



GOVERNMENT OF THE VIRGIN ISLANDS

EXPRESSIONS OF INTEREST

No. 1 of 2020

CONSULTANCY SERVICES FOR DEVELOPMENT OF AN ENERGY TRANSITION PLAN FOR THE BRITISH VIRGIN ISLANDS

MAY 2020

GOVERNMENT OF THE VIRGIN ISLANDS
CENTRAL ADMINISTRATION COMPLEX
33 ADMIN DRIVE
ROAD TOWN, TORTOLA
BRITISH VIRGIN ISLANDS

CONSULTANCY SERVICES: ENERGY TRANSITION PLAN FOR THE BRITISH VIRGIN ISLANDS

SPONSORING OFFICE

Permanent Secretary
Office of the Premier
Government of the Virgin Islands
Central Administration Complex

Invitation for Expressions of Interest: Consultancy Services for the Development of an Energy Transition Plan for the British Virgin Islands

1. INTRODUCTION

- 1.1. The Government of the Virgin Islands (GoVI), acting through the Office of the Premier, desires to engage the professional services of a qualified individual or firm to develop an Energy Transition Plan, which will serve as a logical road map that allows the British Virgin Islands (BVI) to achieve 100% renewable electricity by 2035 and 100% renewable energy for all uses by 2050 through a fair and inclusive transition process.
- 1.2. GoVI therefore invites interested resourceful, experienced and competent individuals or firms as a part of a pre-qualification process, so that a shortlist of qualified individuals or firms (collectively “parties”) to perform this consultancy may be prepared. Interested parties are invited to submit Expressions of Interest (EOI) for the consultancy services which is envisioned to commence by July 2020, in a noneditable format to the **Procurement Coordinator (Mrs. Ishma Rhymer)** at email address procurement@gov.vg.

2. SCOPE OF THE CONSULTANCY

- 2.1. The primary deliverable to be provided through this consultancy is to develop an achievable Energy Transition Plan (hereafter referred to as the “Plan”) for the British Virgin Islands. The Plan should be take into consideration the inhabited islands that make up the BVI, and should be customizable to allow for potential future habitation of currently uninhabited islands.
- 2.2. This consultancy requires a comprehensive understanding of area-wide energy use and technological solutions, barriers, and potential financial models for energy conservation and renewable energy implementation.
- 2.3. The Energy Transition Plan developed under this consultancy should include identification of strategies to achieve stated energy conservation and renewable energy goals, structured in a framework of practical achievability with an understanding of the regulatory context and conditions in the British Virgin Islands. The Plan should be developed in close coordination with the British Virgin Islands Electricity Corporation (BVIIEC).

- 2.4. The Plan will include, among other essential elements,
- 2.4.1. Development of a consensus understanding with BVIEC on the goal of and the meaning of “100% renewable energy”. This would include how the term “renewable energy” is defined and basic education about connotations ranging from real and personal property powered directly by renewable energy sources to purchasing energy through renewable energy sources or tax credits, or other currently viable options.
 - 2.4.2. Assessment of the current regulatory framework for energy policy, generator and utility operations, and renewable energy in the BVI.
 - 2.4.3. Provision of an analysis and recommendations regarding applicable policy issues and risks related to identified Plan strategies and regulations on energy production, energy use, efficiency and renewable energy.
 - 2.4.4. Assessment and identification of energy conservation, renewable energy and energy storage opportunities, incentives and approaches to achieve identified strategies, scenarios including identification of appropriate locations for renewable energy and storage installations.
 - 2.4.5. Quantification of the financial implications and assessment of the economic and other impacts of developed strategies and recommendations.
 - 2.4.6. Development of recommendations and opportunities for community partnerships with private businesses, utility companies, renewable energy providers, non-governmental organizations, and other relevant parties within the area.
 - 2.4.7. Development of educational and outreach materials related to the Plan and the Plan development process, which can be used to support BVIEC during public meetings, presentations, and educational campaigns.
 - 2.4.8. An analysis of the potential greenhouse gas emission reductions that can be achieved through implementation of Plan. The analysis should include specific targets in accordance established international standards and best practice.
 - 2.4.9. An assessment of the risks associated with implementation of the Plan.
- 2.5. The Plan should be structured in at least three (3) phases to capture short-, medium- and long-term actions, recommendations and opportunities.
- 2.6. It is expected that this consultancy will have a duration of four to six (4 - 6) months from the execution of the contract.

3. PROCUREMENT PROCESS AND SCHEDULE

The procurement process includes two consecutive stages:

3.1. The current Expression of Interest and Prequalification Phase

3.1.1. Interested individuals and firms are invited to respond to the request for Expressions of Interest document in detail during the Prequalification stage. Subject to the results of an evaluation process, prequalified individuals and firms will be invited to submit tenders following the issuance of Request for Proposals. This Request for Expressions of Interest shall be issued on **May 28, 2020** and submissions should be delivered to the issuing officer no later than **12th June, 2020 at 3:00 PM local time**.

3.2. Request for Proposals Phase

3.2.1. Parties short-listed will be issued a Request for Proposals.

3.2.2. Pre-qualified individuals will then be required to submit technical and financial proposals for the consultancy following issuance of the Request for Proposals. One successful respondent will be selected as the preferred bidder and invited to negotiate a contract to perform the services.

4. ELIGIBILITY CRITERION

4.1. This prequalification process is open to suitable and qualified individuals or firms with experience in executing similar assignments. The following basic qualifications must be demonstrated:

4.1.1. The Parties' experience with renewable energy, climate adaptation, and sustainability planning and energy policy efforts at the community or local government level in the last 5 years;

4.1.2. The Parties' qualifications in fields encompassing energy use, renewable energy, climate adaptation or sustainability planning;

4.1.3. Confirmation of the firm's interest to be considered for short-listing for the RFP stage; and,

4.1.4. The Parties' certification to legally perform these services or operate a business (in the case of a firm) in their jurisdiction.

5. SUBMISSION OF EXPRESSIONS OF INTEREST

- 5.1. Electronic submissions in PDF format not exceeding 10 MB should be sent to the Procurement Coordinator (Mrs. Ishma Rhymmer) at email address procurement@gov.vg. The filename and the email subject must bear the Applicant's name and "EOI for Development of an Energy Transition Plan for BVI".
- 5.2. Expressions of Interest must be submitted to the Procurement Coordinator no later than **12th June, 2020 at 3:00 PM local time**. It is the responsibility of the bidder to ensure that his bid is received by the Procurement Coordinator before the aforementioned submission deadline. Late submissions will not be accepted for evaluation.
- 5.3. Expressions of Interest must be submitted in accordance with paragraph 5.1 and 5.2 with documentary evidence that includes the following:
 - 5.3.1. Detailed individual or firm's profile and statement of capability;
 - 5.3.2. Curriculum Vitae of the individual or all key members of a firm;
 - 5.3.3. General information on the bidder as per attached **Form I: General Information**;
 - 5.3.4. A complete list with brief descriptions of recent renewable energy, climate adaptation, or sustainability planning efforts at the community or local government level the firm has participated in in the last 5 years as per attached **Form II: Statement of Experience on Similar Assignments**; and
 - 5.3.5. To support the summary document, the individual or firm is also required to write an essay not more than 1,000 words on their understanding of the assignment and the general approach proposed to undertake the consultancy.
 - 5.3.6. Any other documentary evidence to establish credentials and eligibility.

6. EVALUATION CRITERIA

- 6.1. Expressions of Interest will be evaluated according to the following criteria:
 - 6.1.1. Demonstrated competence of the individual or firm to perform this assignment. **(35 points)**
 - 6.1.2. Qualifications of the individual or key members of firm to undertake this assignment. **(20 points)**
 - 6.1.3. Experience of individual or firm in performing similar assignments. **(40 points)**
 - 6.1.4. Experience in the Caribbean region or region of similar climate. **(5 points)**

- 6.2. Companies achieving a score of 70 percent or more would be deemed to have qualified and may be invited to submit tenders in accordance with a Request for Proposals.

7. OTHER CONDITIONS

- 7.1. GOVI reserves the right to accept or reject any or all EOI(s) without assigning any reasons and is not obliged to correspond with the Applicants in this regard. Further, GOVI reserves the right to change and/or cancel the pre-qualification and tender process without assigning any reasons and without prejudice to its right to re-tender at any time in the future and in such case no bidder/intending bidder shall have any claim arising out of such action.
- 7.2. GOVI reserves the right to invite revised responses from the Applicants by issue of an addendum, prior to the tender deadline, without liability or any obligation for such invitation and without assigning any reason. This request for EOI does not give rise to any rights and is not an offer or an invitation to offer.
- 7.3. The GOVI, by this process, does not intend to assume any legal obligation whatsoever, including any binding relationship of any kind, with any Applicant, nor will the GOVI accept any liability howsoever arising, in relation thereto. By this document, applicants are so informed, and unconditionally acknowledge that they are fully aware that through an expression of interest, no entitlement whatsoever vests, or will vest in them.
- 7.4. Participation by any party in this EOI pursuant to the invitation by GOVI shall be considered to be an acceptance of all the terms and conditions of this invitation by such party and no claims or disputes raised by it during or subsequent to the award process shall be entertained by GOVI.
- 7.5. All documents and other information supplied by GOVI or submitted by an Applicant to GOVI shall remain or become the property of GOVI. GOVI will not return any application or any information provided along therewith.
- 7.6. Scope of the requirement and qualification criteria may be modified at the Request for Proposal Phase.
- 7.7. The applicants shall bear all costs associated with the preparation and submission of its EOI. GOVI will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the EOI process.
- 7.8. Expressions of Interest must be submitted in accordance with Section 5 of this Request for Expressions of Interest. GOVI shall not be responsible for the loss or non-receipt or delay in the receipt of any Expressions of Interest application.
- 7.9. The address to be used for communication with GOVI is:

Mrs. Ishma Rhymer
Procurement Coordinator
Procurement Unit

Ministry of Finance
Qwomar Trading Building #2, 2nd Floor
Tortola, British Virgin Islands

Tel: (284) 494-3701, ext. 2144

Email: procurement@gov.vg

FORMS FOR EXPRESSION OF INTEREST

FORM I – General Information

Item	Bidder's Information
Bidder's name or registered name in the case of a firm:	
Bidder's country of constitution	
Bidder's year of constitution	
Bidder's address or registered address (in the case of a firm) in the country of constitution	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	

Note:

- Please provide a certified true copy of the constitutional documents of the bidder; e.g., Trade Licence, Company Registration, etc.
- In the case of a firm, please provide board resolution/power of attorney in favor of authorized representative authorizing him/her submit the EOI.

FORM II – Statement of Experience on Similar Assignments

Item No.	Customer Name, Address, Representative and Phone No.	Description of Services	Scope of Works	Location	Value	Start/ Stop dates	Schedule (On schedule/ delayed)