



South Asia Regional Energy Partnership (SAREP)

EXPRESSION OF INTEREST EOI-SAREP-FY24-001

ISSUANCE DATE: August 14, 2024

RTI International invites Expressions of Interest (EOI) from qualified individuals who are legally allowed to work in one or more of the listed countries i.e., Bangladesh, Bhutan, India, Maldives, Nepal, and Sri Lanka and the requisite expertise to deliver professional services on a short-term basis in the areas of clean/renewable energy, advanced energy systems, and natural gas related topics, technical and institutional capacity building, and learning activities within the scope of the USAID South Asia Regional Energy Partnership (SAREP). RTI is an independent, nonprofit research institute dedicated to improving the human condition and based in North Carolina, USA. SAREP is a five-year USAID-funded program focused on facilitating collaboration among its six countries of operation to accelerate the transition to clean energy, mitigate climate change, and promote energy security, economic development, self-reliance, livelihoods, health, and productivity throughout the region.

More details about the program are available in the SAREP Factsheet, which is enclosed with this solicitation.

SCOPE OF WORK

SAREP, with its focus on accelerating the clean-energy transition and enhancing private sector participation, seeks to advance the deployment of clean energy in South Asia with key focus on India. Ministry of Power (MoP) and Ministry of New and Renewable Energy (MNRE) both have formally suggested SAREP to work with Assam, Gujarat and Madhya Pradesh as partner state. To deliver superior quality deliverables to USAID, Government of India and State agencies SAREP proposes to engage a State Coordinator in states – **Assam, Gujarat or Madhya Pradesh** with relevant experience to oversee state-level technical interventions and manage implementation of activities related to all components, through close coordination and support of India-based project teams, consulting with stakeholders, initiating and organizing events, reporting on outcomes, and supporting logistics. State Coordinators will be based in respective state of responsibility and report to the SAREP team based in New Delhi. The detailed activities are as follows:

LEVEL OF EFFORT BASED TASKS

A. Coordination and reporting

- Day-to-day coordination with state authorities, stakeholders, partners and SAREP team
- Arranging formal visits and meetings between state actors and the SAREP team.
- Providing state specific technical, economic and political guidance to the SAREP team.
- Participating in developing technical solutions to the state specific problems and

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challenges in

- implementations of the SAREP program in the state
- Supporting SAREP team in arranging regional workshop. and later scaling activities.
- Supporting SAREP team in developing state specific documentation.
- Day to day monitoring of the progress of SAREP activities in the state and reporting to SAREP on weekly basis.
- Build and maintain state-level project networks within the state energy stakeholders, collecting data and information from in a timely manner.
- Work closely with the SAREP team to identify state specific challenges and participate in developing technical solutions for the identified challenges.
- Supporting in organizing state specific workshop(s) and later scaling activities
- Day-to-day monitoring of the progress of SAREP activities in the state and reporting to SAREP on weekly basis
- Support SAREP team in reporting for Monitoring and Evaluation (M&E) on activities.
- Supporting SAREP team in summarizing relevant state specific regulations, policies, reports, guidelines, and other documents; providing insights and intelligence
- Arranging and coordinating formal visits and meetings with state stakeholders; prepare agenda documents, minutes of the meeting, discussion points of all concern meetings.
- Make local arrangements for SAREP team during state specific meetings and visits.

B. Work planning and implementation.

- Contribute to the development of relevant technical work plans, offering insight on feasibility, recommendations for innovative partnerships, and updates on state priorities.
- Ensure local ownership, capacity building, and appropriate state -level activity design.
- Assist relevant state departments, utilities, and regulator to improve financial and operational performance through provision of technical assistance.
- Assist with technical and managerial implementation of subcontracts at the state level.
- Respond to all requests to support program management and administration requirements at the state level.
- Design and organize state specific workshop(s), webinars, trainings, and events in close coordination with concern stakeholders.
- Writing concept papers, reports, agenda documents, technical documents etc.

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QUALIFICATIONS AND EXPERIENCE

1. QUALIFICATIONS:

Bachelor’s degree in engineering, or related field or master’s degree and minimum 10 years of experience in the energy sector in state – **Assam, Gujarat or Madhya Pradesh.**

2. EXPERIENCE

- Min 10 years’ experience in coordinating technical and organizational energy programs in the state – **Assam, Gujarat or Madhya Pradesh.**
- Demonstrated experience maintaining a network among the utility, regulators, and private sector partners to influence change in the energy sector.
- Demonstrated technical energy experience in one or more of the following key topic areas: utility turnaround, energy efficiency, renewable energy, smart meters, electric vehicles.
- Understanding of cross-cutting issues including environment, gender equity, and social inclusion and their overlap with the energy sector.
- Experience coordinating activities, workshops, and trainings.
- Experience with project-based reporting systems.

DELIVERABLES

The Consultant shall conduct the following activities and contribute to the development of the following program deliverables. Submission of Report/ Deliverable will be as per timelines specified by USAID.

Task(s)	Due Date	Deliverable(s)
Prepare reports and minutes as indicated	Monthly	1. A report every two weeks with the progress and challenges of the activities under each component 2. Special reports as and when needed 3. Minutes of all the meetings/conferences/workshops in the state
Prepare a final consultant report covering the period of this agreement	December 13, 2025	Consultant is required to submit a final consultant report NTE 5 pages. Consultant report guidance may be found in Appendix B. The report should be submitted to Reporting Manager & SAREP HR at SAREP-HR@rti.org

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PHYSICAL DEMANDS & WORK ENVIRONMENT

The consultant will primarily work from home with occasional travel to RTI Office, project locations, and meetings with stakeholders required. Regional travel may be required after receiving prior approval from USAID SAREP Chief of Party or Deputy Chief of Party

EOI SUBMISSION GUIDELINES

1. A cover letter in English describing how the applicant fits for these consultancy requirements in terms of sectors, technical expertise, general qualifications, and professional experience. Please clearly indicate specific sector(s) and technical expertise the applicant possesses, has proven track records of achievements, and outline contact details of three independent work referees.
2. Updated CV must be in English.
3. Expressions of interest should be submitted via email to SAREP-Procurement@rti.org no later by **September 4, 2024, at 5 pm Indian Standard Time.**
4. Applicants should indicate the reference number on the subject line of their email as follows: EOI-SAREP-FY24-001

This call for Expression of Interest does not constitute a solicitation. RTI does not require proposals and prices at this stage; RTI merely seeks your expression of interest in participating in any future acquisition of the types of services described. Due to the anticipated high volume of communications in response to this request for Expression of Interest (EOI), RTI will not issue confirmation as to receipt of EOIs.

Disclaimer: Issuance of this EOI does not constitute an award commitment on the part of SAREP nor commit the project to pay for costs incurred in the preparation and submission of an EOI. Further, SAREP reserves the right to reject any or all EOI received. Similarly, an invitation for further negotiation or to submit a full application is not a commitment to award the contract to that application.