

Tender Package — Request for Proposal (RFP)



1. Invitation to Tender

Tender Name: Assessment, Technical Design/Concept Development, Training on Solar-Powered Irrigation Systems (SPIS).		Tender No: EBL3888
Location: Ninewa, Iraq	Correspondence Language(s): English	
Brief Summary Description of Project:		
<p>Mercy Corps' is seeking a consultancy firm to work with the Youth Associations in designing, developing, implementing Solar-powered Irrigation Systems (SPIS). The Consultant must also develop tender package documents and lead the procurement process, installation, quality check, and training of the SPIS technology. Our selection will be based on a combination of qualitative (technical methodology and proposal) and quantitative factors (price).</p>		

Tender Package Available from: October 21, 2020	Tender Package Pickup Location: <ul style="list-style-type: none"> - https://www.ngosjobs-bids.com/. - www.meryccorp.org/tenders
Deadline for Offer Submission: November 10, 2020 @ 14:00 Local time	Submit Offers to: <ul style="list-style-type: none"> - Electronic submissions to be sent to tenders@mercy Corps.org <p>Mercy Corps encourages electronic submissions</p>

Mercy Corps reserves the right to accept or reject any late offers

Questions and Answers (Q&A)	
If any, Submit Questions in writing to: iq-tenderquestions@mercy Corps.org (please mention the reference of the Tender in Subject line)	
Last Day for Questions: November 3, 2020 @ 3 PM	Questions will be answered by: November 5, 2020 @ 3 PM
Questions will be answered through: On the deadline date all the received questions and answers will be shared through below websites for common benefits of all bidders, without mentioning the names of the originators. https://www.ngosjobs-bids.com/ . And www.meryccorp.org/tenders	
Documentation Checklist	
These documents are contained within this tender package:	<ul style="list-style-type: none"> ✓ Invitation to Tender ✓ General Conditions for Tender ✓ Criteria and Submittals ✓ Price Offer Sheet ✓ Supplier Information Form ✓ Scope of Work ✓ Sample Contract

2. General Conditions for Tender

Mercy Corps invites proposals for the services described and summarized in these documents, and in accordance with procedures, conditions and contract terms presented herein. Mercy Corps reserves the right to vary the quantity of work/materials specified in the Tender Package without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

2.1 Mercy Corps' Anti-Bribery and Anti-Corruption Statement

Mercy Corps strictly prohibits:

- Any form of bribe or kickback in relation to its activities
This prohibition includes any *request* from any Mercy Corps employee, consultant or agent for anything of value from any company or individual in exchange for the employee, consultant or agents taking or not taking any action related to the award of a contract or the contract once awarded. It also applies to any offer from any company or individual to provide anything of value to any Mercy Corps employee, consultant or agent in exchange for that person taking or not taking any action related to the award of the contract or the contract.
- Conflicts of interests in the awarding or management of contracts
If a company is owned by, whether directly or indirectly, in whole or in part, any Mercy Corps employee or any person who is related to a Mercy Corps employee, the company must ensure that it and the employee disclose the relationship as part of or prior to submitting the offer.
- The sharing or obtaining of confidential information
Mercy Corps prohibits its employees from sharing, and any offerors from obtaining, confidential information related to this solicitation, including information regarding Mercy Corps' price estimates, competing offerors or competing offers, etc. Any information provided to one offeror must be provided to all other offerors.
- Collusion between/among offerors
Mercy Corps requires fair and open competition for this solicitation. No two (or more) companies submitting proposals can be owned or controlled by the same individual(s). Companies submitting offers cannot share prices or other offer information or take any other action intended to pre-determine which company will win the solicitation and what price will be paid.

Violations of these prohibitions, along with all evidence of such violations, should be reported to:

integrityhotline@mercy Corps.org

Mercy Corps will investigate allegations fully and will take appropriate action. Any company, or individual that participates in any of the above prohibited conduct, will have its actions reported to the appropriate authorities, will be investigated fully, will have its offer rejected and/or contract terminated, and will not be eligible for future contracts with Mercy Corps. Employees participating in such conduct will have his/her employment terminated.

Violations will also be reported to Mercy Corps' donors, who may also choose to investigate and debar or suspend companies and their owners from receiving any contract that is funded in part by the donor, whether the contract is with Mercy Corps or any other entity.

2.2 Tender Basis:

- All offers shall be made in accordance with these instructions, and all documents requested should be furnished, including any required (but not limited to) supplier-specific information, technical specifications, drawings, bill of quantities, and/or delivery schedule. If any requested document is not furnished, a reason should be given for its omission in an exception sheet.
- No respondent should add, omit or change any item, term or condition herein.
- If suppliers have any additional requests and conditions, these shall be stipulated in an exception sheet.
- Each offeror may make one response only.
- Each offer shall be valid for the period of [180 days] from its date of submission.
- All offers should indicate whether they include taxes, compulsory payments, levies and/or duties, including VAT, if applicable.
- Suppliers should ensure that financial offers are devoid of calculation errors. If errors are identified during the evaluation process, the unit price will prevail. If there is ambiguity on the unit price, the Selection Committee may decide to disqualify the offer.
- Any requests for clarifications regarding the project that are not addressed in written documents must be presented to Mercy Corps in writing. The answer to any question raised in writing by any offeror will be issued to that offeror. In some cases, Mercy Corps may choose to issue clarifications to all offerors. It is a condition of this tender that no clarification shall be deemed to supersede, contradict, add to or detract from the conditions hereof, unless made in writing as an Addendum to Tender and signed by Mercy Corps or its designated representative.
- This Tender does not obligate Mercy Corps to execute a contract nor does it commit Mercy Corps to pay any costs incurred in the preparation and submission of proposals. Furthermore, Mercy Corps reserves the right to reject any and all proposals, if such action is considered to be in the best interest of Mercy Corps.

2.3 Supplier Eligibility

Suppliers may not apply, and will be rejected as ineligible, if they:

- Are not registered companies
- Are bankrupt or in the process of going bankrupt
- Have been convicted of illegal/corrupt activities, and/or unprofessional conduct
- Have been guilty of grave professional misconduct
- Have not fulfilled obligations related to payment of social security and taxes
- Are guilty of serious misinterpretation in supplying information
- Are in violation of the policies outlined in Mercy Corps Anti Bribery or Anti Corruption Statement
- Supplier (or supplier's principals) are on any list of sanctioned parties issued by; or are presently excluded or disqualified from participation in this transaction by: The United States Government or United Nations by the United States Government, the United Kingdom, the European Union, the United Nations, other national governments, or public international organizations.

Additional eligibility criteria, if applicable, are stated in section 3.2 of this tender package.

2.4 Response Documents

Offerors can either utilize the response documents contained in this tender package to submit their offer or they can submit an offer in their own format as long as it contains all the required documents and information specified by this tender.

2.5 Acceptance of Successful Response

Documentation submitted by offerors will be verified by Mercy Corps. The winning offeror will be required to sign a contract for the stated, agreed upon amount.

2.6 Certification Regarding Terrorism

It is Mercy Corps' policy to comply with humanitarian principles and the laws and regulations of the United States, the European Union, the United Nations, the United Kingdom, host nations, and other applicable donors concerning transactions with or support to individuals or entities that have engaged in fraud, waste, abuse, human trafficking, corruption, or terrorist activity. These laws and regulations prohibit Mercy Corps from transacting with or providing support to any individuals or entities that are the subject of government sanctions, donor rules, or laws prohibiting transactions or support to such parties.

3. Criteria & Submittals

3.1 Contract Terms

Mercy Corps intends to issue a **Fixed Price** contract to one or several company(ies) or organization(s). The successful offeror(s) shall be required to adhere to the statement of work and terms and conditions of the resulting contract. The anticipated contract is incorporated in **Section 6** herein. By submitting an offer, offerors certify that they understand and agree to all of the terms and clauses contained in **Section 6**.

3.2 Specific Eligibility Criteria

Eligibility criteria must be met and the corresponding supporting documents listed below under “Tender Submittals” **must** be submitted with offers. Offerors who do not submit these documents may be **disqualified** from any further technical or financial evaluation.

Eligibility Criteria:

- The offeror must be legally registered entity
- The offeror must be in good standing with its governing tax authority
- Official government-issued list of owner names **for Offerors registered in Iraq**
- Mercy Corps will make all payments through a recognized business bank account – please indicate that you have a Recognized Business Bank Account (under company or organization name) – Offerors can mention it in Attachment 1 – Supplier Information Form

3.3 Tender Submittals

Documents and required information listed in tender submittals are necessary in order to support the eligibility criteria and to conduct technical evaluations of received offers (and due diligence). While absence of these documents and/or information does not denote mandatory disqualification of suppliers, the lack of these items has the potential to severely and negatively impact the technical evaluation of an offer.

Documents supporting the Eligibility Criteria:

- Legal Registration Documents* **AND/OR** Have valid tax certificate (Clearance) for Kurdistan or Federal Iraq (issued in the current Estimation Year")
- Company Establishment Certificate/Agreement (including ownership list)
- Recognized (Company) bank account in the name of the company (Mercy Corps will make all payments through bank transfers or cheque)

معايير الأهلية:

- وثائق التسجيل القانوني **و/أو** لديها شهادة ضريبية سارية المفعول لكوردستان أو العراق الفيدرالي (صادرة في سنة التقدير الحالية)."
- شهادة/اتفاقية تأسيس الشركة. (بما في ذلك قائمة الملكية).
- الحساب المصرفي المعترف باسم الشركة. ميري سي كور يقوم بأجراء جميع المدفوعات من خلال التحويلات البنكية أو الشيكات.

*Registration Documents include:

Certificate of registration (one time).
Acquiring Administration Decision on Establishing Company.
Acquiring Administration Decision of Appointing MD/CEO.
Memorandum of Association.

These documents contain, at minimum, the following information:

Scope of Company (such as general trading).
Name of CEO/MD, Accountant and Legal advisor.
List of shareholders/owners with the % of their shares.
Capital of the company.

المستندات التي تدعم معايير الأهلية:

تسجيل التجاري والقانوني للشركة * (يشمل على سبيل المثال لا الحصر "شهادة/الاتفاقية/عقد تأسيس الشركة" مع قائمة الملكية.

و/أو

وثائق التسجيل القانوني لها شهادة ضريبية سارية المفعول لكردستان أو العراق الفيدرالي (تصدر في سنة التقدير الحالية ").

إثبات التسجيل تحت إشراف وزارة المالية أو البنك المركزي العراقي للعمل كصرافة.

إثبات رأس المال.

يجب أن يكون لدى العارض حساب بنكي تجاري معترف به (باسم الشركة / العمل) ؛ تقوم مبرسي كور بإجراء جميع المدفوعات من خلال التحويلات البنكية أو الشيكات.

*وثائق التسجيل تشمل:

شهادة التسجيل (مرة واحدة).

الحصول على قرار الإدارة بتأسيس الشركة.

الحصول على قرار الإدارة بتعيين مدير المفوض / الرئيس التنفيذي.

مذكرة التأسيس.

تحتوي هذه المستندات ، على الأقل ، على المعلومات التالية:

نطاق الشركة (مثل التجارة العامة).

اسم الرئيس التنفيذي / مدير المفوض ، محاسب ومستشار قانوني.

قائمة المساهمين / مالكي مع % نسبة أسهمهم.

رأس مال الشركة.

Documents to conduct the Technical Evaluation and additional Due Diligence:

1. Company Profile: Preferably 2-3 maximum pages. Must have experience managing and implementing **agriculture and irrigation systems projects** in the last 5 years.

2. Proof of Relevant Experience: List of 2 similar works implemented in Iraq preferably with INGOs (with proof attached such as signed contract/agreement/invoices/acknowledgement of service completion/reference letters). Must submit licensing or certification for the design services as contracted as recognized by the government;

3. **Technical Proposal:** 5-8 pages' maximum of narrative proposal describing the following:

- a) Understanding of the objectives of the activity
- b) Description of proposed methodology (how to achieve these objectives);
- c) Proposed work plan;

4. **Proposed Team:** Submit Team organizational structure and CVs of team members. The desired combination of technical expertise and experience is as follows:

a) Team Leader (1 person): Main focal point. Manages the project, monitors performance and ensures deliverables/outputs are submitted on time. The team leader is responsible in writing and submitting all the required reports to Mercy Corps. He/She must have at least two years of relevant experience on program management; good technical writing background and fluency in Arabic and English; Must have past experience working in agriculture sector; Must have the necessary permits to travel and work in Ninewa specifically in the three target locations (Sinjar, Tel Kaif, Mosul)

b) Technical Consultants (max 2 persons): Leads the development of project parameters and tender documents. Conduct training/workshop sessions with YAs. 5 years' experience in design of similar solar power and storage systems; 5 years' experience in design of associated pumping systems; Successful completion of at least 2 projects of similar type, size and complexity within the past 5 years; Technical training related to the design of current generation solar power systems within the past 5 years; preferably with Engineering background; Must be proficient in verbal and written English and Arabic; Must have the ability to facilitate training and mentoring in Arabic fluently; Must be affiliated with any professional business consulting firms and or agencies; Must have past experience working in agriculture sector. (Evidence of their demonstrated success – such as reference or experience letter); Must have experience in and familiarity with the context of Sinjar, Tel Kaif, Mosul; Must have the necessary permits to travel and work in Ninewa specifically in the three target locations (Sinjar, Tel Kaif, Mosul).

Mercy Corps reserves the right to reject submitted CV(s) that it deems unfit for the said role and may ask for substitute/alternate CVs

Financial Proposal: Include all DIRECT expenses associated with the proposed activity (Mercy Corps Price Offer Sheet template is enclosed) Offer should be in USD.

Service Fee related to Proposed Team: Indicate the LOE (Level of Effort/Number of Days) for each member of the Proposed Team along with their Daily Rate/Fee in order to reflect unit cost per person per day.

Direct Expenses: For the training/workshop/assessment component, include trainers' miscellaneous expenses (transportation, accommodation, per diem if applicable).

The following should NOT be included in the bid offer:

- a) companies' support costs including office rental and utilities;
- b) any other staff's salaries and benefits not directly involved in this program (board members and senior management positions);
- c) other staff benefits (leave, relocation, hardship allowance etc) directly involved in the program implementation;
- d) any other supplies, equipment and costs not related to the activities mentioned above including ICR.

e) subcontracting another organization to do some of the deliverables is prohibited.

Payment Structure:

Payment Structure will be discussed and decided in the Pre-Award stage with the Selected Firm/Consultant. However, no advance payments shall be made in any case.

3.4 Currency

Offers should be submitted in: **USD**

Payments will be made in: **USD**

3.5 Tender Evaluation (Trade-Off Selection Method)

Based on the above submittals, a Mercy Corps Tender Committee will conduct a tender evaluation process. Mercy Corps reserves the right to accept or reject any or all proposals, and to accept the offer(s) deemed to be in the best interest of Mercy Corps. MC will not be responsible for or pay for any expenses or losses which may be incurred by any Offeror in the preparation of their tender.

Evaluations will be conducted as described in the following subsections:

3.5.1 Scoring Evaluation

Trade-Off Method

Mercy Corps Tender Committee will conduct a technical evaluation which will grade technical criteria on a weighted basis (each criteria is given a percentage, all together equaling 100%). Offeror's proposals should consist of all required technical submittals so Mercy Corps committee can thoroughly evaluate the technical criteria listed herein and assign points based on the strength of a technical submissio

n.

Award criteria shall be based on the proposal's overall "**value for money**" (quality, cost, delivery time, etc.) while taking into consideration donor and internal requirements and regulations. Each individual criterion has been assigned a weighting prior to the release of this tender based on its importance to Mercy Corps in this process.

Offeror(s) with the best score will be accepted as the winning offeror(s), assuming the price is deemed fair and reasonable and subject to the additional due diligence in [section 3.5.2](#).

When performing the Scoring Evaluation, the Mercy Corps tender committee will assign points for each criteria based on

the following scale:

Point	Rationale
0	Not acceptable; has not met any part of the specified criteria
1-4	Has met only some minimum requirements and may not be acceptable
5	Acceptable
6-9	Acceptable; has met all requirements and exceeds some
10	Acceptable; has exceeded all requirements

Criteria	Total Weight A	Possible Points (1 to 10) B	Weighted Score A*B
Company Profile	5%		
Proof of Relevant Experience	20%		
Technical Proposal	20%		
CVs of Proposed Team	25%		
Financial Offer	30%		
Total	100%		

3.5.2 Additional Due Diligence

Upon completion of both the technical and financial evaluations Mercy Corps may choose to engage in additional due diligence processes with a particular supplier or supplier(s). The purpose of these processes is to ensure that Mercy Corps engages with reputable, ethical, responsible Suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Verification of Ownership
- Pre-award meeting with the proposed team (may require presentation on methodology)

4. Offer Form

Offerors must submit their own independent offer including at least (but not limited to):

- All documents requested in the “Eligibility Criteria” section of this Tender Package
- All documents requested in the “Tender Submittals” section of this Tender Package
- All information listed in the “Documents Comprising the Proposal” section below

All offers must be duly signed (including position and full name of the signer) and stamped, with the date of completion.

Documents Comprising the Proposal

The following information must be included in the offer of any potential offeror:

- Cover Letter** explaining interest to be a contracted vendor or supplier, and the details of the Proposal. The content of the cover letter shall include the following information:
 - A detailed Proposal
 - Delivery time
 - Price validity date (for this purpose and as stated on the advertisement, quote given shall remain unchanged for 180 working days)
- A Price Offer detailing the unit price only, using the **Price Offer Sheet or template of offerors**
- Completed and signed Mercy Corps **Supplier Information Form**
- Other important documents offeror feels need to be attached to support their proposal

The original proposal shall be signed by the offeror or a person or persons duly authorized to bind the offeror to the contract. Financial offer pages of the proposal shall be initialed by the person or persons signing the proposal and stamped with the company seal.

Any interlineations, erasures, or overwriting shall be valid only if they are initialed by the person or persons signing the proposal.

Scope of Work

Description

Title	Assessment, Technical Design/Concept Development, Training on Solar-Powered Irrigation Systems (SPIS)
Duration	Maximum 5 months of LOE spread over 9 months
Project Location	Sinjar, Mosul, Tel Kaif (Ninewa Governorate, Iraq)

About Mercy Corps

Mercy Corps works in places of transition, where conflict, disaster, political upheaval, or economic collapse present opportunities to build more secure, productive, and just communities. Providing emergency relief in times of crisis, we move quickly to help communities recover and build resilience to future shocks, and promote sustainable change by supporting community-led and market-driven initiatives. Recognizing both the great potential and the complex challenges faced by the Middle East, since 1989 Mercy Corps has been implementing a range of humanitarian assistance and development programs tailored to the specific needs of the region and of those communities where we work. Mercy Corps has worked across Iraq's 18 governorates since 2003, implementing relief and development programming, more than a third of which has focused on the specific needs of refugees and displaced persons.

Project Summary

Funded through the Swedish International Development Cooperation Agency (SIDA), Mercy Corps has launched a multi-sectoral program in Iraq, which aims to build skills and capacity of local youth by organizing them into Youth Associations (YAs) which would lead planning and implementation of their development initiatives.

One of the components of these development initiatives is creating viable livelihoods in the primary sector of crop production by introducing new agriculture production practices and assets through the use of the solar system for irrigation. This involves the installation of submersible small motor pumps for irrigation that will work through power coming from the solar system and may involve rehabilitation of damaged wells and canal

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maintenance if budget permits. The use of the solar system instead of the generator is due to the following factors:

- 1) Reduction of the running cost by saving money for fuel.
- 2) Potential increase of the productivity and production as a consequence of resource empowerment enabling to apply the required /correct frequency of irrigation without worrying to incur high amounts of money for fuel.
- 3) No CO2 emission as consequence of the use of the solar system with consequent contribution to the environmental protection.

In addition to the installation of the solar system, the YAs will undergo the following training:

- 1) Operation and management of the small scale solar powered irrigation schemes.
- 2) Sustainable agro-ecological agriculture practices including resourceful use of natural resources and erosion control, conservation agriculture, post-harvesting management, etc.
- 3) Products marketing

Purpose

Mercy Corps is looking for a consultant with a strong solar pumping background who could (i) lead on development of the technical design of the SPIS system, (b) provide tech backstopping during the tender process, (c) supervise the contractor/supplier during implementation, and (d) provide training on management of the SPIS system.

Specifically, the Consultant will develop two SPIS technical design and project parameters with two YAs from different sub-districts (Mosul, Tel Kaif or Sinjar). The SPIS design/**sizing** and parameters must **correspond to the size of the pilot farmland, irrigation needs of the crop/s applied and the irrigation system employed. Mercy Corps is looking at pilot farmland sites of size between 1 to 3 hectares and the corresponding solar pumping system capacity between 1.5 kW to 7.5 kW. The specific technical details including selection of designs and appropriate technology will be made following the selection of pilot farmlands.** The technical proposals must be based on the findings of the pre-field assessments conducted by Mercy Corps and re-assessed/validated/verified by the Consultant. In addition, the consultant together with the YAs will also lead the development of tender documents (Bill of Quantity, Technical Concept, Scope of Work etc) for the procurement of SPIS Contractor/s and installation of the SPIS technologies. Moreover, the consultant will provide technical support to the YAs on SPIS usage, maintenance and sustainability. The Consultant will work closely with each YA delivering its assigned tasks.

Key Deliverables

I. Pre-Investigations Design Work - Together with Mercy Corps' livelihood team, the consultant will lead the conduct of field assessments in the three target districts (Tel Kaif, Mosul, Sinjar) using Mercy Corps' pre-field assessment form to identify the two potential target farmlands for this project. The Consultant will work closely with the Agriculture consultant/Mercy Corps' Technical Advisors in evaluating the feasibility of implementing SPIS in the proposed farmlands taking into consideration the agriculture product needs of available markets,

crops, which can best meet such needs profitably given the local agro-ecology, the daily and seasonal water needs of crops likely to be produced, local soil types; and weather, climate and other agro-ecological characteristics. The goal is to understand a) what crops should be grown given available markets, b) what should be grown given economic considerations, c) what can be grown given the local agro ecology, d) how the irrigation system can be a best fit between crop needs, agro ecology, soil characteristics, and water source(s), and e) in an environment of climate change. Additionally, the Consultant will check the hydrological conditions of the target area, including the available water table for sustainable use if well water is to be a source, and/or likely available water in a period of climate variability if local rivers, streams and canals are likely to be a source. This information must feed into selection and sizing of solar pumping and irrigation technologies available in Iraq. This task entails actual site visits resulting in the identification of two target locations.

Deliverable:

Assessment report (maximum of 10 pages) summarizing the findings of the assessment, justification for the proposed two target farmlands and recommendations for each.

II. Project Parameters- Based on the assessment findings and recommendations, the Consultant shall select and develop the project parameters and preliminary design for the identified two sites with the support of and in consultation with the two selected YAs. The project parameters documents must include the following:

- a. Project Description - This section includes the overall summary of each SPIS project with the following sub-sections: project title, objectives, expected outcomes, target population, total amount requested, project duration and activity.
- b. Technical Design - Consultant shall confer with the local Mercy Corps team to understand the project goals in terms of project site, available groundwater information, flow and pressure requirement for water delivery, site constraints, participant's operations and maintenance capacity, and Mercy Corps tender limitations. Based on the field assessment findings, the Consultant shall then develop and share with Mercy Corps HQ Advisors for review, a draft final Preliminary Design for partial inclusion in the tender documents, which includes the above information as well as basic design criteria adopted by tenders in their submission. Such criteria shall include approximate system size i.e. kW and kW-hours per day, pumping rate and water storage capacity (if selected), design features such as AC inverters or DC drives and general solar panel information. The concept should also include: (i) a sketch of the site and general system components and layout shall, (ii) a concept level cost estimate (for internal Mercy Corps use), (iii) guidance regarding available equipment suppliers and construction contractors, and all system sizing calculations.
- c. Implementation Plan - The plan must describe how each YA will be engaged at the onset of the project, what activities will be included (before, during and after installation of SPIS) including training of YA members on system maintenance and management, and must indicate when activities, milestones and outputs will be accomplished, as well as responsible people. The proposed work plan should be consistent with the technical approach and methodology.
- d. Budget Plan - A detailed budget per SPIS project should be submitted in US dollars clearly indicating budget items for which the funds would be used. Inclusive in the budget are the following: procurement, delivery and installation of SPIS technologies, farm land / water fees (if

applicable), SPIS training. Other expenses must provide description, quantity, unit price, and total.

Deliverables:

Two Draft and Final SPIS Proposed Project Parameters Documents (1 each project/location).

III. Procurement Support - The Consultant supports MC during the tender period and with the tender evaluations. The Consultant shall provide technical support in the preparation and the selection process of SPIS equipment/technology contractors (who will conduct a final design, supply and install the solar system technology) in accordance to Mercy Corps' procurement policy. In addition, the Consultant shall assist in the technical evaluation of tenders, conduct physical check, comment on the suitability of the technical submittals and comment on any deviations submitted. Budget of the SPIS is based on the budget identified in the project parameter for each location. At the onset of the procurement process, the consultant must prepare and submit the following:

- a. Technical Specifications – Following the approval from Mercy Corps' Technical Support Advisors of the Preliminary Design, the Consultant shall prepare technical specifications (using Mercy Corps' Tender Initiation template) for all associated works including electrical, mechanical and civil works. Design criteria shall include required efficiency, component ratings and or certifications, acceptable materials and system configurations. Technical submissions included proposed equipment specifications and calculations to be provided both with the tenders and prior to construction shall be identified.
- b. Bill of Quantities - The Consultant shall provide a BOQ for all works including site works, mechanical and electrical specifications.
- c. Cost Estimate - A concept level cost estimate shall be provided. Breakdowns shall be provided for equipment and labor. Cost implications of system options shall be detailed where applicable.
- d. Technical Criteria - The Consultant shall identify the technical criteria for selecting the SPIS contractors and develop tender evaluation scoring mechanism based on the technical criteria.
- e. Scope of Work (SOW) – The Consultant shall identify the roles and responsibilities of the SPIS Contractors using Mercy Corps' SOW.
- f. Tender Initiation (TI) – The Consultant shall fill up Mercy Corps' TI Form.
- g. Technical Physical Check - The Consultant must conduct site visits to potential supplier shops to conduct physical check of the SPIS equipment/technology to ensure that it meets the technical specifications requirement.
- h. Answer Tender Period Questions - The Consultant shall respond to tender period questions as forwarded by the Mercy Corps team. Supplemental information shall be provided in an addendum as required.
- i. Technical Evaluation - The Consultant shall be part of the technical evaluation committee responsible in reviewing tender documents, and scoring based on the technical criteria.
- j. Pre-award Meeting - If necessary, the Consultant can lead the budget negotiations with the potential suppliers during the pre-award meeting as well as discuss the scope of work in detail.

Deliverables for each project/location:

1. *Draft and final technical specifications*
2. *Draft and final BOQ*
3. *Concept level tender cost estimate*
4. *Tender evaluation criteria and scoring*
5. *Scope of Work*
6. *Tender Initiation and other supporting documents required*
7. *Any associated memo if requested*
8. *Answer tender period questions*
9. *Attendance to physical check visit, technical evaluation and pre-award meeting and any additional meetings during the tender process*

IV. Construction Period Services - Prior to the delivery and installation/construction of the SPIS by the contractor, the Consultant in collaboration with the Mercy Corps' HQ Advisors reviews the equipment submittals and work plan submittals from the Contractors before the Contractor begins construction. During the construction/installation period, the Consultant shall:

- a. Compliance check - Review the contractor's equipment submissions for compliance with the contract documents. Consultant and YAs must jointly do the inspection. Any exceptions allowed shall be documented.
- b. Site visits - Conduct up to three site visits with the YAs to assess the progress of the works as well as attend final inspection and training by the contractor.
- c. Oversee implementation and facilitate handover - Facilitate and oversee installation of solar pumping and irrigation systems, as well as the commissioning and handover to YAs/partner communities.

Deliverables:

- 1) *Compliance check with final recommendation for system acceptance*
- 2) *Site inspection reports for each site visit*

V. Capacity Building - Together with the contractor of the solar pumping and irrigation systems, the Consultant ensures that training is provided to the YA's on how to operate and maintain the SPIS.

The training must include practical demonstration in the field as well as coaching on how to sustain the use of the SPIS. The consultant must develop guidelines in Arabic on how to operate, maintain and monitor the SPIS. The training curriculum must include the following:

- a. Operating SPIS (by the contractor but organized by the Consultant)
- b. Maintenance of SPIS (by the contractor but organized by the Consultant)

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In addition, the Consultant must provide workshops to the selected YAs on future management and sustenance of the systems. The workshop sessions must include the following topics that would lead to the development of a mechanism on:

- a. how the YAs will manage the project as a group SPIS management – structure, roles and responsibilities, constitution, committees including water committee

This entails several sessions with YAs to make the process participative and to encourage ownership among YA members. The Consultant must develop the training/workshop plan and training/workshop curriculum including training curriculum/manuals, pre and post-test questionnaires, training evaluation in Arabic. The training and workshops can be conducted at a maximum of five days depending on the curriculum.

Deliverables:

- 1) *Training/Workshop plan curriculum/materials in Arabic*
- 2) *Pre- and post-test questionnaires (Must be approved by MC prior use) in Arabic*
- 3) *Training evaluation questionnaire in Arabic*
- 4) *Conduct of training/workshop sessions to YAs*
- 5) *Training/Workshop report including summary findings of the pre- and post- test (maximum 8 pages excluding Annexes – photos, attendance sheet, pre- and post-test questionnaires, other training materials used).*
- 6) Guidelines for YA in Arabic on how to operate, maintain and monitor the SPIS

Team Composition and Management:

The Consultant will be working closely with the YAs in Tel Kaif, Sinjar or Mosul as well as with Mercy Corps' CBO partners including:

- Agriculture/irrigation component consultant
- Mercy Corps Iraq WASH lead
- Mercy Corps HQ Infrastructure, WASH & Water Advisors
- Mercy Corps Iraq field team

The Service Provider will be reporting to the Head of Livelihoods Program.

Mercy Corps' Roles and Responsibilities:

Mercy Corps will review and approve the methodology, approaches, plans, and tools prior usage. Program staff will conduct regular monitoring throughout the contract period.

Timeframe (estimated)

This assignment will span over a total of 9 months but with a maximum of 5 months equivalent LOE.

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Activity	Responsibility	# of days required
Pre-investigation Design Works 1) Conduct of field assessments 2) Submission of assessment report with findings and recommendations and identification of the two target farm lands *	Consultant (lead) + YA + Mercy Corps	Maximum of 1 month
Develop the project parameters and preliminary design with YAs for the two project*	Consultant (lead) +YA	Max 14 days (7 days per project)
Develop Tender Documents for Project 1*	Consultant	Max of 7 days
Develop Tender Documents for Project 2*	Consultant	Max of 7 days
Prepare training/workshops for YAs Develop curriculum, pre- and post test, training evaluation and materials.*	Consultant	Max of 7 days
Conduct of training/workshops for two YAs	Consultant	Max of 5 days
During tender process: 1) Answer tender period questions (during advertisement) 2) Physical check visit 3) Attend Technical evaluation 4) Attend Pre-award meeting and any additional meetings during the tender process	Consultant + Mercy Corps	Max half day per activity
Submit training/workshop summary reports*	Consultant	Max 3 days

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Compliance check/Site inspection during delivery and installation of SSIS equipment	Consultant	Max 14 days (ideally throughout the installation period with the supplier)
Develop guidelines for YA in Arabic on how to operate, maintain and monitor the SPIS*	Mercy Corps and Consultant	Max 3 days
Organize training of YAs with SSIS supplier	Consultant	Max 2 days per project participant

** Subject to review and approval by Mercy Corps (see clause #4 under the Limits and Exclusions section below)*

Limits and Exclusions

1. All materials (tools, curriculum, SOPs, reports etc) developed and submitted to Mercy Corps will be the sole property of Mercy Corps and should not be shared or published without approval.
2. Mercy Corps will not have any obligations for any issues arising between the Consultant and YA members/program participant or other external stakeholders that the Consultant will engage with including the SPIS contractor.
3. Mercy Corps have the right to disapprove any technical designs, training materials, tools, tender documents if deemed inappropriate and or unnecessary. The consultant must get approval from Mercy Corps for all tender documents and training materials (curriculum, agenda, syllabus, handouts, pre- and post-test, evaluation form etc) prior dissemination and use.
4. Mercy Corps will have a maximum of three reviews/revision processes for each tool/report/material/tender document submitted before consultant finalization and usage.
5. Attendance sheets must be submitted to Mercy Corps for any training conducted with YAs.
6. Mercy Corps program and MEL staff will conduct regular on-site monitoring throughout the project period. The Consultant must accommodate MC staff during the monitoring visit.
7. Mercy Corps will only pay service fees (excluding company benefits) to staff directly involved in the implementation of the project. Salaries and benefits for the support and or management team of the consulting firms/service contractor should not be added in the bid offer.

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8. The Consultant must get the necessary permits (at checkpoint) to travel to Sinjar, Tel Kaif and Mosul. Mercy Corps will not be liable for any access issues that will be encountered by the Consultant and his/her team.

9. The Consultant must provide his/her own transportation to the three target locations. Mercy Corps will not allow any non-Mercy Corps staff to use its vehicles.

Attachments:

Attachment 1: Supplier Information Form

Attachment 2: Price Offer Sheet

Attachment 3: Service Contract Template EN AR (Template)

Attachment 4: Offer check list form