



**United States Energy Association
Power Africa: A U.S. Government-Led Partnership to Increase Sub-Saharan Africa's Access to Energy
Request for Proposal: Asset Management Training Certification in Uganda**

REQUEST FOR PROPOSAL – Uganda Asset Management Training Certification

Closing date of RFP: June 7, 2019

Implementing Agency: United States Energy Association (USEA)

Funding Agency: United States Agency for International Development (USAID)

The United States Energy Association is inviting prospective organizations or individuals through this Request for Proposal (RFP) to submit proposals for providing training on asset management certification for employees of the Uganda Electricity Generation Company Ltd (UEGCL). This RFP is seeking training for UEGCL from the Institute of Asset Management's (IAM) Endorsed Trainer Providers [See list of IAM Endorsed Trainers [here](#)].

This training is to be held in Entebbe, Uganda for 5 days and should include the Institute of Asset Management (IAM) certification exam on the last day of the training. Cost of training and the IAM exam fee should be itemized per person and calculated to give a total budget.

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 submit all proposals with a read receipt to Ms. Elise Voorhis, Senior Program Coordinator, at evoorhis@usea.org. Proposals must be in digital format (PDF).

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 United States Energy Association, headquartered in Washington, DC, is an association of public and private energy-related organizations, corporations, and government agencies. USEA represents the broad interests of the U.S. energy sector by increasing the understanding of energy issues, both domestically and internationally.

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

Uganda Electricity Generation Company Limited (UEGCL) is a public Limited Liability Company incorporated in March 2001 under the Companies Act (Cap 110), the Laws of Uganda and in conformity with the Electricity Act of 1999 and started operation on 1st April 2001.

Since inception in 1999, UEGCL's main focus has been on overseeing and monitoring of the Eskom concession of the Nalubaale/Kiira Hydropower Complex (380MW). However, the Company's mandate changed with the Government realization that it had to play a greater role in ensuring energy security for the country as a whole. This was in part driven by the need to have competitive edge in the region so as to attract industrial development and manufacturing augmentation. This led to the fast tracking of the development of new hydropower plants that include Karuma Hydropower Plant (600MW), Isimba Hydropower Plant (183MW), as well as Muzizi Hydropower Plant (48MW) and Nyagak III (6.6MW). Therefore, as a company to ensure reliability and sustainability, asset management is key.

As a company, capacity building in asset management will give the staff knowledge and tools required to intentionally start and walk the asset management journey. As a result, UEGCL will benefit from:

- Strategic alignment and prioritization of assets – with the wide range (small to large hydro power plants) of assets, UEGCL will be able to prioritize its asset and make decisions based on information gathered in the practice of asset management. These decisions would be cascaded down to operational level where preventive maintenance plans, replacement/ refurbishment schedules can be made accordingly.
- Forecast of budgets and resource requirements – with the learned practices, UEGCL will be able to plan and forecast budgets for the different assets to ensure profitability and financial growth throughout the life cycle of the asset.
- UEGCL will be able to know and manage the risks involved in asset failures and therefore define level of service across the different assets, set up systems to monitor performance to ensure sustainable use of physical resources.

III. IMPLEMENTATION AND APPROACH

The purpose of this RFP is to solicit proposals from various candidate organizations or individuals, conduct a fair evaluation, and select the organization or individual deemed most suitable to undertake the project. The organization or individual must be certified and endorsed as an Endorsed Training Provider (ETP) by the Institute of Asset Management (IAM).

Award Ceiling

USEA is constrained by a strict budget for this training. Candidates should note that this budget does **not** include travel and logistical expenses. USEA will be responsible for travel and logistical expenses (see Section on USEA Responsibilities).

USEA Responsibilities

USEA will be responsible for all logistical arrangements for the participants and consultants. This includes arrangement and costs for the following:

- Economy-class roundtrip international flights to Entebbe, Uganda for up to 2 consultants;

- Per diem (meals and lodging) for up to 2 consultants per trip to include all travel and training days and maximum of 1 full day of rest prior to start of activity (Note: Lodging to be provided according to U.S. government regulations);
- Reimbursement of visa fees;
- Reimbursement of vaccinations (if needed) and travel medication costs;
- International health insurance for the duration of the travel to Uganda;
- Ground transportation to/from the airport;
- Meeting space and AV.

Subcontract Agreement Management and Oversight

A subcontract agreement between USEA and the winning bidder 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.

IV. SCOPE OF WORK

Purpose: The purpose of this program is two-fold: 1) to enhance the capacity for the Uganda Electricity Generation Company Ltd. to manage their assets effectively and efficiently; and 2) to certify between 10 - 15 UEGCL employees in asset management under the principles of the Institute of Asset Management (<https://theiam.org/professional-development/iam-qualifications/iam-certificate/>).

Objectives: The objectives of this program shall include the following:

- To enhance UEGCL's capacity to manage their generation assets effectively and efficiently;
- To improve UEGCL's ability to balance cost, risk, and performance;
- To expose the UEGCL team to the asset management framework and principles;
- To share the best practices in the industry, including the tools, methods, skills, and performance monitoring in accordance with ISO 55000, ISO 55001, and ISO 55002;
- To inform UEGCL on best practices in collecting asset information, data management, and analysis for decision making, and;
- To assist UEGCL in developing asset management strategies and plans

Tasks: The tasks to be performed within this Scope of Work shall include:

Task 1: Conducting a 5-day training course on the Principles of Asset Management Modules 1-5:

- M1: Principles of Asset Management
- M2: Asset Management Policy, Strategy, and Planning
- M3: Managing Asset Life Cycle Decisions and Activities
- M4: Assessing and Managing Asset Management Risks
- M5: Finance and Business Impact

Task 2: Proctoring the IAM Certificate Examination for up to 15 UEGCL participants.

Deliverables: Based on the Scope of Work, the following deliverables and products shall be submitted:

Deliverable 1: Conduct a 5-day training workshop on asset management. Digital and hard copies – in English– of the full workshop curriculum, including questionnaires, manuals, presentations and all other training materials developed for the UEGCL participants shall be submitted to USEA.

Deliverable 2: Proctor the IAM Certification Examination, submit attendance of participants taking the exam, and give certificates to participants who pass the exam.

Reporting

The consultants will report to Elise Voorhis, Senior Program Coordinator of USEA.

Schedule

The project is expected to begin in July 2019 and take approximately 5 days to complete.

Task(s)	Activities	Deliverables	Target Completion Date
1. Training	Conduct 5-day training course on the Principles of Asset Management to prepare UEGCL for the IAM Certification Exam.	Training materials, attendance sheet	July 15-19, 2019
2. IAM Certification Exam	Proctor the IAM Exam	Exams and certificates	July 19, 2019

These target completion dates are provided solely for information purposes and the benefit of bidders. Modification of these assignment dates will not constitute a change in scope.

V. PROPOSAL CONTENT

The proposal must contain the following:

- a) A cover letter to the proposal, including:
 - 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).
 - Confirmation of endorsement from the Institute of Asset Management (IAM) as an Endorsed Training Provider (ETP).
- b) A technical proposal, including:
 - Demonstration of an understanding of the issues to be addressed under the proposed scope of work specified above by providing a summarized technical approach for each of the tasks listed (not to exceed 3 pages);
 - Proposed project schedule to perform the tasks under this project highlighting any deviations from the scope of work specified above;
 - Bio sketches (CVs) of personnel;
 - Summary of relevant experience of each proposed team member for (not beyond) the past 10 years. Relevant experience should be listed chronologically (starting with the most recent). Not to exceed 2 pages for each proposed team member;
 - Summary of the work to be performed by each employee proposed for this project.
- c) 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.
- d) Completed USAID Contractor Employee Biographical Data Sheet forms for each employee proposed for this project (<https://www.usaid.gov/forms/aid-1420-17>).

VI. EVALUATION CRITERIA

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.**

Selection of an offer for a subcontract award will be based on an evaluation of proposals against qualifications, subject matter expertise and budget justification. Proposals shall first be evaluated from a technical standpoint (qualifications and subject matter expertise) without regard to proposed budget justification. For those proposals determined to be technically acceptable, budget justification will be evaluated.

Evaluation Criteria: 15%: Experience with similar projects (for each consultant and the organization in general)
 30%: Subject matter expertise (education and other relevant experience)
 30% Technical approach
 25%: Cost

VII. QUESTIONS AND CLARIFICATIONS

All questions and clarification requests related to this RFP should be submitted via email to Ms. Elise Voorhis, Senior Program Coordinator, at evoorhis@usea.org no later than May 31, 2019. All questions and answers will be provided to all prospective bidders.

END OF RFP