



LIBERIA ELECTRICITY CORPORATION

Project: Liberia Energy Efficiency and Access Project (LEEAP)

REQUEST FOR EXPRESSIONS OF INTEREST

Consultancy Services for the Provision of Electric Utility Training for the Liberia Electricity Corporation (LEC), Rural Renewable Energy Agency (RREA) and the Ministry of Mines and Energy (MME)

Project ID No.: P-LR-F00-004

Reference No.: LEC LEEAP/AfDB/CS/02/2020

Issue Date: 22 June, 2021

Closing Date: 9 July, 2021

The Government of Liberia has received financing from the African Development Bank towards the cost of the Liberia Energy Efficiency Project (LEEAP) and therefore intends to apply part of the proceeds of this financing for payments under the contract to engage the services of a reputable power utility training institution to train technical personnel in selected functions of Liberia Electricity Corporation, Rural Renewable Energy Agency (RREA) and Ministry of Mines and Energy (MME).

The assignment's objective is to provide training to selected LEC and, RREA and MME personnel in the areas listed in the scope of work for both LEC and, RREA and MME. The selected Training institution will be required to conduct the specified training to the selected personnel of LEC, MME and RREA in the Employer's facilities in Monrovia, the institutions premises as well as third party facilities as may be agreed among the parties.

The electricity supply system in Liberia is operated by the Liberia Electricity Corporation (LEC) and entails the generation, transmission and Distribution of electricity. LEC is a wholly government owned utility that report to the Ministry of Mines and Energy of the Government of Liberia (GOL).

The Rural Renewable Energy Agency (RREA), is an agency under the Ministry of Mines and Energy of Liberia mandated to facilitate and accelerate the economic transformation of rural Liberia by promoting development and supply of modern energy products and services to rural areas with an emphasis on locally available renewable resources.

This project involves LEC, RREA and MME, but the Employer for the Project is Liberia Electricity Corporation (LEC). The capacity of the technical staff of LEC , RREA and MME has been a matter of concern to the GOL. In order to build the capacity of the staff, the GOL has embarked on a series of training and development initiatives aimed at upgrading the knowledge and skills of the staff. The proposed training assignment, for which these Terms of Reference are issued, is one of such intervention.

The employer now wishes to select a reputable Training institution for a contract to undertake implementation of the Training plan. The areas for which the training will be required are indicated below;

- System Planning
- System Design
- Project Supervision
- Troubleshooting & Fault Analysis



- Protection Applications
- Protection Studies
- Substation Maintenance
- HV Cable Jointing
- Safety procedures
- HV & MV Cable Fault Location.
- Customer Services
- Installation, Testing & Maintenance
- Solar (PV) System planning and design
- Maintenance of isolated (PV) systems
- Maintenance of hydropower plants

The Scope of the Assignment is further elaborated below:

- i. Create an activity plan for each training program which should include at least, learning theories, instructional design, content, and materials or resources to be used. The training delivery methods should include at least 50% practical sessions for the Engineering programs
- ii. For overseas training sessions, the Institution shall make all arrival-end travel arrangements and booking of accommodation for the Trainees
- iii. Implement all the Training programs by scheduling training activities, organizing related resources (facilities, equipment, teaching aids, etc.), conducting the training and monitoring participants' progress during the training
- iv. The institution will make sure the participants are presented with a welcome pack containing the training program, training handouts, stationery elements and other relevant materials.
- v. The Institution shall organize the welcoming reception/opening ceremony and the certificates hand-over ceremony for participants on the first and last days of each training session.
- vi. Examine (either, orally, written or by practical demonstration) participants' performance at the end of each training session and indicate their score
- vii. Conduct a post-training evaluation of participants at the end of each training to determine if it was successful and met training objectives. Feedback should be obtained from all stakeholders to determine the program and instructor effectiveness as well as knowledge and skills acquired by participants.
- viii. The Original Trainer's Expert shall conduct post-training monitoring for the trainees in three areas. The monitoring shall be for a period of one-week each on two different occasions as will be agreed with the Client. The areas are:
 - System Planning
 - System Design
 - System Protection Studies and Applications
 - Primary Substation Maintenance

In this follow up program, the Expert shall ensure the application of the skills learnt and address any challenges that may come up. The duration of the assignment is 12 man-months.

The Liberia Electricity Corporation (**LEC**) now invites eligible **Consulting firms** to indicate their interest in providing the above services. Interested firms must provide information indicating that they are qualified



to perform the services (description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.) and must include i) information detailing the firm's general years of experience existence and areas of expertise (ii) list of similar assignments and experience in similar conditions, (iii) Availability of appropriate skills amongst staff (permanent and temporary staff in fields related to the assignment (iv) evidence of past performance (v) any other relevant information.

Consultants may constitute joint ventures to enhance their chances of qualification and in case of JV or association, the equal/same weighting will be used for the lead firm and for partners or associates. The scoring will be done to arrive at the short-list of highest scoring firms/consortia based on the set evaluation criteria and the guidelines stated below:

Firms will be short-listed as stipulated by the Bank Procurement Policy and Methodology. The firms/consortia must pass all the eligibility criteria as outlined below. The firms/consortia must be reputable and have the capacity to deliver programs for the selected technical functions in the attached training plan and has have successfully implemented similar projects. The following are the details of the required qualifications:

- a. **Organization Competence:** Sub-criteria comprise: The Institution should be reputable and can deliver programs for the selected technical functions in the training plan. The following are the details of the required qualifications:
 - i. The Institution should have at least ten years' experience in organizing technical training programs for electric utility companies with specific expertise in the selected technical areas;
 - ii. Technical staff strength (permanent) and technical expertise of proposed team, Demonstrate the availability of specialists (Instructors) in selected technical functions in the training plan and can mobilize appropriate resource persons to handle practical sessions and field visits.
 - iii. Demonstrate that the instructors who will facilitate the programs possess at least the under listed minimum qualification;
 - A first degree in Mechanical or Electrical/ Electronic Engineering or an HND Certificate
 - Three years post qualification practical experience on the job
 - Undergone competency-based training assessment programs in the chosen field before
- b. **Technical Competence:** Sub-criteria comprise
 - i. Demonstrate experience in Power and Electric Utility Management with specialization in General Electric Utility Management (System Planning, Technical Specifications, Construction Standards, Losses Reduction, Strategic Management, Metering, Solar (PV) System planning and design, Maintenance of isolated (PV) systems, Maintenance of hydropower plant, etc.)
 - ii. Demonstrate experience in power lines and substations projects engineering, feasibility studies, and Conceptual Design; customer services, knowledge to monitor and evaluate system losses, etc.
- c. **Others-** The Institution shall possess both local and internationally recognized accreditation, (ii) Demonstrate the availability of the requisite tools, equipment, and laboratories for the relevant practical demonstrations, (iii) Demonstrate the availability of infrastructure (Classroom facility, teaching aids including Computer, LCD projector etc.)

The Eligibility criteria for the establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "*Procurement Policy for Bank Group Funded Operations*", dated October 2015 which is available on the Bank's website at <http://www.afdb.org>. Furthermore, the Borrower is under no obligation to shortlist any consultant who expresses interest.



Interested consultants (Firms) may obtain further information by sending a request through an e-mail address: afdbprocurement@lecliberia.com Pmashingaidze@lecliberia.com .

Expressions of Interests must be delivered to the email address below by July 9, 2021 at **1600hrs** local time and electronic submissions should mention as the subject message: *Consultancy Services for The Selection of Electric Utility Institution for LEEAP Projects At the Liberia Electricity Corporation*: and sent to address below. Only short-listed firms will be contacted. **Due to the COVID-19 situation we will encourage interested candidates to rely on email in submitting applications.**

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