

REQUEST FOR PROPOSALS

Title of Consulting Services:

[Research on Hydrogen and Geothermal
Energy Development in Latin America and the
Caribbean]

Date: June 16th, 2022

Japan International Cooperation Agency
USA Office

Section 1. Letter of Invitation

Subject: Request for Proposal

Reference Number: *N/A*

Reference Title: *N/A*

Date: *June 16th, 2022*

The Japan International Cooperation Agency (JICA) USA Office now invites proposals to provide the following consulting services: Research on Hydrogen and Geothermal Energy Development in Latin America and the Caribbean. More details of the services are provided in the Terms of Reference.

It is not permissible to transfer this invitation to any other firm.

The RFP includes the following documents

Section 1 - Letter of Invitation (LOI)

Section 2 - Summary Sheet of the Instruction to Consultants

Section 3 - Instruction to Consultants (ITC)

Section 4 - Technical Proposal Forms

Section 5 - Financial Proposal Forms

Section 6 - Terms of Reference (TOR)

Sincerely,



Takao SHIMOKAWA
Chief Representative
JICA USA Office

Section 2. Summary Sheet of the Instructions to Consultants

1. Name of the assignment	Research on Hydrogen and Geothermal Energy Development in Latin America and the Caribbean
2. Method of selection	Quality Based Selection Estimated cost: 100,000 US dollars
3. JICA's officer in charge	Kiyotaka MIYAZAKI JICA USA Office Address: 1776 I Street, N.W., Suite No.895 Washington D.C. 20006, USA Telephone: +1-202-293-2334 Facsimile: +1-202-293-9200 E-mail: us_oso_rep@jica.go.jp *Please use e-mail to communicate with us.
4. Pre-proposal conference	A pre-proposal conference will be held: Yes_____ No <u>×</u>
5. Type of contract	Time-based
6. Deadline of request for clarification	14 calendar days before the Proposals' submission deadline.
7. Proposal submission deadline	Date: July 13 rd , 2022 Time: 17:00 EST
8. Proposal submission address	Please send the proposal by mail to the address shown in 3. JICA's officer in charge . We cannot accept hand-delivered proposals.
9. Expected date for the negotiations	July 20 th -27 th , 2022
10. Expected date for the commencement of the Services	As soon as the contract is signed (The beginning of August, 2022)

Section 3. Instructions to Consultants

A. General Provisions

- 1. Introduction** *1.1* Consultants are invited to submit a Technical Proposal together with a Financial Proposal for consulting services required for the assignment (hereinafter called the “Proposal”). The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected Consultant.

B. Preparation of Proposals

- 2. General Considerations** In preparing the Proposal, the Consultant is expected to examine the Request for Proposal (hereinafter called the “RFP”) in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.
- 3. Cost of Preparation of Proposal** The Consultant shall bear all costs associated with the preparation and submission of its Proposal and JICA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. JICA is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultant.
- 4. Language** The Proposal, as well as all correspondence and documents relating to the Proposal exchanged between the Consultant and JICA, shall be written in English.
- 5. Documents Comprising the Proposal** The Proposal shall comprise the documents and forms listed below;
- Technical Proposal:**
- (1) TECH-1
(2) TECH-2
(3) TECH-3
(4) TECH-4
(5) TECH-5
(6) TECH-6
- Financial Proposal:**
- (1) FIN-1
(2) FIN-2
- 6. Only One Proposal** The Consultant (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture in another Proposal.
- 7. Proposal Validity** Proposal must remain valid for 30 calendar days after the Proposal submission deadline.
- 8. Clarification and Amendment of RFP** The Consultant may request a clarification of any part of the RFP no later than *June 29th, 2022, 17:00 EST*. Any request for clarification must be sent in writing, or by standard electronic means, which includes facsimile and email transmissions, to JICA’s address indicated in **Section 2. Summary Sheet of the Instruction to**

Consultants. JICA will respond in writing, or by standard electronic means, and will send written copies of the response (including an explanation of the query but without identifying its source) to all shortlisted Consultants. Should JICA deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure described below;

- (1) At any time before the proposal submission deadline, JICA may amend the RFP by issuing an amendment in writing or by standard electronic means. The amendment shall be sent to all shortlisted Consultants and will be binding on them. The shortlisted Consultants shall acknowledge receipt of all amendments in writing.
- (2) If the amendment is substantial, JICA may extend the proposal submission deadline to give the shortlisted Consultants reasonable time to take an amendment into account in their Proposals.

9. Technical Proposal Format and Content

- 9.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing financial details shall be declared non-responsive.
- 9.2 The Consultant is required to submit a Technical Proposal using the standard forms provided in **Section 4. Technical Proposal Forms.**

10. Financial Proposal

- 10.1 The Financial Proposal shall be prepared using the provided in **Section 5. Financial Proposal Forms.** It shall list all costs associated with the assignment, including (a) remuneration, (b) reimbursable expenses indicated in the Financial Proposal Forms.
- 10.2 The Consultant is responsible for meeting all tax liabilities arising out of the Contract.
- 10.3 The Consultant shall express the price for its Services in US dollars.

C. Submission, Opening and Evaluation

11. Submission, Sealing, and Marking of Proposals

- 11.1 The Consultant shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 5 (Documents Comprising Proposal). The submission can be done by mail or by hand.
- 11.2 Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.
- 11.3 The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is as stated below;
- (1) **Technical Proposal:** one (1) original and 2 copies;
 - (2) **Financial Proposal:** one (1) original.
- All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.

- 11.4 The original and all the copies of the Technical Proposal and Financial Proposal shall be placed inside of a sealed envelope clearly marked “**TECHNICAL AND FINANCIAL PROPOSAL**”, name of the Assignment, name and address of the Consultant, and with a warning “**DO NOT OPEN UNTIL JULY 13RD 2022, 17:00 LOCAL TIME ..**”
- 11.5 Similarly, the original Financial Proposal shall be placed inside of a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment, name and address of the Consultant, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**”
- 11.6 The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, the name of the assignment, Consultant’s name and the address, and shall be clearly marked “**DO NOT OPEN BEFORE JULY 13RD 2022, 17:00 LOCAL TIME**”.
- 11.7 If the envelopes and packages with the Proposal are not sealed and marked as required, JICA will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.
- 11.8 The Proposal must be sent to the address and received by JICA no later than the deadline indicated in **Section 2. Summary Sheet of the Instruction to Consultants**, or any extension to this deadline. Any Proposal received by JICA after the deadline may be declared late and rejected, and promptly returned unopened.

12. Confidentiality

From the time the Proposals are opened to the time the Contract is awarded, the Consultant should not contact JICA on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Consultants who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.

13. Proposals Evaluation

13.1 The Consultant is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, JICA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.

14. Evaluation of Technical Proposals

- 14.1 JICA shall evaluate the Technical Proposals on the basis of their responsiveness to the TOR and the RFP, applying the evaluation criteria, sub-criteria, and point system described below;
- I Consultant's general experience and competence in the field covered by the TOR: 30
 - II Adequacy of the proposed approach, methodology and work plan in responding to the TOR: 20

III Experience and records of the staff members to be assigned to the work: 50

a) Position 1: Team Leader/Director of America Program: 20

b) Position 2: Deputy Director: 15

c) Position 3: Associate Director: 10

d) Position 4: Program Coordinator: 10

Total Points for Three Criteria: 100

14.2 Each responsive Proposal will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score required to pass: 70

15. Correction of Errors

Activities and items 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, and no corrections are made to the Financial Proposal.

a. Time-Based Contracts

15.1 If a Time-based Contract form is included in the RFP, JICA will (a) correct any computational or arithmetical errors, and (b) adjust the prices if they fail to reflect all inputs included for the respective activities or items in the Technical Proposal. In case of discrepancy between (i) a partial amount (sub-total) and the total amount, or (ii) between the amount derived by multiplication of unit price with quantity and the total price, or (iii) between words and figures, the former will prevail. In case of discrepancy between the Technical and Financial Proposals in indicating quantities of input, the Technical Proposal prevails and JICA shall correct the quantification indicated in the Financial Proposal so as to make it consistent with that indicated in the Technical Proposal, apply the relevant unit price included in the Financial Proposal to the corrected quantity, and correct the total Proposal cost.

D. Negotiations and Award

16. Negotiations

The negotiations will be held shortly after notification to successful/unsuccessful consultant(s) with the successful Consultant's representative(s).

[Technical negotiations]

18.1 The negotiations include discussions of the Terms of Reference (TOR), the proposed methodology, JICA's inputs, the Conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, in order that the quality of the final product, its price, or the relevance of the initial evaluation may not be affected.

[Financial negotiations]

18.2 The financial negotiations will reflect the agreed technical modifications in the cost of the services.

18.3 The financial negotiations will, as necessary, include remuneration rate and quantities of items of reimbursable

expenses that may be increased or decreased from the relevant amounts shown in the Financial Proposal but without significant alterations.

17. Conclusion of Negotiations

- 19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialled by JICA and the Consultant's authorized representative.
- 19.2 If the negotiations fail, JICA shall terminate the negotiations informing the Consultant of the reasons for doing so and will invite the next-ranked Consultant to negotiate a Contract.

18. Award of Contract

- 20.1 After completing the negotiations JICA shall award the Contract to the selected Consultant and promptly notify the other shortlisted Consultants. Technical Proposals of those consultants who were unsuccessful shall be disposed or returned.
- 20.2 The Consultant is expected to commence the assignment on the date specified in **Section 2. Summary Sheet of the Instruction to Consultants.**

Section 4. Technical Proposal Forms

{Notes to Consultant shown in brackets { } throughout Section 4 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

Checklist of Required Forms

Form	Description	Page Limit
TECH-1	Technical Proposal Submission Form	N/A
TECH-2	Consultant's Organization and Experience A. Consultant's Organization B. Consultant's Experience	N/A
TECH-3	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	N/A
TECH-4	Work Schedule and Planning for Deliverables	N/A
TECH-5	Personnel Schedule	N/A
TECH-6	Curriculum Vitae (CV) for Key Experts	N/A

Form TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: Chief Representative
Japan International Agency (JICA) USA Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for Research on Hydrogen and Geothermal Energy Development in Latin America and the Caribbean in accordance with your Request for Proposals dated *[insert: date]* and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal.

We hereby declare that:

- (a) 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 by JICA.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Instructions to Consultants (ITC).
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the expected date for the commencement of the Services indicated in the Summary Sheet of the Instruction to Consultants.

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

We remain,

Yours sincerely,

Authorized Signature **{In full and initials}**: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Contact information (phone and e-mail): _____

Form TECH-2

CONSULTANT’S ORGANIZATION AND EXPERIENCE

{Form TECH-2: a brief description of the Consultant’s organization and an outline of the recent experience of the Consultant that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-consultancy, the amount paid to the Consultant), and the Consultant’s role/involvement.}

A - Consultant’s Organization

{Provide here a brief description of the background and organization of your company, and - in case of a joint venture - of each member for this assignment, including organizational chart, a list of Board of Directors, and beneficial ownership.}

B - Consultant’s Experience

{1. List only previous similar assignments successfully completed in the last [.....] years.}
 {2. List only those assignments for which the Consultant was legally contracted by JICA and other similar organizations as a company or was one of the joint venture partners. Assignments completed by the Consultant’s individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Consultant, or that of the Consultant’s partners or sub-consultants, but can be claimed by the experts themselves in their CVs. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by JICA.}

Duration	Assignment name & brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent) / Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009– Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of; }	{e.g., Ministry of, country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	{e.g., US\$0.2 mil/US\$0.2 mil}	{e.g., sole Consultant}

Form TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

{Form TECH-3: a description of the approach, methodology, and work plan for performing the assignment}

{Suggested structure of your Technical Proposal}

a) **Technical Approach, Methodology, and Organization of the Consultant's team.**

{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TOR in here.}

b) **Work Plan and Staffing.**

{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by JICA), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the FORM Tech-4 (Work Schedule).}

c) **Comments (on the TOR and on counterpart staff and facilities)**

{Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by JICA. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}

Form TECH-5: PERSONNEL SCHEDULE

N°	Name of Expert / Position	Input of the Personnel												Total person- month input
		1	2	3	4	5	6	7	8	9	10	11	12	
EXPERT(S)														
1														
2														
3														
4														
n														
													Sub-Total	
Other Personnel														
1														
2														
n														
													Sub-Total	

1. For experts the input should be indicated individually; for other personnel it should be indicated individually, or, if appropriate, by category (e.g. economists, financial analysts, etc.).
2. Months are counted from the start of the assignment.
 - Full time input
 - Part time input

FORM TECH-6

CURRICULUM VITAE (CV) FOR EXPERTS

Position Title	{e.g., TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Residence / Citizenship	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment:

{Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact info for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/consultant to... For references: Tel...../e-mail.....; Mr. Hbbbbb, deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work):

Expert’s contact information: (e-mail, phone)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by JICA.

Name of Expert

Signature

Date {day/month/year}

Name of authorized
Representative of the Consultant
(the same who signs the Proposal)

Signature

Date {day/month/year}

Section 5. Financial Proposal Forms

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2 and 3.

FIN-1 Financial Proposal Submission Form

FIN-2 Breakdown of Remuneration, Reimbursable Expenses and Indirect Local Tax Estimates

FORM FIN-1

FINANCIAL PROPOSAL SUBMISSION FORM

{Location, Date}

To: Chief Representative
JICA USA Office

Dear Sirs:

We, the undersigned, offer to provide the consulting services for Research on Hydrogen and Geothermal Energy Development in Latin America and the Caribbean in accordance with your Request for Proposal dated *[insert: date]* and our Technical Proposal.

Our attached Financial Proposal is for the amount of **{indicate the corresponding to the amount(s) currency}** **{Insert amount(s) in words and figures}**, including of all indirect local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal.

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

We remain,

Yours sincerely,

Authorized Signature **{In full and initials}**: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Contact information (phone and e-mail): _____

FORM FIN-2

BREAKDOWN OF REMUNERATION, REIMBURSABLE EXPENSES AND INDIRECT LOCAL TAX ESTIMATES

{When used for Lump-sum Contract assignment, information to be provided in this Form shall only be used, if needed, to establish payments to the Consultant for possible additional services requested by the Client. This form shall not be used as a basis for payments under Lump-sum Contracts.}

TOTAL COSTS OF (1), (2) AND (3) : *insert: total estimate cost*

Remuneration					
No.	Name	Position	Person-month Remuneration Rate	Time input in person/month	Cost
	1) Experts				
1					
2					
3					
	2) Other Personnel				
1					
2					
3					
Total of (1)					

Reimbursable Items					
No.	Type of Reimbursable expenses	Unit	Unit Cost	Quantity	Cost
1	{e.g., Per diem allowances}	{Day}			
2	{e.g., national air travel}	{Trip}			
3	{e.g., rent-a-car}	{Day}			
4	{e.g., reproduction of reports}				
5	{e.g., office rent}				
6	{e.g., office supplies}				
7	{e.g., support staff/secretary}				
8	{e.g., seminars/workshops}				
Total of (2)					

Total Costs of (1)+(2)	
-------------------------------	--

Indirect Local Tax Estimates		
1	{insert type of tax. e.g., VAT or sales tax}	
2	{e.g., income tax on non-resident experts}	
3	{insert type of tax}	
4	{insert type of tax}	
Total Estimate for Indirect Local Tax (3)		

Section 5. Terms of Reference (TOR)

1. Background

Renewable energy is expected to play a significant role in meeting the energy needs of many countries in Latin America and Caribbean Region (LAC), given the region's vast potential. Interest has expanded in the region to harness green energy and to accelerate carbon neutrality. In addition, the war in Ukraine has suddenly increase geopolitical risks to energy supply, urging some countries to accelerate to reduce import of fossil fuels.

The LAC region holds an abundance potential of both hydrogen and geothermal energy that remains untapped. According to the World Bank, the region utilized less than 15% of its geothermal energy potential. Moreover, only a few countries in the region have initiated the measures to promote hydrogen production. If geothermal energy is explored and developed in a sustainable way, the resource could meet a significant share of the base load power needs of the region, which would result in direct economic and environmental benefits. Hydrogen is also expected to play a major role in the region's clean energy transitions and diversification of energy source.

The study will assess the prospects of hydrogen and geothermal energy development in Latin America and the Caribbean and to consider possible solutions to address key challenges affecting most countries in the region through discussions with various stakeholders such as LAC policy makers, international organizations, utilities and developers.

2. Objective(s) of the Assignment

The Study will aim at providing policy recommendation that will assist governments in the region and multilateral and bilateral development agencies, including JICA in considering how to effectively approach to key challenges affecting hydrogen and geothermal development in the region.

3. Scope of Services, Tasks (Components) and Expected Deliverables

3.1 Two virtual private roundtables with 15-25 key stakeholders and experts in governments in LAC, international organizations, utilities and developers for each topic. Topics will be geothermal and hydrogen energy development in LAC

3.2 Based on the private round table and additional research and interviews with relevant stakeholders, around 10 page policy brief will be produced for each topic in English and Spanish. Policy brief will cover the following points:

- Relevance of geothermal and hydrogen energy development from the view point of energy security and geopolitical risks and their development challenges;
- Policies of countries which has addressing their development challenges and their lessons learned;
- Policy recommendations to governments in the region and multilateral and bilateral development agencies, including JICA.

3.3 After producing each policy brief, the consultants are expected to conduct the following activities:

- Public event: the consultants will hold a virtual public event to present the policy recommendations to stakeholders including policy makers in the regions;
- Podcast: the consultants will produce a podcast episode to share specific findings of policy briefs to the public.

4. Team Composition & Qualification Requirements for the Experts

Research Director, Master's degree with 20 years of experience in the field of development

Research Fellow, Master's degree with 8 years of experience in the field of development
(work experience in the field of renewable energy sector is preferred)

Assistant Fellow, Bachelor's degree with 2 years of experience

Program Coordinator, Bachelor's degree with 2 years of experience

5. Reporting Requirements and Time Schedule for Deliverables

Two policy briefs that succinctly summarize the research and provide concrete summary policy recommendations to governments in LAC, international organizations and JICA. They should be produced with graphs and maps using multimedia tools. One policy brief should be submitted by the end of September 2022, the other should be submitted by the end of January 2023. Final report should be submitted by the end of February 2023. It should include 2 policy briefs, results of public events and the summary of Podcast.