

## REQUEST FOR PROPOSALS

| Cambodia Australia Partnership for Resilient Economic Development (CAPRED) Program |  |
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| RFP Number   | RFP25-042  |
| Project Name   | Capacity building on rooftop solar integration – rooftop solar design and installation standards |
| Domain Name  | Infrastructure   |
| Application Closing Date   | 5 pm (Phnom Penh Time), 28 March 2025  |
| Assignment Duration  | 4 months   |

## I. Background

### 1.1 About CAPRED

The Cambodia-Australia Partnership for Resilient Economic Development (CAPRED) is Australia’s flagship bilateral economic development program in Cambodia. It will focus on economic recovery and resilience over the next four years, with a possible three-year extension. The Facility supports Cambodia in implementing necessary economic interventions and reforms to maintain the country’s economic transition. These efforts aim to encourage more productive and inclusive public and private investment, promoting a resilient, inclusive, and sustainable economy (RISE).

CAPRED interventions fall under three technical components including: i). Agriculture and Agro-processing, ii). Trade, Investment and Enterprise Development, and iii). Infrastructure Development; and three Cross-Cutting components comprising: Gender Equality, Disability and Social Inclusion (GEDSI), Climate Resilient initiatives, and policy support. GEDSI is at the heart of all that CAPRED does.

### 1.2 Project background

In collaboration with the Ministry of Mines and Energy (MME), Electricity Authority of Cambodia (EAC), and Electricity du Cambodge (EDC), CAPRED has developed a capacity building program to enhance the capacity of relevant government officials on integration and management of Variable Renewable Energy - utility scale and rooftop solar.

The capacity building program is divided into 7 modules for integration and management of rooftop solar. A high-level contents of training program can be found in Appendix 1.

## 2 Purpose

CAPRED seeks to engage a qualified company or a consortium to design and deliver training for two modules of the training program on rooftop solar integration and management:

- **Rooftop solar installation standards:** This module aims to equip trainees with the skills and knowledge to ensure that solar PV connection standards are met, including good practice in commissioning test/checklists.
- **Rooftop solar design:** This module aims to equip trainees with technical knowledge and skills to understand the design choices that are made when designing a rooftop solar PV scheme. This module will ensure that those with responsibility (including witness testing etc.) are equipped with the knowledge required.



More detailed information of the proposed contents of the two modules can be found in Appendix 1. The whole training program including the two modules above will be designed for participants from key Cambodian institutions listed in **Table 1**. The total number of training participants is estimated to be around 25.

**Table 1: Target trainees for the capacity building program on solar energy integration and management**

| No. | Target trainees   |
|-----|---|
| 1   | Technical officials from the Ministry of Mines and Energy (MME) including but not limited to: <ul style="list-style-type: none"> <li>- General Department of Energy Development</li> <li>- Provincial Department of Mines and Energy in Kampong Speu, Banteay Meanchey, Steung Treng, Sihanouk Ville, Svay Rieng, and Prey Veng</li> </ul>  |
| 2   | Technical officials from the Electricite du Cambodge (EDC) including but not limited to: <ul style="list-style-type: none"> <li>- Corporate Planning and Projects Department</li> <li>- Generation Department</li> <li>- Transmission Department</li> <li>- Solar Energy Office</li> <li>- Provincial branches of EDC in Kampong Speu, Banteay Meanchey, Steung Treng, Sihanouk Ville, Svay Rieng, and Prey Veng</li> </ul> |
| 3   | Technical officials from the Electricity Authority of Cambodia (EAC) including but not limited to <ul style="list-style-type: none"> <li>- Regulation and License Department</li> </ul>   |

The proposed training content and methodology for the two modules in the appendix section will provide guidance for the company/consortium to prepare their bidding proposal. Bidders are encouraged to suggest extensive content and a more effective delivery approach although elaboration on the suggestions is required to help the program assess the suggestions. Practical knowledge, examples, individual and group exercises during and after class, practitioner participation in sharing lessons from fields, site visits, hands-on practices with software usage, etc. are all encouraged to ensure that trainees can learn, remember, and apply the knowledge on their jobs after the training.

**The face-to-face training is required. In addition to designing and delivering, the company or consortium will need to work closely with other training providers who have been selected and will deliver the training program for other modules to ensure a cohesive training program for the target trainees.**

### 3. Requirements

#### 3.1 Key Tasks and Activities

The company or consortium is expected to perform the following tasks.

##### **3.1.1 Pre-Training Activities:**

- **Development of training materials**
  - Develop comprehensive, high-quality training materials (presentations, handouts, case studies, online resources, etc.).
  - Craft a detailed training agenda with a logical flow of topics, estimated time allocation for each session (including breaks), a proposed schedule outlining the training days and timings, and a clear breakdown of planned activities and exercises for each session (e.g., group discussions, guest speaker presentations, software demonstrations).
  - Identify potential locations for off-site learning visits at operational rooftop solar installations and solar farms. This will provide participants with a firsthand look at solar project implementation.
  - Develop training delivery workplan.



- **Manage logistics efficiently, including:**
  - Securing a training venue with appropriate facilities and technologies (projectors, screens, internet access).
  - Arrange all necessary logistics support for the training including but not limited to travel for site visits.
  - Overseeing the printing and distribution of high-quality training materials.
  - Note: CAPRED will manage all the communication and coordination with the participants.

**3.1.2 During training activities**

- Conduct interactive training sessions based on the finalized training materials.
- Utilise a variety of engaging training methodologies to promote active learning and knowledge retention, such as:
  - Interactive lectures with opportunities for questions and discussions.
  - Group discussions and brainstorming sessions to encourage peer-to-peer learning and problem-solving.
  - Case study analysis exercises where participants apply their learnings to real-world scenarios.
  - Hands-on exercises using relevant software tools for solar resource assessment, feasibility analysis, or financial modeling.
- Facilitate effective knowledge transfer through clear explanations, addressing participant inquiries, and encouraging active participation.

**\*\*\* Note that practices during the training, displaying and testing real samples, and transferring practical knowledge and tips are essential elements of the capacity-building programs to ensure that trainees can apply the knowledge and skills after the completion of the programs. This will be one of the key selection criteria for the company/consortium.**

**3.1.3 Post Training Activities**

- Prepare a training completion report that includes but is not limited to:
  - Participant attendance and feedback.
  - Pre- and post-training test

**3.2. Key Deliverables**

| No. | Key Deliverables   | Expected Dates                  |
|-----|--|---------------------------------|
| 1   | Kick-off meeting   | Soon after signing the contract |
| 2   | Detailed workplan  | Week 1 of May 2025              |
| 3   | Training agenda, flow and key contents   | Week 3 of May 2025              |
| 4   | Comprehensive training materials (presentations, reading materials, hands out, etc.) | Week 2 of Jun 2025              |
| 5   | Training delivery (to be conducted over a 6-month period)                            | Jun 2025 – Jul 2025             |
| 6   | Training completion report   | Week 1 of Aug 2025              |

**4. Qualifications or Specialized knowledge/experience required**

This task requires multidisciplinary skillsets, expertise, and experience. The company or consortium should propose a team of qualified trainers with experience in the following areas:



**Education:**

- Master's degree or above in engineering (electrical, civil or closely related field), or bachelor's degree with extensive practical experience.

**Technical Competencies and Experience:****Essential:****• Experiences**

- Proven experience (minimum 5-10 years) working in rooftop solar projects.
- Proven experience in designing rooftop solar PV systems for residential, commercial, or industrial applications.
- Familiarity with Cambodia's power development plan, principles for permitting the use of rooftop solar power, and grid infrastructure limitations are crucial.
- Experience in integrating climate change considerations and GEDSI into rooftop solar projects. This should include expertise in rooftop solar integration, along with the ability to design and deliver training programs on these topics.
- Proven experience in training large groups in the power industry.

**• Knowledge**

- Strong understanding of solar PV technology including system design principles, and operation.
- Familiarity with rooftop solar system design considerations, including roof types, and shading analysis.
- Capable of using industry software to assess solar PV yields.
- Understanding of relevant government policies, incentives, and regulations for solar energy in Cambodia.
- Understand the logic and rationale in Cambodia's "Principles for Permitting the Use of Rooftop Solar Power in Cambodia" and how to implement the process illustrated in the principles.

**• Communication Skills**

- Excellent communication and presentation skills to effectively deliver technical information to a diverse audience.
- Ability to tailor the training content to the specific needs and experience level of participants.
- Ability to facilitate interactive workshops and discussions.

**Desirable:**

- Understanding and respecting Cambodian cultural norms and communication styles is important to create a comfortable and engaging learning environment.
- Possess experience working with Cambodian government institutions.
- Strong project management skills for organizing and delivering training programs.

**Other Competencies:**

- Demonstrate integrity and high ethical standards.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treat all people fairly without favoritism.
- Fulfil obligations to GEDSI sensitivity and zero tolerance for sexual harassment.



- Strictly comply with DFAT Child Protection Code of Conduct and policy (<https://www.dfat.gov.au/sites/default/files/child-protection-policy.pdf>)

## 5. Evaluation

CAPRED will use an objective and reliable process to evaluate each application. The applications will be evaluated on the following criteria (in no particular order):

- Compliance with this Request for Proposals (RFP).
- Understanding of and ability to meet the requirements and deadlines as specified.
- Supplier expertise and experience with delivery of similar projects.
- Expertise of individuals and overall team nominated to deliver the services. CAPRED reserves the right to reject any individual being proposed and to ask the supplier to provide an alternative.
- Past performance relevant to this RFP (as determined by referee checks).
- Relevant examples of previous work.
- Proposed fee charged for the services.

Note: While price is a factor, it is more important that the applicant can demonstrate value for money. CAPRED reserves the right to contract more than one supplier for these services and may actively seek to contract more than one supplier to ensure supply of technical services. CAPRED reserves the right to vary the contract terms, and to exercise the option period at its sole discretion.

**Due Diligence checks will be conducted on the organisation/s and individuals nominated in the RFP prior to awarding contract/s.**

## 6. How to Apply

The proposals including the Technical and Financial Response Form must be submitted no later than **5 pm (Phnom Penh time), 28 March 2025** by email to [procurement@capred.org](mailto:procurement@capred.org) with “Rooftop Solar Capacity-Building Program– RFP” in the subject line. Any proposals submitted after this time and date will not be considered.

CAPRED is available to answer questions or provide more details on the scope of work. Please email [procurement@capred.org](mailto:procurement@capred.org) with “Rooftop Solar Capacity-Building Program- Enquiry ” in the subject line.

The program will host a Q&A session for interested bidders on **Tuesday, 11<sup>th</sup> March 2025**. Interested bidders can register to join the session via [procurement@capred.org](mailto:procurement@capred.org) by **Monday, 10<sup>th</sup> March 2025**.

### Attachments:

- *Technical Response Form*
- *Financial Response Form*
- *Appendix 1*

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