

Request for Proposal

Design and Development of an interactive learning, sharing and communications platform for the wPOWER Hub

Summary:

The wPOWER Hub is accepting proposals for the design and development of an interactive learning, sharing and communications platform to enhance the communication and sharing among the graduates of the Hubs Training of Trainers (ToT).

Proposal Guidelines & Requirements:

This is an open and competitive process.

Proposals received after 12:00pm/noon on Friday January 30, 2015 will not be considered. Proposals should be delivered to the Wangari Maathai Institute offices, at the University of Nairobi, College of Agriculture and Veterinary Studies, Upper Kabete Campus.

The proposal must contain the signature of a duly authorized officer or agent of the company submitting the proposal.

If you wish to submit alternate solutions, please do so.

The price you quote should be inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

If the execution of work to be performed by your company requires the hiring of sub-contractors you must clearly state this in your proposal. Sub-contractors must be identified and the work they will perform must be defined.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

Contract Terms:

The wPOWER Hub will negotiate contract terms upon selection. All contracts are subject to review, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items

Purpose, Description, Objectives:

The purpose of the platform is to enhance the sharing of information and resources on clean energy & entrepreneurship, facilitate vibrant contact and networking among the

graduates, document stories from the field, facilitate online Q&A between the Hub and our partners in the field, serve as a discussion forum and serve as a link between the Hub and our graduates in Africa and India.

The US Department of State launched the Partnership on Women's Entrepreneurship in Renewables ("wPOWER") in January 2013. wPOWER aims to empower more than 8,000 women clean energy entrepreneurs across East Africa, Nigeria and India who will deliver clean energy access to more than 3.5 million people over the next three years. In order to reach this goal, the US Department of State partnered with the University of Nairobi and the Green Belt Movement to create the wPOWER Hub at the Wangari Maathai Institute (WMI), founded by Nobel Laureate Professor Wangari Maathai in 2009. The new wPOWER Hub will build the evidence base on women, energy access and climate solutions; hold train the trainer workshops; facilitate African and Indian women entrepreneur and leadership exchanges to build a network of women climate leaders, and build public awareness.

In order to create and empower women clean energy entrepreneurs, the wPOWER Hub developed a **Training of Trainer's Course on Sustainable Clean Energy Entrepreneurship**. This course will nurture change agents and equip them with the skills and tools they need to bring about, as Wangari Maathai hoped, community transformation in clean energy, environmental stewardship and livelihood improvement. This training program was unique for its holistic and experiential focus. It contained lessons that engaged the participants through field excursions, class activities (lectures, exercises), brainstorming, case-based group work, and individual assignments. The participants also benefited from guest-speakers and practitioners who reinforced the classroom learning. Some lessons were offered in the field to allow interaction with communities and the associated technologies.

This course addressed four objectives:

- Instill knowledge and values on linkages between sustainability, clean energy, livelihoods, environment, climate change and gender
- Enhance agency and skills in women-led entrepreneurship in sustainable clean energy markets
- Develop trainers who can catalyze change, inspire, empower, transform and create champions of sustainable clean energy
- Equip trainers with knowledge and skills on effective communication and training skills

After the intensive course, our graduates were issued with certificates and sent off to change the world.

The wPOWER Hub seeks to ensure that we create an interactive platform that will support and grow our robust graduate network and achieve the following objectives:

- Connect the graduates with each other so that learning and sharing continues among them
- Provide a platform for the wPOWER Hub to share resources (documents, film, photos) that will enhance the work of our partners in the field and also for our partners to share resources from the field with the Hub

- Provide a vibrant platform for our partners to share information, ask questions of the Hub and share stories from the field
- Facilitate the Hub in nurturing the network of graduates – sending updates, inspiring messages and other resources from the Hub
- Provide a discussion forum for live chats, “ask the expert” sessions etc
- Provide a platform for written or video reflections like blogs

Timeline:

- This RFP is dated January 21, 2015 Proposers may also request a copy be sent via email by contacting Lillian Kong’ani (wmi@uonbi.ac.ke)
- Proposals are due no later than 12:00pm/noon, Friday January 30, 2015
- Proposals will be evaluated immediately thereafter. During this time we may require interviews at our office with our evaluation team on or about February 3rd, 2015. You will be notified if this is requested.
- The name of the candidate firm who has been selected will be decided on or about February 6, 2015.
- Negotiations will begin immediately with the successful candidate and should conclude no later than February 13, 2015
- All other candidates will be notified on or about February 20, 2015.
- The project must be completed and delivered on schedule
- Engagement work complete and interactive platform live – deliverable date to be determined once agreement is signed.

Benchmarks:

Some benchmarks that the Hub thinks are worth studying as best practice in this area include the Leaders Portal for Climate Reality Project and the Global Alliance for Clean Cookstoves web platform. You may have others to add to this. By no means should be you limited by this list.

Proposal Requirements: Please provide your technical proposal as provided for on the Wangari Maathai Institute website (<http://wmi.uonbi.ac.ke/node/6274>).

Budget:

Please provide your cost proposals, according to the financial proposal provided on the Wangari Maathai Institute website (<http://wmi.uonbi.ac.ke/node/6274>).

Evaluation Criteria:

The following criteria will form the basis upon which the wPOWER Hub will evaluate proposals. The mandatory criteria must be met and include:

Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in a flat rate, fee for service format.

Deliver proposals to the attention of the Project Director, wPOWER Hub Project, Upper Kabete Campus, Wangari Maathai Institute, University of Nairobi. Email address: wmathai@uonbi.ac.ke.