, USA, Europe, Africa. Experience in energy, environment, climate change and sustainability sectors preferred	At least 3 contracts with government agencies and/or bi/multilateral organizations in each of the markets over the last 7 years	

Personal Experience	Parameter	Criteria	Document Required	Form E: Format of Technical Proposal
	Experience of core strategy team	<p>Senior Counsel</p> <p>Senior Communications Strategist</p> <p>Senior Media Strategy and Engagement Advisor</p> <p>Policy Advocacy and Stakeholder Engagement Expert</p> <p>Digital Strategy and Engagement Expert</p> <p>Content Strategist and Development Expert</p>	<p>Relevant Experience, specifically in strategy development and deployment in energy, sustainability and/or climate change domains</p> <p>Anticipated time and expertise deployment on engagement</p>	
India and International team deployment	Sufficient in-house experts and capabilities in each of the target markets - India, APAC region, USA, Europe, Africa	<p>Team deployment plan, including anticipated time and expertise deployment of each team member from each market</p> <p>Relevant Experience, specifically in issue-based advocacy campaign development and execution, and/or in energy, sustainability and/or climate change domains</p>		

Technical and Financial Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	450
2.	Proposed Methodology, Approach and Implementation Plan	350
3.	Management Structure and Key Personnel	200
Total		1000

Section 1. Bidder's qualification, capacity and experience		Points obtainable	Reference Page Nos.
1.1	Experience in developing and/or executing advocacy strategy at national level in India, APAC region, USA, Europe, and Africa. Please provide at least 1 issue-focused advocacy campaign over the last 5 years in each geography that was demonstrably effective	100	
1.2	Experience in developing and executing global-level advocacy strategy across markets, with special focus on audiences in India, APAC region, USA, Europe, and Africa	100	
1.3	Advocacy/campaigns experience in energy, environment, climate change and sustainability sectors in India, APAC region, USA, Europe, and Africa. Experience with government/quasi-government agencies preferred.	100	
1.4	Experience with government agencies and/or bi/multilateral organisations, with special focus on India, APAC region, USA, Europe, Africa. Experience in energy, environment, climate change and sustainability sectors preferred. At least 3 contracts with government agencies and/or bi/multilateral organisations in each of the markets over the last 7 years.	150	
Total Section 1		450	

Bidder shall submit documentary proof/Self certification for each assignment shown for the purpose of technical evaluation.

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable	Reference Page Nos.
2.1	Understanding of the requirement: <ul style="list-style-type: none"> • Have the important aspects of the task been addressed in sufficient detail? • Are the different components of the project adequately weighted relative to one another? 	50	
2.2	Description of the Bidder's approach and methodology for meeting	150	

	or exceeding the requirements of the Terms of Reference		
2.3	Details on how the different service elements for each of the phases shall be organized, controlled and delivered	50	
2.4	Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement	50	
2.5	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50	
Total Section 2		350	

Section 3. Management Structure and Key Personnel		Points obtainable	Reference Page Nos.
3.1	Experience of core strategy team: <ul style="list-style-type: none"> • Does the core strategic team experience relevant to the needs of each of the assignment's three Phases? • Is there an adequate number of personnel on the proposed team to meet deliverables by the deadlines for each of the three phases? 	50	
3.2	Qualifications of key personnel proposed		
A	Senior Counsel	45	
	At least 20 years of experience in public relation activities for national government, bi/multilateral organization clients across the globe in energy, environment, climate change and sustainability sectors	30	
	Prior work experience in the solar sector advocacy/campaigns	5	
	A strong network amongst international media	5	
	Deep experience in developing campaign to capture the target audience	5	
B	Senior Communications Strategist	30	
	At least 10 years of experience the development and implementation of the organization's external and internal communication strategies, including media/public relations, marketing, general communications and employee-focused communications, in line with the organization's vision, strategy and values	20	
	Experience in developing mass-campaign strategy for the renewable energy sector, especially solar sector	5	
	Experience with national governments, multilateral organisations and/or UN agencies for developing promotional content for the mainstream as well as social media network	5	
C	Senior Media Strategy and Engagement Advisor	30	

	At least 10 years of experience in conducting stakeholder outreach, initiating and maintaining relationships with key global media stakeholders	15	
	Experience of developing, launching and managing new competitions and campaigns that promote clients (national governments and/or multilateral organizations)	10	
	Strong engagement and networking experience with a diverse network of contacts, as well as demonstrated experience managing relations with/influencing a variety of stakeholder groups such as governments, multilateral organizations, international media, and private sector.	5	
D	Policy Advocacy and Stakeholder Engagement Expert	15	
	At-least 5 years of working experience in policy advocacy and stakeholder engagement in a global environment with national governments, and/or multilateral organisations	10	
	Experienced with delivering stakeholder mapping and executing a strategy to socialize complex issues in ASEAN, Europe, and/or the US with a strong record of leading and delivering effective results	5	
E	Digital Strategy and Engagement Expert	15	
	At-least 05 years of experience in digital strategy techniques: social media marketing and search engine optimization, specific to energy sector	10	
	Experience of developing digital strategy for renewable energy sector with national governments and multinational organisations	5	
F	Content Strategist and Development Expert	15	
	At-least 05 years of experience in report writing, interpersonal, analytical, decision making, conflict management, specifically in solar sector	10	
	Experience in developing content strategy for global clients such as intergovernmental agencies, NGOs, and UN agencies in the renewable energy sector.	5	
Total Section 3		200	

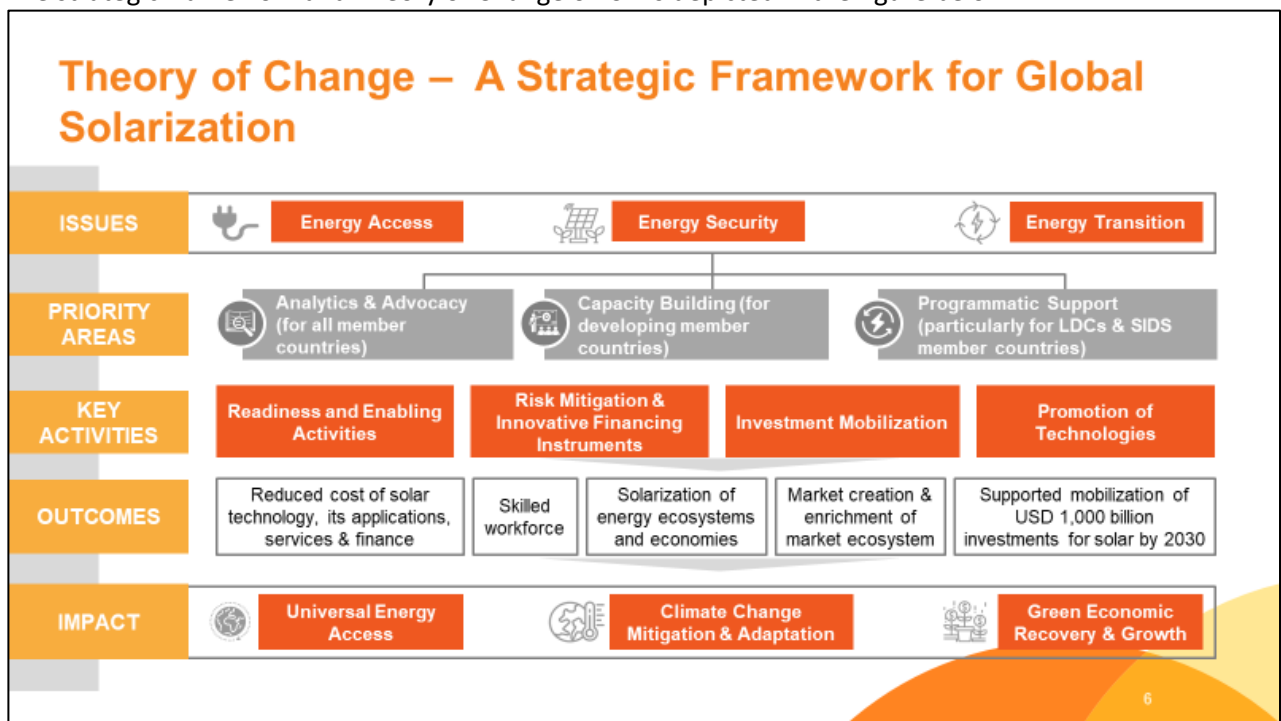
Section 5. Terms of Reference

1. About International Solar Alliance (ISA)

The International Solar Alliance (ISA), established in 2015, undertakes joint efforts to reduce financing costs and the cost of solar technology applications and services. The ISA seeks to help countries mobilize \$1 trillion of investment for a massive deployment of solar energy technologies and expand solar markets. This would help achieve three different but interlinked objectives: promoting a clean energy transition, enabling energy access and energy security, and delivering a new economic driver for all countries.

One of the most critical challenges member countries face is a lack of investments due to a lack of a pipeline of bankable projects and high perceived financial and non-financial risks. To facilitate the development of a pipeline of bankable projects in LDCs and SIDS Member countries, the ISA offers programmatic support for both off-grid and grid-based solar applications and Technical Assistance. This programmatic support covers a) readiness and enabling activities; b) risk mitigation mechanisms; c) investment mobilization. Recognizing the need for information, data and analytics, and the need for advocacy for solarization of energy systems and economies, the ISA is ramping up support in this direction. To enable large-scale solarization efforts, the ISA is undertaking several capacity building initiatives for all relevant stakeholders to build a capable workforce.

The strategic framework and Theory of Change of ISA is depicted in the figure below:



The three core focus areas of ISA are elaborated below:

Analytics & Advocacy: The ISA has already undertaken several analytics and advocacy initiatives aimed at strategic engagement and knowledge dissemination for its diverse set of stakeholders. To scale up solar investments, the ISA has been supporting countries on various advocacy aspects, including capacity building, investment mobilization, publication of knowledge reports and other support services. Two of the flagship analytics and advocacy initiatives include: the One Sun One World And One Grid Initiative; and preparing a Roadmap for mobilizing USD one trillion dollars in solar investment by 2030. Building on the existing knowledge products, like Ease of Doing Solar, and network of stakeholders, the ISA plans to expand its knowledge products and publish three flagship reports annually on solar technologies, investments, and markets.

Capacity Building: To enable large-scale solarization efforts at the required scale in the developing economies, ISA has identified capacity building and institutional strengthening of developing member countries as one of the key priority areas in its Theory of Change and undertaken several initiatives for all relevant stakeholders – including policy makers, technicians, financiers, scientists, entrepreneurs, project developers – on aspects related to procurement, business models, financing and other areas to build a skilled and qualified professional workforce for management of solar energy projects, programmes and policies.

Programmatic Support: The ISA Secretariat has been providing programmatic support to member countries for reducing energy poverty through the promotion of various solar solutions. The ISA has seven dedicated programmes including Solar Applications for Agriculture Use, Solar Mini-Grids, Solar Rooftop, Solar Parks, Solar based E-Mobility and Storage, Solarizing Heating and Cooling Systems and Affordable Finance at Scale.

2. Background of the proposed assignment

Since the 2018 ratification of its Framework Agreement by 79 countries, and subsequent endorsement by a further 19 nations, International Solar Alliance (ISA) has been endeavoring to rightly place solar energy at the heart of addressing energy poverty and arresting climate change. The only inter-governmental body in this domain, ISA's achievements have created a global paradigm for concerted action to bring reliable and affordable solar energy within the reach of all. It has also confirmed that a shared solution to energy and sustainability needs is possible, as solar can be integrated into existing energy systems, as well as establish and anchor new grids while managing transitions to 24/7 supply.

Its next phase of growth will see ISA accelerating towards its stated mission of delivering cleaner electricity to all, helping stakeholders and countries mobilize over USD 1 trillion in solar investments, and unleashing an energy transition of over 1,000 GW of solar generation capacity by 2030. All these efforts will culminate in facilitating cross-border renewable energy transfer projects as part of the, “One Sun One World One Grid,” vision.

To this effect, ISA now intends to execute a global advocacy strategy that will engage policymakers, economists, private sector players and funding institutions from across the globe, and from target nations, across the spectrum of economic development. The global advocacy strategy and campaign will be guided by the following objectives:

- a. Increase reliance on, and investments in, solar energy in global and individual nations’ energy mix
- b. Achieve global support for, and alignment of more nations with, ISA’s framework for solarization
- c. Establish ISA as individual nations’ preferred partner for solarization and strengthen robustness of project pipeline

3. Scope of work

- Through its advocacy campaign, ISA will endeavor to engage stakeholders through both owned and third-party international forums, while also monitoring technological advancements. ISA is therefore looking to select a communications agency that will design and execute such an advocacy campaign that will engage the attention and support of stakeholders across platforms. The selected agency will accordingly support ISA with the following activities:
 - PHASE 1: Design and Development of Global Advocacy Strategy (MONTHS 1-3)
 - Development of comprehensive, integrated communications strategy spanning traditional and social media that advocates for solar energy adoption while strengthening reputation and recall of ISA and its leadership

- Identification of stakeholders and campaign audiences in target geographies (primarily, APAC region, USA, Europe, Africa) for maximizing campaign results and impact
- Development of narrative and communications framework for maximizing resonance of campaign messages with target audiences across global, national and local levels
- Development of multi-platform action plan for deployment of communications framework
- Establishment of framework for mitigating campaign risk and strengthening campaign effectiveness
- Immediate communication requirements to be addressed in parallel with strategy development
- PHASE II: Implementation and Refinement of Global Advocacy Strategy (MONTHS 4-9)
- Implement strategy in specific geographies and smaller audience subsets to test campaign messaging and activity effectiveness
- Development of associated editorial and creative content to support campaign implementation and engagement efforts
- Monitor campaign effectiveness and provide timely recommendations for course correction and strategy adaptation to specific geographies
- Ongoing monitoring, reporting and analysis of relevant developments at global, national and local levels in relevant geographies
- PHASE III: Scaling Up of Campaign Implementation (MONTHS 10-24)
- Sustaining and scaling of implementation activities to broader geographies and stakeholder groups
- Monitor campaign effectiveness and provide timely recommendations for course correction and strategy adaptation to facilitate broader receptivity of campaign efforts
- Ongoing monitoring and reporting of relevant developments at global, national and local levels in relevant geographies

The engagement with the agency will be conducted through a hub-and-spoke model. It is expected that a core team of senior communications strategists, planners and domain experts will support ISA leadership based in India throughout the strategy development and refinement phases. Experienced professionals and team members in content development, media and digital engagement will coordinate directly with spokespersons, including those in international markets, as relevant, for execution of advocacy campaign and communications programme in India and the three target geographies.

In the above three phases, the agency will provide the following overall (end to end; Conceptualisation to implementation) communication services to:

- Develop a positioning plan for ISA and Director-General for global lead media and social media.
- Draft, pitch and place statements, sound bites, written interviews, and editorials/op-eds for the Director-General.
- Secure sit-down TV interviews and align support material for the same.
- Organise meetings/round tables for the Director-General with representatives of top tier media.
- Set up a list of global bloggers, YouTubers and influencers and develop an engagement plan.

- Produce a lead media contact list, develop an engagement plan and facilitate media relations to journalists for ISA's ongoing use.
- Secure lead media attendees and develop a program of activity as part of ISA's hosted media for the ISA Assembly.
- Update ISA's Wikipedia page.
- Create project timelines and measure PR activities/outcomes.
- Run campaigns on social media establishing ISA's leadership role in Energy transition.
- Cover key country interventions, special days on social media.
- Create/ Design need-based communication products to supplement the efforts being made to position ISA correctly in the global arena.
- Translation of static and dynamic content in French or Spanish language as and when required.

Key Deliverables:

- Global Advocacy Strategy with Implementation Plan
- Stakeholder database in targeted geographies
- Communication Framework with multi-platform action plan.
- A strategy and positioning plan for the Director-General and ISA based on market research/statistics in global lead media (see Annex I)
- Suggest plan and create content to develop the Director-General's profile on Twitter and LinkedIn; the plan should be benchmarked against other leaders' profiles on LinkedIn & Twitter.
- Within 12 months, at least 4 op-eds/written interviews of the DG; drafted, edited, pitched, and placed in lead media (see Annex I).
- Within 12 months, 4 sit-down "feature length" interviews on mainstream TV (see Annex I) secured for Director-General.
- Full preparation for mass communications and outreach on new media to be proposed in relation to activities listed in Point No 3 & 4;
- Monitor and identify (in real time) global developments for an immediate media reaction by ISA; within 12 months 8 statements/sound bites by Director-General edited and placed in lead media (see Annex I).
- Within 12 months, organize 4 meetings (editorial visits/media roundtables etc.) between the Director-General and media representatives/journalists from lead media (see Annex I).
- Set up of a list of global influencers, bloggers, and YouTubers (at least 30) in the area of solar energy and develop a plan to engage/build up long-term relations.
- Set up a media list of at least 30 global lead journalists (see Annex I) in clean energy for long-term media relations; develop an engagement plan for each journalist and facilitate contacts to them for ISA.

- Out of the global lead journalists list (see deliverable 9) build relations and secure 5 top tier media attendees as part of ISA's hosted media for the Assembly in October 2021, develop and manage a detailed program of activity for each of them during the event to maximise return on investment.
- Provide a complete update of the ISA Wikipedia page, liaising with Wikipedia editors and proposing necessary content updates.
- Run 3 (one in each quarter social media campaign) establishing the leadership role of 'Solar' in Global Energy Transition.
- Create/ Design up to 24 communication products to supplement the efforts
- A quarterly clear analysis /monitoring report on the outcomes of each services / and overall, after 12 months.

Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted. Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS 22.

Technical Proposal Envelope:

Have you duly completed all the Returnable Bidding Forms?	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Qualification Form	<input type="checkbox"/>
▪ Form D: Format of Technical Proposal	<input type="checkbox"/>
▪ [Add other forms as necessary]	<input type="checkbox"/>
Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?	<input type="checkbox"/>

Financial Proposal Envelope

(Must be submitted in a separate sealed envelope/password protected email)

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

FORM A: TECHNICAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been a UN staff member within the last year, if said UN staff member has or had prior professional dealings with our firm in his/her capacity as UN staff member within the last three years of service with the UN (in accordance with UN post-employment restrictions published in ST/SGB/2006/15);
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the UN or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the UN and we *embrace the principles of the United Nations Supplier Code of Conduct and adhere to the principles of the United Nations Global Compact.*

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the ISA.

We offer to provide services in conformity with the Bidding documents, including the ISA General Conditions of Contract and in accordance with the Terms of Reference

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should ISA accept this Proposal.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM B: BIDDER INFORMATION FORM

Legal name of Bidder	[Complete]
Legal address	[Complete]
Year of registration	[Complete]
Bidder's Authorized Representative Information	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Are you a UNGM registered vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
Are you a ISA vendor?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Countries of operation	[Complete]
No. of full-time employees	[Complete]
Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):	[Complete]
Does your Company have a written Statement of its Environmental Policy? (If yes, provide a Copy)	[Complete]
Contact person ISA may contact for requests for clarification during Proposal evaluation	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
Please attach the following documents:	<ul style="list-style-type: none"> ▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured ▪ Certificate of Incorporation/ Business Registration ▪ Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder ▪ Trade name registration papers, if applicable ▪ Local Government permit to locate and operate in assignment location, if applicable ▪ Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country ▪ Power of Attorney

FORM C: QUALIFICATION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount
		Name of Client: Address of Client: Reason(s) for non-performance:	

Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute	Contract Identification	Total Contract Amount
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 3 years. List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if requested by ISA.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken

Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

Financial Standing

Annual Turnover for the last 3 years	Year	USD
	Year	USD
	Year	USD
Latest Credit Rating (if any), indicate the source		

Financial information (in US\$ equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

FORM D: FORMAT OF TECHNICAL PROPOSAL

Please ensure that the information below is adapted in accordance with the technical evaluation criteria included in Section 4. The below sections correspond to the sample criteria included in this template RFP in Section 4]

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder’s proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

SECTION 1: Bidder’s qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 Specific organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.
- 1.3 Relevance of specialized knowledge and experience on similar engagements for fund-raising done in the region/country.
- 1.4 Quality assurance procedures and risk mitigation measures.
- 1.5 Organization’s commitment to sustainability.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder’s responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 2.2 The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
- 2.3 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 2.5 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 2.6 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 2A: Bidder’s Comments and Suggestions on the Terms of Reference

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

SECTION 3: Management Structure and Key Personnel

- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Format for CV of Proposed Key Personnel

NAME OF
PERSONNEL

[INSERT]

POSITION FOR
THIS ASSIGNMENT

[INSERT]

NATIONALITY

[INSERT]

LANGUAGE
PROFICIENCY

[INSERT]

	<p><i>[SUMMARIZE COLLEGE/UNIVERSITY AND OTHER SPECIALIZED EDUCATION OF PERSONNEL MEMBER, GIVING NAMES OF SCHOOLS, DATES ATTENDED, AND DEGREES/QUALIFICATIONS OBTAINED.]</i></p>
<p>EDUCATION/ QUALIFICATIONS</p>	<p>[INSERT]</p>
<p>PROFESSIONAL CERTIFICATIONS</p>	<p><i>[PROVIDE DETAILS OF PROFESSIONAL CERTIFICATIONS RELEVANT TO THE SCOPE OF SERVICES]</i></p> <ul style="list-style-type: none"> ▪ NAME OF INSTITUTION: [INSERT] ▪ DATE OF CERTIFICATION: [INSERT]
<p>EMPLOYMENT RECORD/</p>	<p><i>[LIST ALL POSITIONS HELD BY PERSONNEL (STARTING WITH PRESENT POSITION, LIST IN REVERSE ORDER), GIVING DATES, NAMES OF EMPLOYING ORGANIZATION, TITLE OF POSITION HELD AND LOCATION OF EMPLOYMENT. FOR EXPERIENCE IN LAST FIVE YEARS, DETAIL THE TYPE OF ACTIVITIES PERFORMED, DEGREE OF RESPONSIBILITIES, LOCATION OF ASSIGNMENTS AND ANY OTHER INFORMATION OR PROFESSIONAL EXPERIENCE CONSIDERED PERTINENT FOR THIS ASSIGNMENT.]</i></p>

EXPERIENCE

[INSERT]

[PROVIDE NAMES, ADDRESSES, PHONE AND EMAIL CONTACT INFORMATION FOR TWO (2) REFERENCES]

REFERENCES

REFERENCE 1:

[INSERT]

REFERENCE 2:

[INSERT]

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

Signature of Personnel

Date (Day/Month/Year)

FORM E: FINANCIAL PROPOSAL SUBMISSION FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand you are not bound to accept any Proposal you receive.

Name: _____

Title: _____

Date: _____

Signature: _____

[Stamp with official stamp of the Bidder]

FORM F: FINANCIAL PROPOSAL FORM

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RFP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an pdf format, separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

Currency of the proposal: Indian Rupees

Table 1: Summary of Overall Prices

	Amount(s)
Professional Fees	
Other Costs (If any)	
Total Amount of Financial Proposal (without taxes)	
Taxes (If applicable)	
Total Amount of Financial Proposal (including taxes)	

ANNEX – TOP TIER MEDIA

- 1.CNN
- 2.BBC
- 3.Euronews
- 4.Financial Times
- 5.Daily Telegraph
- 6.The Guardian
- 7.New York Times
- 8.Washington Post
- 9.Wall Street Journal
- 10.Bloomberg Business
- 11.Manila Times
- 12.The Economist
- 13.Time Magazine
- 14.Al Jazeera Media Network
- 15.Le Monde
- 16.Frankfurter Allgemeine Zeitung
- 17.Agence de Presse Africaine
- 18.Associated Press China Daily
- 19.The Economic Times
- 20.Mainichi Shimbun
- 21.La Repubblica
- 22.Pacific Island News Association
- 23.ABC Australia
- 24.Dutch News
- 25.El Pais

Major INAs (Wire Services): Provide 90 % of foreign news printed and published by the world's newspapers and news outlets

1. United Press International
2. Associated Press
3. Reuters
4. Agence France Presse