



MILLENNIUM FOUNDATION KOSOVO

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PRE-PROPOSAL CONFERENCE MINUTES FOR THE

Procurement of

IPP and Energy Efficiency Project Accelerator and Pipeline Development Consultant: Demand-Side Training, Firm-Level Engagement, and Marketing Strategy

Tuesday, 12 April 2021, 14:00 (Kosovo Time)

Place: Through Zoom Meeting

Zoom Meeting Link: <https://us02web.zoom.us/j/89364385701>

MFK Representative

Petrit Selimi - Chief Executive Officer of MFK

Burim Hashani – Energy Director of MFK

Arton Çitaku – Procurement Manager of MFK

Merolind Osmanaj – Procurement Consultant of MFK

Sadie Suhodolli - Front Desk Administration and Procurement Assistant of MFK

MCC Representative

Sarah Olmstead - MCC Country Director for Kosovo

Albert Bossar – MCC

Shqipe Neziri – MCC

Program Management Consultant

Ed Nolan - Program Manager, (Program Management Consultant - Financial Markets International, Inc.)

Adam Ebrahim - HQ Project Manager, (Program Management Consultant - Financial Markets International, Inc.)

Private sector representatives

37 participants.

Introduction

Chief Executive Officer of MFK Petrit Selimi welcomed the 43 participants to the Pre-Proposal Conference. After

self-introduction and brief introduction of MFK projects, the CEO welcomed the participants and briefly stated the objective of the meeting. He then gave the word to Ms. Sarah Olmstead, MFK Country Director, who spoke about the importance of the program.

The Purpose, Scope and Context of the Meeting

The Purpose of the meeting was to explain and provide clarifications on the RFP requirements as well as technical issues with respect to the PFP document for the **IPP and Energy Efficiency Project Accelerator and Pipeline Development Consultant: Demand-Side Training, Firm-Level Engagement, and Marketing Strategy**.

Financial Markets International, Inc.) expert Ed Nolan - Program Manager gave a presentation on the overall project as per presentation attached to this minute.

The procurement Manager Arton Çitaku gave an overview on the procurement part of the project and explained the procedures of application as per presentation attached to this minute.

Arton Citaku requested that questions to be submitted in writing, and the MFK will respond in writing, furthermore he informed the participants that all responses to questions shall be uploaded in the website www.millenniumkosovo.org in the same site when they get access to the bidding documents.

The MFK CEO Petrit Selimi gave the final remarks and thanked all the participants for their interest to work on the project and wished them success on their proposal.

Meeting ended on 03:10 pm.

Annex 1 – Presentation

MCC/MFK PRE-PROPOSAL CONFERENCE 12 APRIL 2021



**MILLENNIUM
FOUNDATION
KOSOVO**



MILLENNIUM
CHALLENGE CORPORATION
UNITED STATES OF AMERICA



Remarks by the Program Management
Consultant

Financial Markets International, Inc.


Project Evolution and Status

- **Launched in February 2020 – duration to Sep 2021 after several years “in the making”.**
- **Original conception was to cover all Renewable Energy (RE) Projects that could be guaranteed by the KCGF**
- **But then restricted to Solar Independent Power Producers (IPPs) and Auto-Producers (A-Ps) to enable faster implementation – the other types of RE projects (hydro, bio-mass, and even wind tend to be more technically complex and more difficult to implement quickly, requiring more regulatory permissions and approvals**

Project Evolution and Status

- Then, because of the limited number of potential IPP and AP projects at the time and the slow runup for these projects due to regulatory and technical requirements, the scope was expanded to include “energy efficiency” businesses and projects.

So, who does what???

- FMI was selected to act as the “Program Management Consultant” under a competitive public procurement process - to oversee and coordinate the work to be accomplished along two separate, but interrelated lines:
 - a) the “pipeline development” or demand side work, seen as a “project accelerator” (which is the subject of this meeting and the RFP); and
 - b) the “product development” or the supply side work. 

Project Evolution and Status

...In addition to other program management activities, such as trying to establish a renewable energy advisory committee, submitting periodic progress reports, various plans to manage the project and its inherent risks, etc. (i.e. typical donor stuff)

- FMI support consists of a 3-person field team (one energy specialist; one financial specialist; and one team leader - me), plus home office technical and administrative staff support.**

Project Evolution and Status

As well as managing the Project as the PMC, the FMI team is performing the following:

- ▶ (1) developing an energy guarantee agreement (with an annex to include the eligibility criteria for solar IPPs and A-Ps and energy efficiency businesses/activities to qualify them for a KCGF Guarantee); the discussion draft is presently under review by KCGF.
- ▶ (2) developing a risk-price model for KCGF to determine the fees for its energy guarantee products;
- ▶ (3) developing financial projections for the guaranteed energy products/projects to feed into the KCGF's five-year business plan;
- ▶ Note that both (2) and (3) are hindered by limited historical data for these types of projects and the limited number of them.

Project Evolution and Status

Continued:

- ▶ (4) providing a project finance “methodology” to standardize the industry approach to financing such projects;
 - ▶ (5) training/knowledge-sharing for KCGF staff and bankers
- Work on the above products by FMI commenced in January 2021 and will be pretty much completed shortly (we hope)

Implementation Issues

- **COVID – still a problem; new/renewed restrictions imposed this past week. (Funerals are now prohibited, so you cannot die on the job. So are weddings, which are almost like dying.)**
- **Instability and changes in the Government – now seemingly resolved, but still getting organized;**
- **The GOK Economic Recovery Program to overcome the economic impact of COVID, which designated KCGF as the institution that would implement the ERP – which is being done by KCGF but without (as yet) the promised financial support from the Government.**
- **Limited bank/investor experience with project financing methodology?? For the banking side, this may be a misconception. Although the number of energy projects in bank portfolios are few, banks, in particular the larger banks with foreign affiliation, have established methodologies to finance large projects.**

The Pipeline Development (Demand Side) RFP –

- Presently published for proposals and the subject of this conference
- Is the “other side” of the MCC/MFK Energy Project
- Focuses on providing TA for the technical and financial aspects of Solar IPP and Auto-producer projects to make them “bankable” – i.e. bringing them to “financial close” and eligible for s KCGF guarantee.
- The implementing contractor will provide this TA/training directly to these projects

The Pipeline Development (Demand Side) RFP –

- Work will be coordinated with the product development work, but most notably to assist the implementation/use of the project finance methodology
- The work also will include a marketing/promotion/outreach component to potential investors, IPPs, A-Ps and EE groups
- Plus, the usual periodic reporting on progress, issues, etc. and the various metrics (M&E indicators) established by MFK/MCC to measure project progress and success. (i.e. more of the usual donor stuff).

The Pipeline Development (Demand Side) RFP –

- ▶ **That's the overview...**
- ▶ **Specific TOR appear in the RFP and will be elaborated by MFK.**
- ▶ **There will be a Q&A period now and during the period running up to submission of proposals.**
- ▶ **The FMI Team will coordinate with whoever is unlucky enough to win the procurement during the launch to set up a game plan.**

The End



PRE-PROPOSAL CONFERENCE

**IPP and Energy Efficiency Project
Accelerator and Pipeline
Development Consultant: Demand-
Side Training, Firm-Level
Engagement, and Marketing
Strategy**

RFP / MFK / QCBS / 2020 / No. 011

AGENDA

1. GENERAL OVERVIEW OF THE PROJECT

- i. IPP and Energy Efficiency Project Accelerator and Pipeline Development Consultant: Demand-Side Training, Firm-Level Engagement, and Marketing Strategy
- ii. Key Components of the Project

2. PROCUREMENT PROCEDURES

3. Q&A

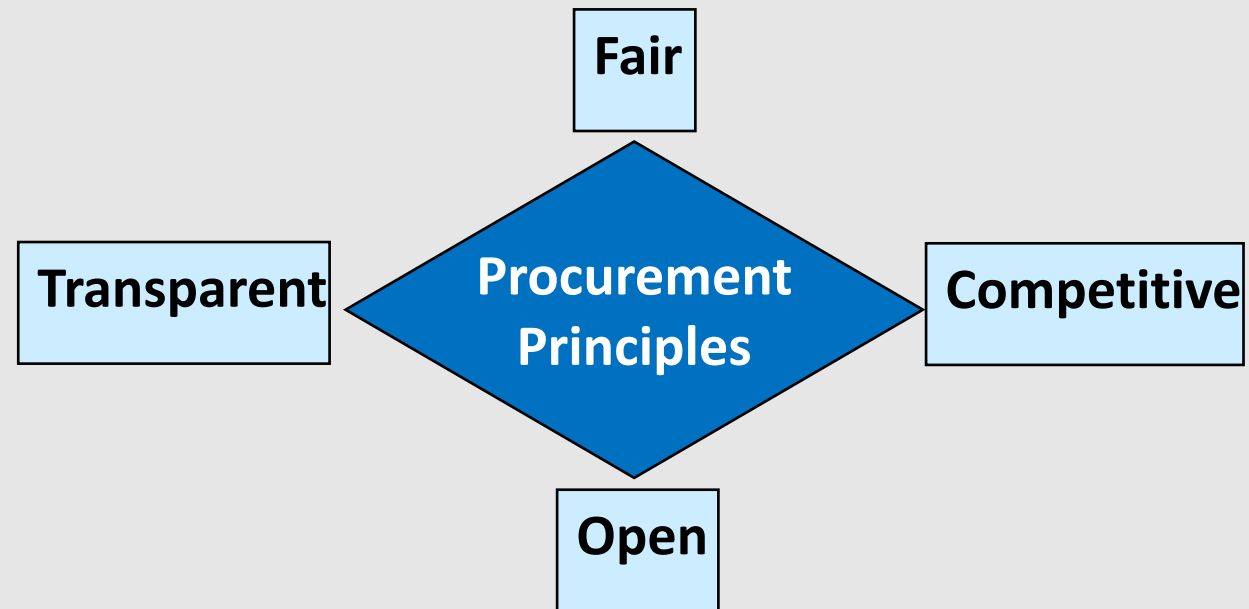


REQUEST FOR PROPOSALS

- MCC standard bidding document adapted from IDA / World Bank standard documents but adapted to suit MCC / MFK.
- Remember this is untied aid and competition is open worldwide.
- If in doubt on any issue(s) always ask for clarification by the advertised deadline.

MFK PROCUREMENT PRINCIPLES

- Procurement team to ensure integrity of the process;
 - Open competition wherever possible;
 - No geographic or national preferences;
 - Independent and suitably qualified Evaluation Panels;
 - MCC and MFK Board of Directors approvals over certain Thresholds;
 - Price Reasonableness Analysis;
 - Contractor Past Performance Reports;
 - Bid Challenge System
- (www.millenniumkosovo.org) and Debriefings.



PART 1 - SECTIONS II AND III

Consultants must submit their Proposals electronically. Annex 1 to this Section II (Proposal Data Sheet) delineates the full procedure for electronic submission. Consultants must submit electronically (a) do not need to submit hard copies and need not submit more than the single original copy of each of the Technical and Financial Proposal.

Consultants when submitting their Proposals electronically can make that submission online as provided for in Annex 1 to this Section II (Proposal Data Sheet). The submission shall neither be made in any device (CD or flash/hard drive) nor by email

PART 1 - SECTIONS II AND III

Section 2 – The Proposal Data Sheet supersedes the related clauses from the Instructions to Consultants. Please also note that Proposals must be submitted no later than **14:00 hours Kosovo time on 06 May 2021**.

Section 3 – The Qualification and Evaluation Criteria show the marks to be awarded for each category and you are required to obtain a total of **80** marks if you are to pass and enable your Financial Proposal to be opened and evaluated.

SECTION III - QUALIFICATION AND EVALUATION CRITERIA

There are now new Qualification Tables included in the RFP in Section 3 which cover:

3.5.1 Eligibility – Qualification and Eligibility, Conflict of Interest and Ineligibility and Debarment (Form TECH-1 and attachments).

3.5.2 Historical Contract Non-Performance – Pending Litigation (Form TECH-2 B).

SECTION III - QUALIFICATION AND EVALUATION CRITERIA

3.5.3 Financial Situation – Historical Financial Performance, and Financial Resources (Forms TECH 2A, TECH-2B and TECH-4).

3.5.4 Experience – Organization Capability and Technical Experience (Forms TECH-3 and TECH-6), and General and Specific Experience (Form TECH-4).

The Consultant shall provide the information requested in the corresponding information sheets included in Section IV, Proposal Forms, to establish that the Consultant meets the requirements established.

SECTION III – QUALIFICATION AND EVALUATION CRITERIA

LEGAL STATUS - LETTER OF INCORPORATION WITH TECH-1.

FINANCIAL CRITERIA - ACCOUNTS AND CREDIT FACILITIES TO EVIDENCE SUFFICIENT FINANCE TO COMPLETE THE CONTRACT.

LITIGATION CRITERIA – ALL PENDING PROCEEDINGS, LITIGATION, ARBITRATIONS, ACTIONS, CLAIMS, INVESTIGATIONS OR DISPUTES, IN TOTAL, SHALL NOT REPRESENT MORE THAN TEN PERCENT (10%) OF THE CONSULTANT’S NET WORTH.

ORGANIZATIONAL CAPABILITY AND EXPERIENCE OF THE CONSULTANT – EVIDENCE OF SUCCESSFUL EXPERIENCE ON GENERAL AND SPECIFIC CONTRACTS RELATED TO THE ASSIGNMENT.

APPROACH, METHODOLOGY, AND WORK PLAN - RESPOND TO THE REQUIREMENTS OF THE TOR AND THE STATED CRITERIA.

KEY PROFESSIONAL PERSONNEL – EDUCATIONAL QUALIFICATIONS, RELATED WORK EXPERIENCE.

SECTION III - QUALIFICATION AND EVALUATION CRITERIA

Form TECH-2A: Financial Capacity of the Consultant

The Consultant is required to provide information on its financial status. This requirement can be met by submission of one of the following:

- audited financial statements for the last three (3) years, supported by audit letters,
- certified financial statements for the last three (3) years, supported by tax returns.
- Evidence of financing dedicated for the implementation of the consulting services as attested by an authorized representative of the Consultant.

Failure to submit documents as evidence of financial capacity will result in the rejection of the Proposal.

If the Proposal is submitted by a joint venture, all parties of the joint venture are required to submit their financial statements. The reports should be submitted in the order of the Associate's significance in the joint venture, greatest to least.

SECTION IV

Section IV A – The Technical Proposal Forms Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **TECH-1 to TECH-11** forms.

Section IV B – The Financial Proposal Forms Consultants will need to respond to each section and to assist the evaluation process if Consultants use separators to divide your responses to each of the **FIN-1 to FIN-4** forms.

TECH FORMS - PART 1

TECH-1: Use the form and wording of the letter provided and attach Power of Attorney, Letter of Incorporation, Joint Venture or Association Agreements.

TECH-2A: Attach Audited or Certified Financial Statements for the last 3 years or evidence of financing dedicated for the implementation of the consulting services as attested by an authorized representative of the Consultant.

TECH-2B: Provide details of all current or past legal proceedings, litigation, arbitration, action claims investigations or disputes over the last five (5) years.

TECH-3: Provide the background and organization of your firm/entity, and each associate, your organization chart(s), and demonstrate your organizational capability and experience as well as capacity to field and provide experienced replacement personnel at short notice.



TECH FORMS - PART 1

TECH 4: Provide information on all relevant general and specific assignments that your organization, and associates, have carried out relevant to the RFP/TOR – all MCC funded work must be included.

TECH-5: Each Consultant, and JV/Association member(s) must provide references (if they have) about any and all MCC-funded contracts anywhere in the world (either direct or with an MCA-Entity) to which they have been a party as sole or Lead Consultant, affiliate, associate, subsidiary, sub-Consultant or any other role. Separate parts of the table to be completed for Contracts with MCC, and for Contracts with MCA-Entities.

TECH FORMS - PART 2

TECH-6: Description of your Technical Approach and Methodology, Work Plan, and Organization and Staffing for the assignment – show an understanding of the assignment, what you will do and how you will do it.

TECH-7: Present and justify any modifications or improvements to the TOR you are proposing to improve performance in carrying out the assignment.

TECH-8: List the name, organization, and area of expertise for the Key Personnel proposed as well as the position [for the Assignment, not their corporate position] and tasks assigned for the Assignment.

TECH FORMS - PART 2

TECH-9: Provide the home and field staffing inputs for all Key and Non-Key Personnel (Support Staff).

TECH-10: Provide a list of all the main activities, deliverables and other milestones for the assignment.

TECH-11: Please ensure you follow the format of the CV provided. With regards the educational qualifications of personnel you must clearly indicate the year(s) of academic qualification. Also ensure that the number of years of experience for personnel is clearly detailed on the CV.

FIN FORMS

FIN-1: Use the form and wording of the letter provided and insert the relevant date and amount(s) in words and figures.

FIN-2: Insert the total fully loaded price in the relevant currency (US Dollars). Requested Base task and Optional task.

FIN-3: Complete the Breakdown of Price by Activity (for each and every activity stated in the TOR) using fully loaded prices and listing/pricing each of the line item activities in the whole assignment.

FIN-4: Complete the Breakdown of Price by Remuneration giving home and field rates for all of the Key and Non-Key Personnel in forms TECH-8 and TECH-9 of your Proposal.

PART 1 - SECTION V

Terms of Reference

Consultants should read these carefully as it provides, among others, details of:

- The Scope of Work required under this assignment,
- The Tasks, Deliverables, Payment Terms, and
- The Key and any Non-Key Personnel requirements and the required Level of Effort.

PART 2 – CONTRACT AGREEMENT

This is the new form of Contract Agreement that you will be required to sign so please read the Terms and Conditions carefully.

If you are in any doubt about any of the Terms of Contract it is advisable to ask for clarification at this stage.

Note: The General Conditions of Contract and MCC Additional Provisions will not be changed.

PART 2 – CONTRACT AGREEMENT

Three new Annexures to the form of Contract:

ANNEX H – Compliance with Sanctions Certification Form

this form is to be completed by the Consultant upon submission of the Proposal and, if selected, within 28 days of receipt of Letter of Acceptance and Contract Agreement, and subsequently thereafter on the last business day prior to the last day of each quarter (March 31, June 30, September 30, December 31) after the signature of an MCC-Funded Contract , for the duration of the Contract.

ANNEX I – Self-Certification Form

This self-certification declares that the Consultant will only procure goods and materials essential for the Contract, from suppliers that are free of forced and child labor and provide their direct workers with a safe and hygienic workplace, in compliance with the International Finance Corporation’s Performance Standards on Environmental and Social Sustainability regarding labor standards and protections.

ANNEX J – Code of Business Ethics and Conduct Certification Form

In satisfaction of Clause 24.1 of the General Conditions of Contract, this form is to be completed by the Consultant and submitted for any MCC-Funded Contract with a value in excess of \$500,000. This form is to be completed by the Consultant and submitted together with the signed Contract Agreement.



CLARIFICATION QUESTIONS AND RESPONSES

Clarification questions must be sent through request link (dropbox) described in PDS- ITC. 8.1 no later than **14 April 2021**.

[Click here to submit Clarifications request \(Dropbox Upload\)](#)

<https://www.dropbox.com/request/VvuUJuNqf0KiVVIDI7QD>

You must use these addresses to solicit a written response to your questions including those raised at this meeting.

All responses to clarifications requests shall be uploaded in in the website www.MillenniumKosovo.org when you get access to the RfP documents: <https://millenniumkosovo.org/procurment/ipp-and-energy-efficiency-project-accelerator-and-pipeline-development-consultant/>

SUBMISSIONS

Proposals must be submitted no later than 14:00 hours p.m. (Kosovo time), on 06 May 2021.

Please submit your proposals using this file request link:

[Click here to submit proposal \(Dropbox file request link\)](#)

Technical Proposal opening will be held by web conference using zoom (www.Zoom.us) on **06 May 2021 at 14:30 p.m.** The link provided in the RFP ITC 20.1

Note: late submissions will not be accepted.

COMMON CHALLENGES

- The Financial Forms must be password protected upon submission.
- Password-protected, the entire Proposal shall be rejected. More info. Annex 1 to Section II – Proposal Data Sheet Procedure for Electronic Submission of Proposals.
- Clarification questions not asked by due date and time.
- Proposal submission form/letter (TECH-1) not signed.
- Power of Attorney not provided for the person given authority to sign the Proposal and/or negotiate and/or sign the resulting Contract.
- JV or Association documents not provided.

COMMON CHALLENGES (2)

- Financial Statements not provided.
- Firms respond to TORs stating they will do **what** the TOR requires. but not explaining **how** they will carry out the assignment.
- References not provided for Bidder and/or Key Personnel.
- Incorrect, or no, email addresses provided for Referees.
- CV not in correct format and/or not signed.
- CV to clearly state the years of experience for your Key Personnel.

As always, we are looking for compliance with all of the requirements of the RFP.

It is the responsibility of the Consultant to ensure that their Proposals are complete, compliant, and clear.

The Technical Evaluation Panel will not second guess your content or intentions.

Thank You.



Q&A SESSION



Enable growth.
Reduce poverty.
Transform Kosovo.



**IPP and Energy Efficiency Project
Accelerator and Pipeline
Development Consultant:
Demand-Side Training, Firm-Level
Engagement, and Marketing
Strategy**

**RFP / MFK / QCBS / 2020 / No.
011**