

## REQUEST FOR PROPOSALS

<b>Cambodia Australia Partnership for Resilient Economic Development (CAPRED) Program</b>	
<b>RFP Number</b>	RFP25-041
<b>Project Name</b>	Internship Program for Women in Clean Energy
<b>Domain Name</b>	Infrastructure
<b>Application Closing Date</b>	5pm (Phnom Penh Time), 28 March 2025
<b>Assignment Duration</b>	April 2025 - March 2026

### 1. Background

#### 1.1. CAPRED

The CAPRED Facility is Australia’s flagship bilateral economic development program in Cambodia, focusing on economic recovery and resilience over the next four years, with a possible three-year extension. The Facility supports Cambodia in implementing a range of necessary economic interventions and reforms to maintain the country’s economic transition. These interventions and reforms are primarily aimed at encouraging more productive and inclusive public and private investment, which promotes a resilient, inclusive and sustainable economy (RISE).

CAPRED interventions fall under three technical components including: Agriculture and Agro-processing; Trade, Investment and Enterprise Development and Infrastructure Development; and one Cross-Cutting component 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. About the Internship Program

The **Internship Program for Women in Clean Energy** aims to address the significant underrepresentation of women in Cambodia’s clean energy sector. Women’s participation in technical roles, especially in solar operations, remains critically low due to barriers such as limited access to technical education, societal expectations, and a lack of practical, on-the-job training opportunities.

To tackle these challenges, a 6-month internship program has been proposed to provide targeted outstanding recently graduated female graduates from the Institute of Electrical Science (IES) and the Institute of Technology of Cambodia (ITC) with technical training and hands-on field experience. The objective is to address the technical skills gap and gender disparity in the clean energy sector by providing internship opportunities for young female graduates at Renewable Energy Generators – solar farms.

This RFP seeks a qualified consulting firm or consortium who have three major capacities:

- Facilitation and implementation of the entire project.
- Training in technical and engineering aspects of solar farm operation and maintenance and providing soft skills to be a professional team player at workplace including but not limited to confidence building, communication skill, how to seek and give advice, etc.
- Technical and engineering expertise to support interns during their placement.



The consulting firm will play a key role in recruiting motivated female graduates, facilitating internship placements, providing a comprehensive one-week orientation and monitoring and advisory support for interns during placement period. Through this initiative, the program aims to create a more inclusive and diverse clean energy workforce, which aligns with CAPRED's GEDSI objectives.

## 2. Scope of the Intervention

### 2.1. Key Tasks and Activities

CAPRED seeks to engage qualified consulting firms to collaborate on the **Internship Program for Women in Clean Energy**, specifically with the Renewable Energy Generators – solar farms. The selected firm will be responsible for implementing the following suggested list and flow of activities. Applicants are encouraged to propose alternative approaches or additional activities to enhance the effectiveness of the assignment.

- **Student and company outreach**
  - Develop a detailed work plan for the entire placement program.
  - Collaborate with the ITC and IES to identify outstanding final-year female students.
  - Identify, visit, and select suitable units within the Renewable Energy Generators – solar farms for internship placements.
- **Application review**
  - Design the application process, including advertising the program, reviewing applications, shortlisting candidates, conducting interviews, and finalising the selection of participants.
- **Final selection and set up**
  - Coordinate the onboarding process for the selected graduates.
  - Conduct orientation sessions and provide skills training for selected graduates.
  - Ensure that qualified supervisors from the proposing company or consortium are assigned to oversee each intern.
  - Engage professionals to deliver a group mentoring session combined with skills training.
  - Organise a field visit for students to selected units within the Renewable Energy Generators – solar farms prior to the placement.
- **Placement of interns**
  - Ensure at least two interns are placed with each selected Renewable Energy Generators – solar farms.
  - Before, during and for a period after the placement, assign each intern with a technical mentor. The mentor will schedule regular calls/ or face to face meetings to help interns with technical, practical and other advice and coaching as required.
- **Project monitoring and completion report**
  - Organise and facilitate a mid-term review workshop with all interns to assess progress and gather feedback.
  - Ensure that interns produce post-internship deliverables, including recommendations on supporting female interns in their workplaces.
  - Compile and submit a completion report to CAPRED.

### Key notes



- **Application deadline:** Submit your expression of interest by 28<sup>th</sup> March 2025.
- **Program target:** Successfully secure and place 10 female students in internship roles across at least five different units within the Renewable Energy Generators – solar farms.

## 2.2. Key Deliverables

CAPRED seeks a qualified consulting firm to implement a structured work placement program, outlined in **Table 1** below.

*Table 1: Detailed key deliverables and expected delivery date*

No.	Task	Description	Deliverables	Expected Delivery Dates
1	<b>Planning</b>	- Design and define a strategic plan to establish a successful internship program.	- Submit a full workplan to CAPRED.	End of March 2025
2	<b>Define scope of work and criteria</b>	- Develop a detailed action plan, agreed upon by CAPRED and the employer, to guide implementation. - Ensure that interns have a clear and well-defined scope of work for their placement period.	- Finalise and submit a detailed action plan on the agreed scope of work to CAPRED.	End of April 2025
3	<b>Application review &amp; selection</b>	- Develop selection criteria for interns. - Engage with target universities to identify and recruit ten motivated final-year female students. - Secure placement for interns in at least five units within the Renewable Energy Generators – solar farms accept interns.	- Develop detailed selection criteria. - Recruit ten female students recruited. - Onboard five units within the target workplaces.	Mid-May 2025
4	<b>Orientation &amp; training</b>	- Develop and distribute logbooks for all interns and employers. - Conduct skills training sessions for interns, combining hard and soft skills with group mentorship sessions. - Conduct site visits to selected units within the target workplaces.	- Develop training tools and materials. - Complete skills training for interns. - Conduct site visits before placement. - Maintain a logbook for all interns and employers.	End of June 2025



No.	Task	Description	Deliverables	Expected Delivery Dates
5	<b>Placement</b>	<ul style="list-style-type: none"> <li>- Avail technical engineering advisory by assigning mentor(s) for each intern to provide support for them.</li> <li>- Conduct regular weekly check-ins with interns. Number of check-ins with the interns will be one of the key deliverables in the contract with CAPRED.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide regular updates to CAPRED about the interns' status and progress and amount and quality of support from mentor(s) for the interns including number of regular calls with interns and advisory support in response to each intern's questions, etc.</li> </ul>	Mid-July 2025
6	<b>Mid-term review workshop</b>	<ul style="list-style-type: none"> <li>- Conduct a mid-term review workshop with interns to assess progress.</li> <li>- Refine program elements based on workshop recommendations and document findings in a report.</li> </ul>	<ul style="list-style-type: none"> <li>- Conduct a mid-term review.</li> <li>- Submit a mid-term review report.</li> </ul>	End of October 2025
7	<b>Reporting</b>	Conduct a lessons-learned assessment and ensure actionable deliverables from interns after placement.	Submit the final report, including: <ul style="list-style-type: none"> <li>- A lessons learned report summarising program insights and recommendations for improvement.</li> <li>- Post-internship deliverables from interns, including recommendations on enhancing support for female interns in their workplaces based on their reflections.</li> </ul>	End February 2026

### 3. Qualifications and Specialized Knowledge/ Experience Required

Applications are open to Cambodia-based companies that meet the following criteria. Women-led companies are strongly encouraged to apply.

#### **For companies/consortium:**

- Demonstrated experience in successfully designing and delivering capacity-building training programs focused on both soft and hard skills to prepare students for internships.



- Ability to align the internship program with CAPRED’s objectives by delivering meaningful and measurable outcomes, particularly targeting efforts to promote gender diversity in technical roles within the energy sector.
- The company must have strong project management skills to organise and deliver a comprehensive internship program. This includes:
  - Outreach and recruitment of female interns.
  - Selection and engagement of participating Renewable Energy Generators – solar farms
  - Providing ongoing support to interns throughout the program, including organising site inspections, pre-placement field visits, capacity-building training, orientation sessions, mid-term review workshops, and post-internship support.
  - Ensuring the safety and wellbeing of female interns by implementing risk management measures, including workplace safety assessments, clear protocols for addressing concerns, and designated points of contact for support.
  - Managing administrative and logistical tasks.
  - Reporting progress to CAPRED.
- Proven ability to work effectively with diverse stakeholders, such as government officials, industry professionals, academic institutions, and other key partners.
- Experience in working with multidisciplinary teams and fostering productive partnerships to ensure program success.
- Companies that demonstrate a strong commitment to GEDSI in their business operations and program management will be given priority.

**For mentor(s) during placement period:**

- At least a master’s degree in electrical engineering, renewable energy, or related fields, preferably from international scholars.
- Strong technical knowledge in designing renewable energy generation projects such as solar farms, solar rooftops, energy storage systems, energy management system, etc.
- Extensive knowledge of the rules, regulations, and norms of the electricity system and renewable energy in Cambodia is preferred.
- Extensive experience in renewable energy, electrical engineering, energy policy, or related fields

**Other Competencies:**

- Demonstrate integrity and high ethical standards.
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treat all people fairly without favouritism.
- 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>)

**4. Evaluation**

CAPRED will use an objective and reliable process to evaluate each proposal. The proposals and responses will be evaluated based on (in no particular order):



- a. Compliance with this Request for Proposals (RFP).
- b. Understanding of and ability to meet the requirements and deadlines as specified.
- c. Supplier expertise and experience with delivery of similar projects.
- d. 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.
- e. Past performance relevant to this RFP (as determined by referee checks).
- f. Relevant examples of previous work.
- g. 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.**

## 5. How to Apply

The proposals including the Technical and Financial Response Forms 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 “Internship Program for Women in Clean Energy - RFP” in the subject line. Any proposals submitted after this time and date will not be considered.

The program will host a Q&A session for interested bidders on **Monday, 10<sup>th</sup> March 2025**. Interested bidders can register to join the session via [procurement@capred.org](mailto:procurement@capred.org) by **Thursday 6<sup>th</sup> March 2025**.

CAPRED is available to answer questions or provide more detail on the scope of work. Please email [procurement@capred.org](mailto:procurement@capred.org) with “Internship Program for Women in Clean Energy - Enquiry” in the subject line.

### Attachments:

- *Technical Response Form*
- *Financial Response Form*

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