

Request for Proposals

RFP-SURE II-2021-001

Activity Title:

Task 4 Circular Economy – Call for Strategic Partners

Issuance Date: December 13, 2021

Deadline for Receipt of Questions: December 28, 2021 at 5:00 PM EDT

Closing Date and Time: January 13, 2021 at 5:00 PM EDT

Issuance of this RFP does not constitute an award commitment on the Tetra Tech ES, Inc., nor does it commit to pay for any costs incurred in preparation or submission of comments/suggestions of a proposal. Proposals are submitted at the risk of the Offeror. All preparation and submission costs are at the Offeror's expense.

Table of Contents

1. INTRODUCTION.....	3
2. OFFEROR’S QUALIFICATIONS.....	3
3. SOURCE, ORIGIN AND NATIONALITY RESTRICTIONS.....	3
4. SUBMISSION OF PROPOSALS.....	3
5. QUESTIONS AND CLARIFICATIONS.....	4
6. PROPOSAL PREPARATION INSTRUCTIONS.....	4
7. EVALUATION CRITERIA.....	7
8. TERMS OF PAYMENT.....	8
9. DUNS NUMBER AND SAM.GOV REGISTRATION.....	8
10. NEGOTIATIONS.....	8
11. MULTIPLE AWARD/NO AWARD.....	9
ATTACHMENT A – TECHNICAL SPECIFICATION.....	10
ATTACHMENT B – DETAILED BUDGET.....	17
ATTACHMENT C – REPRESENTATIONS AND CERTIFICATIONS.....	18
ATTACHMENT D – OPPORTUNITIES ASSESSMENT.....	19

1. INTRODUCTION

Tetra Tech ES, Inc., as the prime contractor and implementer of [USAID's Scaling Up Renewable Energy \(SURE\) program](#), is in search of a strategic partner to plan, design, and execute activities that will help USAID and its partner countries to better understand, implement, and promote a circular economy for renewable energy. The purpose of this RFP is to identify a subcontractor (non-profit organization, research center, company, university, association, and other types of organizations) to lead and support SUREs task on promoting a circular economy for renewable energy within the Scope of Work (SOW) specified in the Attachment A – Technical Specification.

2. OFFEROR'S QUALIFICATIONS

The Offeror must provide the following information and references in order to be qualified for the procurement process:

1. Organization's information, including official registered title, type of business, address, and contact person information.
2. A short description of the organization and of past similar experience (3 to 5 examples) in providing the services described in the Attached A -Technical Specification.
3. Overall technical approach to fulfill the scope defined in Attachment A – Technical Specifications.
4. Certification that organization is not owned or controlled in total or in part by any entity of any government.
5. Certification by any subcontractor engaged by the organization for this project that the subcontractor is not owned or controlled in total or in part by any entity of any other government.
6. The Offeror shall complete and sign the Representation and Certifications found in Attachments C to this document, and include them with the Offeror's proposal. Proposals that do not include these certifications will not be considered.

3. SOURCE, ORIGIN AND NATIONALITY RESTRICTIONS

The USAID authorized geographic code for the Scaling Up Renewable Energy project is 937 (the United States, the recipient country, and developing countries other than advanced developing countries, but excluding any country that is a prohibited source) is the authorized USAID Principal Geographic Code for the procurement of commodities and services. Authorized Geographical code can be found here <https://www.usaid.gov/sites/default/files/documents/310.pdf>

4. SUBMISSION OF PROPOSALS

All proposals are due on Thursday, January 13th, 2021 by no later than 5:00 PM EDT local time in Washington, DC, USA. Proposals must be submitted via e-mail at the address sureprocurement@tetrattech.com in the following formats: Adobe Acrobat and Microsoft Word and/or Excel.

All proposals must fully respond to the Technical Specifications enclosed as **Attachment A – Technical Specification**, and must include quotes in the format provided in the separate Excel file titled “RFP-SURE II-2021-001 Attachment B Budget Template and Labor Categories” in **Attachment B – Detailed Budget**. Proposals received after the above-stated due date and time will not be considered for this procurement.

5. QUESTIONS AND CLARIFICATIONS

All questions or clarifications regarding this RFP must be in writing and submitted, in English, to sureprocurement@tetrattech.com on December 28th, 2021 no later than 5:00 PM EDT local time in Washington, DC, USA. Questions and requests for clarification, and the responses thereto, will be circulated to all RFP recipients.

Only written answers from Tetra Tech will be considered official and carry weight in the RFP process and subsequent evaluation. Any answers received outside the official channel, whether received verbally or in writing, from employees or representatives of Tetra Tech, or any other party, will not be considered official responses regarding this Request for Proposal (RFP).

6. PROPOSAL PREPARATION INSTRUCTIONS

All Offerors must follow the instructions set forth herein in order to be qualified for the procurement process. If an Offeror does not follow the instructions set forth herein, the Offeror’s proposal may be eliminated from further consideration or the proposal may be downgraded and not receive full credit under the applicable evaluation criteria.

Separate Technical and Cost Proposals must be submitted. All proposals should be submitted in English.

Technical Proposal

The technical proposal (excluding CVs) shall not exceed 15 [fifteen] pages. Proposals will be scored on a 100 point scale. Available points for each evaluation factor are given below. The Offeror must address each evaluation factor.

The suggested outline for the technical proposal is stated below:

A. Organization’s Information

1. Organization’s information, including official registered title, type of organization, list of offices if applicable, address, telephone, fax and website
2. Organization’s DUNS number (see section 9)
3. Authorized point of Contact with phone number(s) and email address
4. Experience of the firm of at least 5 years in the public and private sectors.

B. Organization’s Technical Capability

Description of organization, qualifications and activities carried out similar to the scope of work requested.

C. Technical Approach

Present a narrative that describes how the Offeror would implement the tasks identified in the scope of work. This narrative must also include:

1. Comments to the provided technical specifications, including the illustrative indicators
2. A management approach which describes how the Offeror will manage the delivery of the services.
3. A draft work plan that outlines:
 - a. Detailed proposed activities during the Phase 1, from February to September 2022 (See Attached A -Technical Specification).
 - b. Strategic, high-level activities for Phases 2 and 3.
 - c. The work plan should also demonstrate how the Offeror will leverage their network of contacts in the circular economy and clean energy space.
 - d. A description of how the Offeror proposes to integrate gender into its activities to ensure a gendered approach to promote a circular economy for renewable energy.

Information which the Offeror considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will then be treated as such.

D. Proposed Staff

Present a narrative that includes the following:

1. Team composition (names, specialties/area of expertise, position/role on this assignment (Task Lead or Supporting Staff), etc.) and task assignments to perform the activities described in the SOW in line with the experience requirements in the labor categories. In order to perform the statement of work in Attachment A, the Offeror must provide personnel that meet both the minimum education and experience requirements set forth in Attachment B – Budget Template and Labor Categories.
2. Curriculum Vitae (CV) for all proposed personnel (CVs shall be limited to 3 pages each) that describes their experience and lists the following:
 - a. Affiliation/Organization
 - b. Education
 - c. Years of Relevant Professional Experience
 - d. Relevant Experience to the scope of work in this RFP
 - e. Fluency in English, and additional languages

In addition to presenting the CVs, the Offeror should complete and include the table below:

Proposed Personnel’s Name, Last Name	Proposed Position Under This Assignment (Task Lead/Supporting Staff)	Labor Category and Level	Qualification	Years and Countries of Professional Experience

E. Organization Past Performance

The Offeror should provide a summary of relevant studies or other assignments including the Title, client name, dates and countries of execution, a brief description, and hyperlinks to writing samples such as white papers, reports, fact sheets for each assignment. This section is limited to 5 of the most relevant materials performed in the last 5 years, presented in the following table format. If the client is confidential, simply list “confidential”.

Title of Assignment	Client Name	Dates and Countries of Execution	Description	Writing Sample (Link to Assignment Output)

Financial Proposal

A. Detailed Budget

The Offeror shall complete the attached Excel “RFP-SURE II-2021-001 Attachment B Budget Template and Labor Categories” of **Attachment B “Detailed Budget”** in order to allow Tetra Tech ES, Inc. to compare all quotes and make a competitive selection. The budget should be provided in Excel format with unlocked cells. The budget should cover the period of performance defined in Attachment A from February 1, 2022 to September 30, 2025.

A price must be provided for each project component to be considered compliant with this request. The price proposal should include the individual line items shown in the template, e.g., fully-burdened daily rates, travel costs, and other direct costs. Offers must show unit prices, quantities, and total price. All items, services, etc. must be clearly labeled and included in the total offered price. The price proposal shall also include a budget narrative that explains the basis for the estimate of every cost element or line item. Supporting information must be provided in sufficient detail to allow for a complete analysis of each cost element or line item. Tetra Tech reserves the right to request additional cost information if the evaluation committee has concerns of the reasonableness, realism, or completeness of a Offeror's proposed price.

The Offeror shall provide unit pricing in U.S. Dollars. Prices quoted in this document shall be valid for a 30-day time period, including all taxes and other costs and the VAT tax originated in the country where services are provided.

B. 1420 Forms for the proposed personnel

For each staff member proposed, the Offeror shall submit a completed and signed USAID 1420 forms. USAID form 1420 can be downloaded here: <https://www.usaid.gov/forms/aid-1420-17>

C. Proposed Billing Rates Certification

Document on the organization’s letterhead certifying the labor rates being proposed are standard rates and have been previously billed to clients for similar work.

D. Representations and Certifications

These documents can be found in Attachments C of this RFP and must be submitted as part of the Cost Proposal.

Under no circumstances may cost information be included in the technical proposal. No cost information or any prices, whether for deliverables or line items, may be included in the technical proposal. Cost information must only be shown in the cost proposal.

7. EVALUATION CRITERIA

Award will be made to the offerer representing the best value in consideration of past performance, qualifications and price factors. Technical criteria are more important than cost, although prices must be reasonable and will be considered in the evaluation. The Offeror is encouraged to provide a discount to their standard commercial rates.

Tetra Tech reserves the right to conduct discussions with selected Offeror(s) in order to identify the best value offer. Award of any resulting Subcontract Agreement shall be made by Tetra Tech on a best value basis. Tetra Tech reserves the right to request a test assessment from The Offeror to assess their qualifications.

Given the specific expertise required to perform the services, the selection process will be conducted in two stages.

Stage 1: Technical Evaluation The submitted technical information will be scored by an evaluation committee using the following technical evaluation criteria (70 points) and cost proposal (30 points). Evaluation will be scored on a 100 point scale.

Available points for each evaluation factor are given below.

Technical Evaluation (70 points)

Evaluation Criteria		Points
Stage 1: Proposal Selection		
I.	Organization Past Experience	20
II.	Technical Approach	15
III.	Organization Proposed Task Lead	20

IV. Organization Proposed Supporting Staff	15
TOTAL	70

Stage 2: Financial Evaluation

Financial Evaluation (30 points)

The lowest qualified financial proposal will receive the maximum score of 30 points.

The other proposals will be scored inversely proportional to their price and computed as follows:

$$Sf = 30 * Fm/F$$

Sf = Financial Score of the proposal evaluated

Fm = the price of the lowest priced Financial Proposal among those qualified

F = is the price of the Financial Proposal under consideration

The Offeror should submit a **Detailed Budget** reflecting the cost of completing the scope. The Offeror shall complete the **Attachment B – Detailed Budget**. Labor rates quoted in this document shall be fully-burdened with all indirect costs, taxes and fee, if any. The period of performance is specified in Attachment A.

In order to identify the best value offer, Tetra Tech will invite Offerors receiving the two highest scores to a panel interview with Tetra Tech and USAID representatives. Award of any resulting Subcontract Agreement shall be made by Tetra Tech on a best value basis, with evaluation of proposed price as well as proposed services and implementation schedule.

8. TERMS OF PAYMENT

Payment terms for the awarded Subcontract Agreement shall be net forty-five (45) days after satisfactory completion and acceptance of services and deliverables. Payment shall be made by Tetra Tech ES, Inc. Arlington, Virginia, USA via bank wire transfer. No advance payments will be provided.

9. DUNS NUMBER AND SAM.GOV REGISTRATION

If the proposed fixed price is above \$30,000, the successful offeror will be required to furnish a DUNS number and proof of SAM.gov registration within 24-48 hours of notice of award. Information regarding obtaining a DUNS number may be found here: <https://fedgov.dnb.com/webform>

10. NEGOTIATIONS

Best offer proposals are requested. It is anticipated that a subcontract will be awarded solely on the basis of the original offers received. However, Tetra Tech reserves the right to conduct discussions, negotiations and/or request clarifications prior to awarding a subcontract. Furthermore, Tetra Tech reserves the right to conduct a competitive range and to limit the number of Offerors in the competitive range to permit an efficient evaluation environment among the most highly-rated proposals. Highest-rated Offerors, as determined by the technical evaluation committee, may be asked to submit their best prices or technical responses during a competitive range.



11. MULTIPLE AWARD/NO AWARD

Tetra Tech ES, Inc. reserves the right to issue multiple awards. Tetra Tech ES, Inc. also reserves the right to issue no awards.

ATTACHMENT A – TECHNICAL SPECIFICATION**TECHNICAL SPECIFICATION****SCOPE OF WORK: Task 4 Circular Economy – Call for Strategic Partners****PERIOD OF PERFORMANCE: February 1, 2022 to September 30, 2025****PLACE OF PERFORMANCE: United States**

1. Background

Obsolete renewable energy equipment, such as solar, wind, and storage technologies, is expected to grow exponentially over the next 30 years. Instead of damaged and decommissioned equipment piling up in waste dumps, the life of materials must be extended beyond the original use. In a circular economy, products, parts, and materials have multiple life cycles and re-entry points into the market as they are systematically recovered, repaired, reused, and remade. Where the linear economy disposes of waste in landfills, the circular economy creates multiple opportunities for “return cycles” or “loops” that avoid disposal. This minimizes the use of resources and the creation of waste, pollution, and carbon emissions by keeping materials, products, equipment, and infrastructure in use for longer periods, thus improving the productivity of these resources. A circular economy for RE equipment has significant potential to create green jobs while reducing waste, carbon emissions, environmental degradation, and human rights abuses by keeping products and materials in use. ” Circular economy strategies that rely on repairing and refurbishing products minimize our use of resources and can cut global GHG emissions by [39 percent](#) (equivalent to 22.8 billion tons) [13] and reduce our long-term dependence on mining for critical metals used in RE technologies.

Promoting a circular economy for renewables is one of the strategic tasks of USAID’s Scaling Up Renewable Energy (SURE) program. SURE will support countries transitioning toward a more circular economy to reuse/repower, refurbish, recycle, or recover renewable energy equipment to reduce the environmental impacts and landfilling of decommissioned components, including specific e-waste. SURE will foster an enabling environment for the circular economy by supporting transformational initiatives and policies with effective market signals. SURE will provide technical assistance to USAID Missions and mobilize stakeholders and resources to design and advance new business models, innovations, initiatives, sustainable practices, policies, and markets that promote a circular economy in renewable energy equipment. SURE will create knowledge products and a data library of renewable energy circular economy resources.

Tetra Tech ES, Inc., as the prime contractor and implementer of SURE will select a subcontractor (“Subcontractor”) to plan, design, and execute activities that will help USAID and its partner countries to better understand, implement, and promote a circular economy for renewable energy. The Subcontractor will also support USAID further its role in developing practical global tools and convening actors and stakeholders around this topic. Jointly this work will be referred to as the “sub-activities.” Within this scope of work, “renewable energy (RE) equipment” refers to solar photovoltaic (PV) components, batteries used for RE storage, and wind equipment.

2. Objective

SURE's goal is to cultivate an enabling environment for a circular economy of RE equipment and their materials.

Illustrative results include:

- Increased capacity of USAID energy staff globally to apply the circular economy model and principles;
- Legislative measures and market mechanisms adopted to stimulate the development of recycling processes and high-quality waste materials, secondary markets and producer responsibility;
- Adoption of green procurement practices that drive decommissioning planning and foster the uptake of ecolabels; and
- Sustainable power sector plans adopted that are linked to investment and implementation programs, such as competitive procurement programs for advanced energy technologies.

3. Activities Scope

Within its five-year period of performance, SURE's planned the circular economy work stream to be conducted in three phases:

1. Phase 1: Identification and dissemination of opportunities for circular economy
 - a. Increase awareness of circular economy opportunities, models, and applications for end-of-use renewable energy systems among USAID and stakeholders
 - b. Engage and build a network of experts, practitioners, investors, private sector companies, associations, international organizations, governments, and donors active in the nexus of circular economy and renewable energy
 - c. Advance the harmonization of waste and circular economy-related definitions
2. Phase 2: Identification and design of pilot projects and interventions in partner countries
 - a. Integrate the circular economy model and approaches in USAID's work to scale up renewable energy in developing countries, specifically related to energy planning, renewable energy auctions, and grid integration, climate change, energy efficiency, and promoting inclusion, diversity, and gender equality in the energy sector
 - b. Design pilot projects in USAID partner countries that reduce greenhouse gas emissions and pressure on natural resources, chart innovative pathways to net-zero economies, create much-needed sustainable economic growth and jobs, and reduce supply chain risk
 - c. Support the development of policies, legislation, and regulatory frameworks to cultivate a circular economy.

3. Phase 3: Full implementation of interventions

- a. Implement and monitor pilot projects
- b. Collect lessons learned and develop knowledge products that can serve as a resource for other stakeholders working to promote a circular economy in renewable energy

SURE is currently in phase 1 and preparing for phases 2 and 3 of implementation. In Year 1 (FY 2021: October 1, 2020 to September 30, 2021), SURE produced an opportunities assessment titled, Clean Energy and the Circular Economy: Opportunities for Increasing the Sustainability of Renewable Energy Value Chains (see Attachment D), to better understand the applications of the circular economy framework in renewable energy and achieve its multitude of benefits

In Year 2 (FY 2022: October 1, 2021 to September 30, 2022), SURE intends to take the findings of this paper to implementation with an emphasis on building awareness and capacity; engaging stakeholders on pilot projects; publishing online resources; and cultivating a community of practice that enables academia, government, manufacturers, developers, and other stakeholders to set joint goals and action plans.

SURE has planned the following sub-activities for the period of FY 2022. Offerors may recommend updates or other sub-activities that will support the objectives of this work and align with SURE's overall scope of work. Work in Years 3, 4, and 5 will depend on the results and progress of work in Year 2.

a. Sub-Activity 1: Dissemination and Awareness Activities

To spread awareness and build a common understanding on a circular economy of renewable energy, SURE will produce public-facing resources and organize a public webinar. SURE will host a public webinar, *Fundamentals of Circular Economy and End of Use Issues for Renewable Energy Systems*, that presents key concepts for the circular economy in renewable energy, including specific opportunities and challenges, so that stakeholders gain a common and fundamental understanding and learn about challenges, opportunities, existing and emerging policies, processes, and gender-inclusive practices that promote a circular economy. SURE will identify experts and organizations in circular economy with relevant experience and thought leadership to feature as guest speakers in the webinar, i.e., World Resources Institute, NREL, etc.

Illustrative deliverables:

- Public webinar: Fundamentals of circular economy and end of use issues for renewable energy systems featuring experts in circular economy. The webinar will be a combination of a presentation and a roundtable featuring expert panelists.
- Webinar materials: 508-compliant recording, transcript, and wireframe for USAID.gov
- Publish materials on [SURE's circular economy page on USAID.gov](#) which will serve as a library of resources developed throughout the course of the SURE program. SURE will publish user-friendly resources; we will break down content from SURE's Circular economy opportunities assessment and streamline it to make it relevant for key stakeholders outside of USAID. Having short public-facing materials that showcase SURE's work in this space will help us engage stakeholders for pilot projects, awareness activities, and grow SURE's network. Following is a list of the documents:
 - Fact sheet: Making the case for circular economy for renewables

- Fact sheet: Transition from a Linear Economy to a Circular Economy
- Fact sheet: Emerging Policies, Legislation, and Regulatory Frameworks to Cultivate a Circular Economy
- Fact sheet: Gender equality in a circular economy
- Internal talking points document for USAID that articulate how promoting a circular economy in USAID partner countries can help secure America and its allies' long-term supply chain and stem price shocks of critical metals needed in clean energy equipment.
- Dissemination and outreach strategy, which will include speaking opportunities at external events.
- Outreach materials for USAID Missions, e.g., a fact sheet and slide deck
- Climatelinks and other articles on trends and best practices, and SURE's circular economy offering.
- Circular economy menu of services for USAID Missions, bureaus, or independent offices.

b. Sub-Activity 2: Workshop for USAID Missions

SURE will organize one workshop that allows SURE and USAID Missions to engage in a more in-depth discussion on end-of-use renewable energy systems issues and identify opportunities for pilot projects in USAID partner countries.

Illustrative deliverables:

- Workshop and relevant materials

c. Sub-Activity 3: Circular Economy Training for USAID Energy Officers

USAID's Center for Environment, Energy and Infrastructure (EEI) hosts annual energy trainings for USAID officers and specialists. In the Spring of 2022, SURE will work with the USAID Circular Economy Task Lead to deliver a training on circular economy models, principles, and approaches. The training will help harmonize relevant definitions within the agency and help staff apply the circular economy framework to address supply chain, environmental, and climate risks. Staff will also learn current trends, good practices and potential interventions/pilots. SURE will design a hands-on learning experience that will allow participants to work through different circular economy scenarios with clear outcomes. The training will encourage systems-oriented thinking that will help shift a "take-make-dispose" approach to one that has multiple opportunities for "return cycles" or "loops."

Illustrative deliverables:

- Training materials

d. Sub-Activity 4: Integration of Circular Economy as a Cross-Cutting Framework

Circular economy is a cross-cutting theme and should be integrated with work related to energy planning, grid integration, renewable energy auctions, climate change, energy efficiency, and promoting inclusion, diversity, and gender equality in the energy sector. The Subcontractor, with support from SURE's circular economy team, will enter into conversations with USAID and SURE task leads on how to best integrate the circular economy framework into other SURE themes and domains, such as procurement and gender equality strategies.

Illustrative deliverables:

- Fact sheets for USAID Missions on integrating circular economy into a maximum of two SURE tasks i.e. strategic energy planning, renewable energy procurement, grid integration, or other cross-cutting themes (gender, climate change, and energy efficiency)

e. Sub-Activity 5: Preparation of Pilot Projects

SURE will engage private sector organizations, energy associations, and other potential funders to explore interest in co-funding pilot projects through the SURE Innovation Fund. We will explore cooperation as appropriate and collectively identify funding sources. Based on the findings of the opportunities assessment, SURE identified the following pilot projects:

- Identify partner countries requiring interventions using data on installed renewable energy capacity and average lifetimes.
- Identify and convene stakeholders, assess risks, and develop a shared vision and roadmap with local partners that meets the needs of communities, the private sector, and the planet. To spark a paradigm shift from a linear to a circular economy, USAID must increase awareness among stakeholders, including those from the waste management sector, and build institutional capacity.
- Support the addition of circular economy considerations in renewable energy procurements and develop standards across the supply chain and research that informs future designs, interventions, policies, and private sector initiatives.
- Incentivize private industry to invest in recycling, repair, or reuse which are currently limited due to market conditions and regulatory barriers. This can be done through a USAID-funded grant for a pilot project, prize, or challenge.
- Develop tools, resources, and training that help promote an inclusive and safe circular economy industry. USAID can help upskill workers in equipment triaging, repurposing, dismantling, recycling, and safe disposal while reinforcing health and safety standards.
- Conduct risk assessments for hazardous materials, map stakeholders and develop an engagement strategy, help develop regulatory frameworks, and create training, tools, and resources.
- Support the development of standards to promote and ensure the quality, performance, safety, and technical viability of reused and refurbished products to encourage the orderly development of a high-quality market.
- Conduct cost-benefit analyses to form a strong business case for a circular economy, encouraging greater private sector uptake.

Illustrative deliverables:

- Engagement strategy for potential partners and co-funders of pilot projects
 - Identification and prioritization of potential pilot projects.
- Two-pager for potential partners that outlines benefits of taking part in a pilot project.
- Pilot project preparation documents: pilot project scope of work and budget

4. Illustrative Indicators

- Number of people trained in clean energy, as supported by USG assistance (12-1)

- Number of institutions with improved capacity to address clean energy issues, as supported by USG assistance (12-2)
- Number of laws, policies, regulations or standards addressing clean energy formally proposed, adopted or implemented, as supported by USG assistance (12-3)
- Amount of investment mobilized (in USD) for clean energy, as supported by USG assistance (12-4)
- Clean energy generation capacity supported by USG assistance that has achieved financial closure (12-5)
- Projected greenhouse gas (GHG) emissions reduced or avoided through 2030 from adopted laws, policies, regulations, or technologies related to clean energy, as supported by USG assistance (12-7)
- Number of tools proposed, developed, adopted, implemented (custom)

5. Timeline of Activities

SURE operates based on the U.S. federal government’s fiscal year (FY) which runs from October 1 of one calendar year through September 30 of the next. The table below provides an illustrative timeline of activities in FY 2022.

Sub-Activity	Q1	Q2	Q3	Q4
Sub-Activity 1: Dissemination and awareness activities				
Sub-Activity 2: Workshop for USAID Missions				
Sub-Activity 3: Training				
Sub-Activity 4: Integration of circular economy as a cross-cutting framework				
Sub-Activity 5: Preparation of pilot projects				

Note: Q1: October to December; Q2: January to March; Q3: April to June; Q4: July to September

6. Staffing

a. Task Lead and Supporting Staff Experience

The Subcontractor is encouraged to propose staff with significant experience in the nexus of circular economy and renewable energy in [USAID partner countries](#). Experience in best practice countries such as European Union member countries is valued.

The Subcontractor shall propose a Task Lead with a minimum of 5 years’ experience in the circular economy, with a minimum of 3 years’ experience in designing, planning, implementing, supporting work related to the electricity sector. (The 3 years can be part of the 10 years of overall experience in circular economy).

b. Staff Qualifications and Evaluation Criteria

- Bachelor’s Degree in a related field required. Graduate degree in renewable energy, power systems, energy policy, sustainability, environmental management, or related field is preferred.

- Experience working in developing countries is required.
- Experience working with donor and multilateral organizations and in the international development sector is preferred.
- Excellent oral and written communication skills in English is required. Additional language skills are preferred.
- Proven track record preparing reports and technical studies in international development or renewable energy for power generation is preferred.
- International experience in the preparation and execution of projects related to renewable energy and/or circular economy is preferred.
- Strong organizational and interpersonal skills is required.
- Strong network in the circular economy field, renewable energy sector, waste sector is preferred.
- Willing and able to travel internationally.

7. Diversity and Inclusion

- a. Tetra Tech employees, consultants and subcontractors reflect the diversity of the communities in which we work and live. This gives us a better understanding of our clients' needs and how to work with counterparts to implement successful programs. Tetra Tech's commitment to diversity and inclusion includes recruiting and retaining staff from diverse backgrounds and experiences, creating awareness of diversity issues and benefits, creating opportunities to subcontract to small and women and minority-owned businesses, and fostering a supportive environment where inclusivity is expected and prioritized.
- b. For more information regarding Integrating Gender Equality and Female Empowerment in USAID's Program, see [ADS Chapter 205 - Integrating Gender Equality and Female Empowerment in USAID's Program Cycle](#) and [USAID's 2020 Gender Equality and Women's Empowerment Policy](#).
- c. Offerors are expected to describe how diversity and inclusion considerations will be incorporated into subcontract management and implementation.

ATTACHMENT B – DETAILED BUDGET

PROPOSED DETAILED BUDGET

Proposed budget is in Time and Material based on the attached Excel file titled “RFP-SURE II-2021-001 Attachment B Budget Template and Labor Categories”.

Prices must be quoted in USD and must be valid for 30 days, and account for ALL remuneration, per diem, travel, communications, report reproduction and other out-of-pocket expenses, taxes and other costs, but including the VAT tax that may have originated in the country where services are provided. On this basis Tetra Tech will issue a **Time and Material Subcontract**, and payment shall be based upon acceptance of services and deliverables described in the Attachment A.

ATTACHMENT C – REPRESENTATIONS AND CERTIFICATIONS

Offeror Representations and Certifications

1. Organizational Conflict of Interest Representation

The Offeror represents, to the best of its knowledge and belief, that this award:
 does [] or does not [] involve an organizational conflict of interest.

Please see FAR 52.209-8 for further explanation.

2. Data Universal Numbering System (DUNS) Number (required if cost proposal is more than USD \$30,000)

--	--	--	--	--	--	--	--	--	--	--

(please use one box per number or dash)
3. Source and Nationality of Goods and Commodities

(i) This is to certify that the Offeror is:

- a. an individual who is a citizen or legal resident of _____.
- b. a corporation of partnership organized under the laws of _____.
- c. a controlled foreign corporation of which more than 50% of the total combined voting power of all classes of stock is owned by United States shareholders; or
- d. a joint venture or incorporated association consisting entirely of individuals, partnerships or corporations. If so, please describe separately the citizenship or legal status of the individuals, the legal status of the partnership or corporations, and the percentage (%) of voting power of the corporations.

(ii) This is to certify that the **Source** (the country from which a commodity is to be shipped from) of the Equipment to be supplied under this Order is:

name of country or countries

By signing below, the Offeror certifies that the representations and certifications made, and information provided herein, are accurate, current and complete.

Signature: _____ Date: _____

Name of and title of authorized signature: _____

ATTACHMENT D – OPPORTUNITIES ASSESSMENT

See separate PDF file titled: [Clean Energy and the Circular Economy: Opportunities for Increasing the Sustainability of Renewable Energy Value Chains](#)