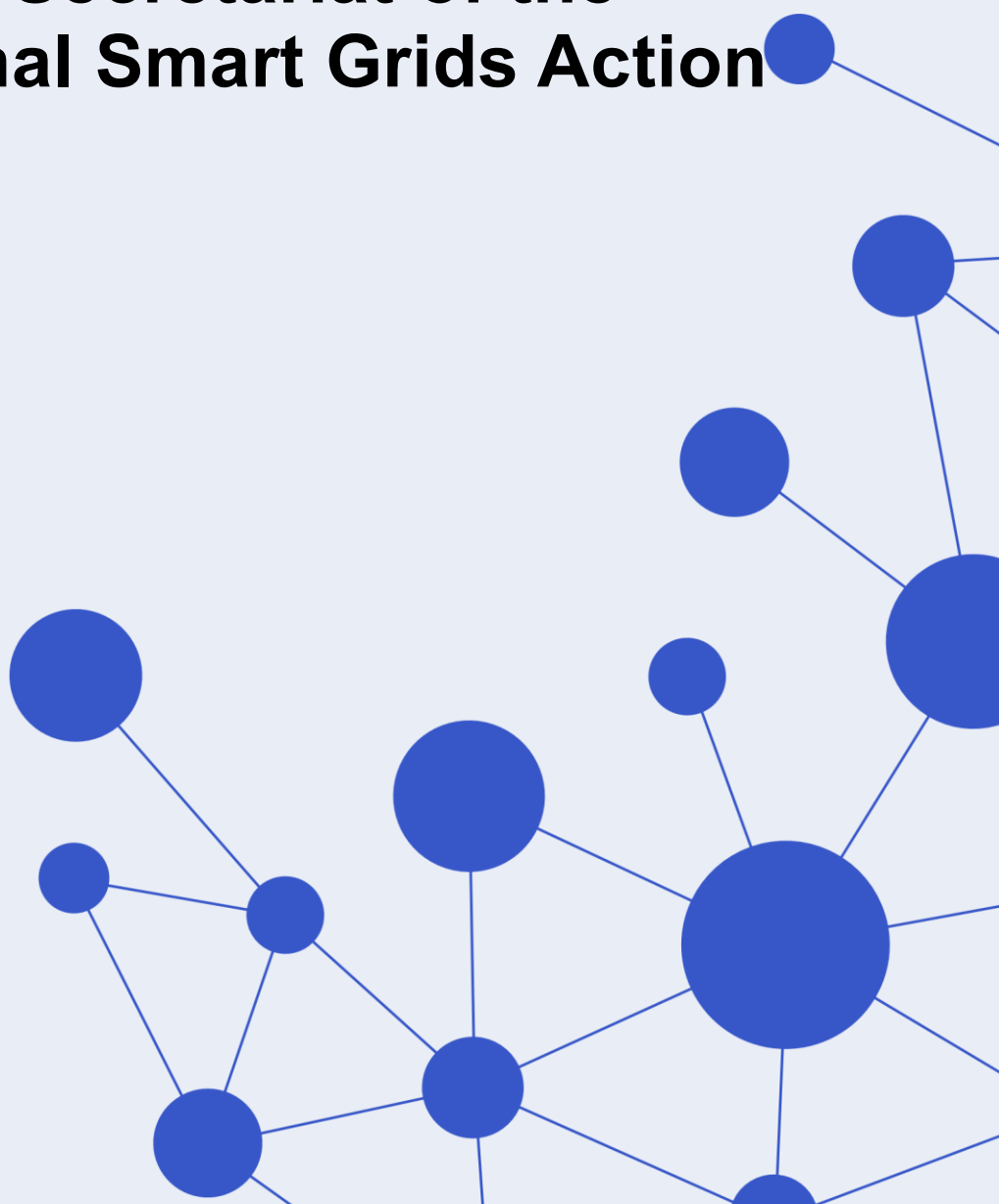


Call for tender for

Executive Committee Operating Agent and Secretariat of the International Smart Grids Action Network

ISGAN Executive Committee

December 2020



Abstract

With this document, the Executive Committee of the International Energy Agency Technology Collaboration Programme for a Co-operative Programme on Smart Grids (ISGAN – International Smart Grids Action Network) launches a **call for tender to serve as ISGAN Executive Committee Operating Agent and Secretariat** (ISGAN OA/Secretariat). The document contains an introduction to the ISGAN activities, the proposed content, the eligibility and selection criteria, the terms and conditions, and the terms of reference for the position.

The tender is set up as a **competitive fixed price process, in which all off bids will be assessed against the selection criteria, while the total price for the two-year term should not exceed €380.000 incl. VAT.**

The ISGAN Executive Committee therefore invites all suitably qualified organizations to submit a bid to serve as its Operating Agent and Executive Committee secretariat. **Interested parties can file their application to Mr. Josef Ayoub, lead of the ISGAN OA/Secretariat Evaluation Team (josef.ayoub@canada.ca) by 22 January 2021, 14:00 hours local time CET.**

Bids that are not compliant with the eligibility criteria contained in Section 3, such as exceeding the fixed price, must clearly identify areas of non-compliance and may be rejected.

Acknowledgments

This document was prepared by the ISGAN Term of Reference team (ToR team), which was set up during the virtual ExCo meeting on 27-29 October 2020. The ToR team is composed of the ISGAN Chair and Vice-Chairs and representatives from Australia, Canada, Germany and Sweden. The document is based on discussions of the ToR team, as well as on earlier call for tender documents of ISGAN as well as other organisations, in particular the IEA Hydrogen Technology Collaboration Programme.

The proposal will be discussed during the virtual ExCo meeting, 27-29 October 2020.

Nomenclature or List of Acronyms

| | |
|-------------------|---|
| AIT | Austrian Institute of Technology |
| Bidder | Individual or organization responding to this Call for Tender |
| CEM | Clean Energy Ministerial: The Clean Energy Ministerial (CEM) is a high-level global forum (28 countries) to promote policies and programs that advance clean energy technology, to share lessons learned and best practices, and to encourage the transition to a global clean energy economy. |
| CERT | IEA standing committee: The Committee on Energy Research and Technology (CERT) coordinates and promotes the development, demonstration, and deployment of technologies to meet challenges in the energy sector. |
| CP | Contracting Parties. TCP participants that represent governments of OECD member or non-member countries, the European Union, or intergovernmental organizations. Contracting parties may be also an entity, including national agencies and private corporations that have been designated by a government to participate in a TCP. |
| CT | Call for Tender |
| EUWP | Working Party on Energy End-Use Technologies: one of the four IEA working parties, under the Committee on Energy Research and Technology (CERT) umbrella and gathering several topical TCPs, including ISGAN |
| ExCo | Executive Committee. The decision making body of the TCP which supervises the programme activities. It comprises at least one representative from each of the TCP participants. |
| GSEF | Global Smart Energy Forum |
| IA | Implementing Agreement. Each TCP is formally organized under the mechanism of an “Implementing Agreement”, which is also commonly used to describe the legal text of the TCP. |
| IEA | International Energy Agency |
| IEA Framework | The IEA Framework for International Energy Technology Co-operation (IEA Framework) are the rules applicable to all Technology Collaboration Programme. ISGAN International Energy Agency Technology Collaboration Programme for a Co-operative Programme on Smart Grids (ISGAN – International Smart Grids Action Network) |
| KSGI | Korean Smart Grid Institute |
| OA | Operating Agent. The person or legal entity designated by the Participants and confirmed by the Executive Committee to manage the Programme of Work in accordance with this Implementing Agreement. |
| Programme Support | Programme executed by the secretary to support ISGAN activities |
| RD&D | Research, Development and Demonstration |
| Secretariat | The person(s) or company who provides the secretariat services. |
| TCP | Technology Collaboration Programme. TCPs are collaborative programmes under the IEA Framework. |

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1. Introduction

ISGAN, the International Smart Grid Action Network, is a **Technology Collaboration Programme (TCP) of the International Energy Agency (IEA)**, and as such seeks to support governments and industry with insight and recommendations to high-level decision-makers. The co-operative programme was formally established in 2011 and is also an initiative of the Clean Energy Ministerial.

The **Clean Energy Ministerial (CEM)** is a high-level, global forum striving to promote policies and programmes that advance clean energy technology, to share lessons learned and best practices, and to encourage the transition to a global clean energy economy. Initiatives are based on areas of common interest among participating governments and other stakeholders.

In addition, ISGAN closely co-operates with **Mission Innovation**, a global initiative that promotes the acceleration of the clean energy transition.

Operating as both an IEA TCP and a CEM Initiative, ISGAN is an **international platform for the development and exchange of knowledge and expertise on smarter, cleaner, and more flexible electricity grids (“Smart Grids”)**. ISGAN provides an important channel for the communication of experience, trends, lessons learned, and visions in support of global, national, and regional clean energy objectives as well as new flexible and resilient solutions for Smart Grids.

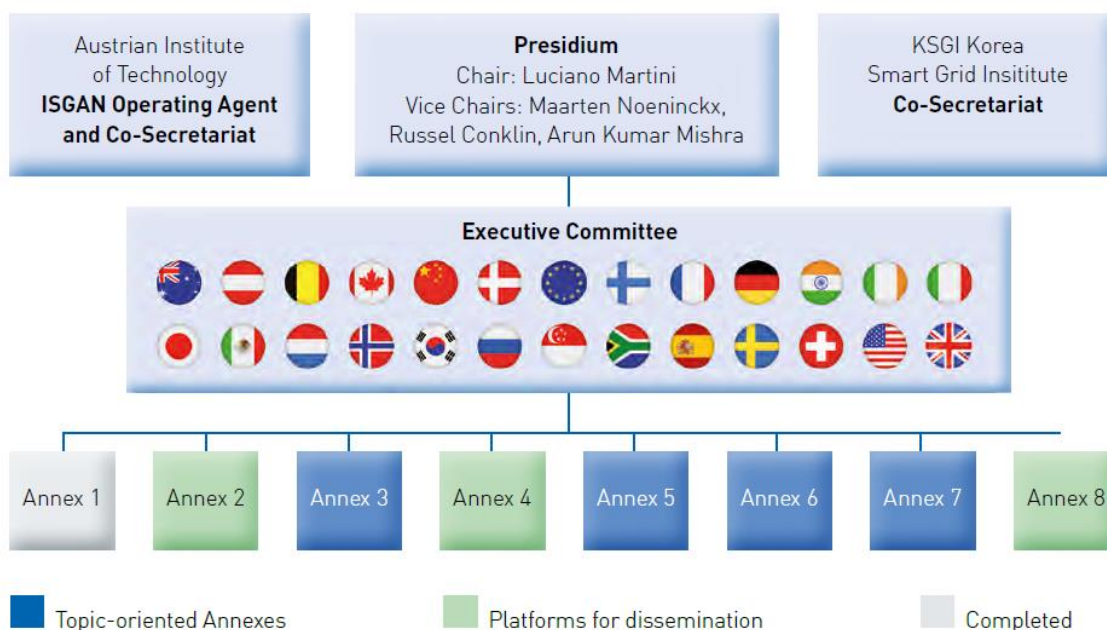
ISGAN seeks to **improve global understanding of the benefits and opportunities of Smart Grids**, to accelerate their development and deployment through furthering knowledge, frameworks, and tools. ISGAN’s Contracting Parties can then apply these within their own national, sub-national, or regional contexts. The network’s impact relies on the development of publications that will enable smarter investment and better policy but is also heavily dependent on the implementation by authorities in sovereign nations.

ISGAN emphasizes **knowledge-sharing by design** and seeks to identify and implement effective communication mechanisms to ensure that results are useful for decision-makers. ISGAN recognizes that robust, resilient, and smart electric grids play a key role in enabling greenhouse gas (GHG) emission reductions.

ISGAN currently has **27 Contracting Parties, spanning the globe**. Their nominated representatives form the **Executive Committee, which meets at least twice a year¹ to oversee the collaboration, to share the results generated within the Annexes, as well as to share and learn about developments in all member countries**. It is presided by a chairman and three Vice-chairmen (the “Presidium”) and assisted by the Co-Secretariats and the Operating Agent of ISGAN.

The activities of ISGAN are organized in **eight Annexes**, which are standing working groups, defining new tasks each year. Each Annex consists of national experts from Contracting Parties and is led by the Annex’ Operating Agent and supported by a Technical Lead. Annex 1 has already been completed, with some of its remaining tasks moved to Annex 2.

¹ Meetings are mainly hosted in one of the member countries, not excluding potential webmeeting in case of force majeure or when urgent decisions need to be taken. The host country generally takes care of the on site logistics (e.g. venue, catering, recommended hotels, information leaflet).



The ISGAN Secretariat carries out day-to-day administrative functions in support of the Presidium and is also the formal overarching Operating Agent (OA) of ISGAN TCP in accordance with the requirements under the IEA Implementing Agreement, Article 5.1, which states that “*the participants shall designate an Operating Agent to be responsible for the operation of ISGAN and the implementation of this Implementing Agreement*”, and Article 5.2(a) which states that “*the Executive Committee shall confirm each designation of an Operating Agent by a majority vote.*”

The IEA Implementing Agreement Article 5.3 details some of the **key roles on the responsibilities** of the OA. They include but not limited to:

5.3 Role of the Operating Agent: The Operating Agent shall be responsible to the Executive Committee for the operation of ISGAN or an Annex in accordance with this Implementing Agreement, the Annual Programme of Work and budget of ISGAN or an Annex, and the decisions of the Executive Committee. Subject to the provisions of this Implementing Agreement, the Operating Agent shall:

- a) perform all legal acts required to carry out the activities of ISGAN or an Annex on behalf of the Participants or the Annex Participants, unless the Executive Committee, acting by unanimous vote, assigns the performance of one or more such legal acts to another entity;*
- b) hold, for the benefit of the Participants or the Annex Participants, the legal title to all property rights which may accrue to or be acquired for the Participants or the Annex Participants, unless the Executive Committee decides otherwise, acting by unanimous vote; and*
- c) facilitate the activities to be carried out by ISGAN or an Annex in accordance with this Implementing Agreement and the laws of the country of the Operating Agent.*

Currently, the Austrian Institute of Technology (AIT) is appointed as the ISGAN OA , sharing its secretariat tasks with the Korean Smart Grid Institute (KSGI). The work of the latter focusses on CEM-activities, the ISGAN Award and laising with existing and potentially future Asian members op ISGAN. During its virtual meeting (INSERT DATE), the ISGAN ExCo decided to

prolonge the term of KSGL as ISGAN co-secretariat for these well-defined tasks. Therefore these responsibilities are excluded from the scope of this call for tender².

The ISGAN Executive Committee Operating Agent and co-secretariat's **scope of work** will focus on supporting the ISGAN ExCo in achieving its goals, especially for the elaboration and implementation of the new strategic vision for 2022-2025. The secretariat work includes ongoing liaison with the Chair and Vice-Chairs and other ExCo bodies in charge of some specific task (e.g. Budget Review Group), coordination of ExCo meetings, production of outputs and reports mentioned in the upcoming sections, update and maintenance of the website, support the implementation of a communication plan and consistent application of the master narrative, administrative liaison with IEA, support the process of new members joining ISGAN, support the work of Annex Operating Agents (without managing the individual Annex activities), maintain the procedural guidelines and templates and support the outreach projects.

The following call for tender defines, in broad terms, the work associated with providing Operating Agent and secretariat services for ISGAN, but does not detail in any pre-determined way the method by which the responsibilities should be carried out.

The bidders are encouraged to suggest innovative ways to further ISGAN's mission by taking advantage of new information systems, management techniques or, through other proactive approaches.

As ISGANs current term will end on 28 February 2022, the initial ISGAN OA/Secretariat will only cover the period from the second quarter of 2021 to this date. If ISGANs term is however extended, as is the wish of the ExCo, the contract of the secretariat will be automatically extended till 1 June 2023. An additional 2 year extension until 1 June 2025 is possible, after approval of the ExCo. Furthermore, a short overlap of the contract period with the one of AIT, whose term will end on 11 June 2021, might be foreseen to ensure a smooth transition.

In this context, it is important to note that, during its virtual meeting on 19-20 May 2020 the ExCo decided to set up the tender as a **competitive fixed price process, in which all bids will be assessed against the selection criteria, while the total price for the two-year term should not exceed €380.000 incl. VAT.**

Bids that are not compliant with the eligibility criteria contained in Section 3, such as exceeding the fixed price, must clearly identify areas of non-compliance and may be rejected.

The **deadline for submission of expression of interest/nominations** for the ISGAN OA/secretariat function, with supporting documentation as described below, is set at **22 January 2021, 14:00 hours CET.**

The bids will be evaluated by an Evaluation Team against the eligibility and selection criteria (see chapter 3 and 4) and present their report to ExCo. A decision will be made during ExCo 21 (DATES). Bidders will be informed about the decision shortly afterwards.

² Mr. Aram An (realaram@gmail.com) is responsible for the management of the ISGAN co-secretariat on behalf of KSGL.

2. Proposed Content

The minimum tender requirements below should be addressed by bidders.

2.1 Proposed Approach to Provide Secretariat Services to ISGAN

An introductory letter describing the motive and background for submitting the proposal to be the ISGAN OA/secretariat is appreciated. The description should include the bidder's interpretation of the goals and objectives of ISGAN, the general approach to providing OA and secretariat services to ISGAN, and innovative approaches that offer the prospect of enhanced value for member countries.

Specific attention will be drawn on the way to implement the new Strategic Plan 2022-2026.

A timetable for 2021-2023, including a detail of the ramp-up of the activities during the initial months of the contract.

Note that English is ISGAN's working language.

2.2 Information on the Organisation

- Full legal name
- Legal status
- Legal address
- Actual location, and all appropriate contact information
- Total number of staff and approximate categories (e. g. scientists, engineers, etc.)
- Annual turnover of staff
- Quality certification status
- Budget and accounting principles and procedures
- Procedures and principles in relation to inflation and currency rates

2.3 Organisational Capabilities

- Relevant organisational experience
- Current projects which are closely related to the ISGAN activities
- Experience in international, multi-client projects, multilateral organizations like IEA TCPs.
- Experience in international information programme work
- Diplomatic and coordination skills in dealing with representatives from many nations
- Experience demonstrating established relationships with relevant industry sectors
- Skills and experience in communication and outreach or partnership with a dedicated company
- Skills in financial management
- Legal skills
- Excellent English oral and writing skills

2.4 Task Oriented Information

- Projected staffing level to carry out the specified duties (above) as ISGAN OA/secretariat, and the proposed approach to staffing: staff fully dedicated to ISGAN OA/secretariat_tasks, staff partly shared with other programmes (specify

which), or staff drawn from a flexible pool as required. For each staff person, identify the percentage of time dedicated to ISGAN OA/secretariat tasks and the key responsible person shall be named

- Relevant experience of key staff and qualifications (please provide a short CV for each proposed staff member), including English language capabilities.
- Staff person to be appointed as ISGAN Operating Agent vis-à-vis the IEA.
- Liaison and management system in relation to ISGAN Presidium, ISGAN ExCo, advisory bodies (e.g. Budget Review Group), and Contracting Parties
- Procedures for reporting to the ISGAN ExCo, including tools and software for collaboration such as web conferencing, document sharing and storing, publishing, etc.
- Proposals of performance criteria to be applied for quality control and monitoring of the Responsibilities and specification of services included in Annex 1

2.5 Cost Information

- Cost information for secretariat activities for the initial service period (june 2021-28 February 2022) as well as the full two-year period (June 2020 to 31 May 2023), taking into account that the total price for the two-year term should not exceed €380.000 incl. VAT. Pricing should specify the breakdown between personnel costs, direct costs, overheads, travel and subsistence, any other charges related to the operation of ISGAN, and potential added value tax applicable.
- Financial arrangements and procedures for invoicing, payments, etc. The billed amount should however reflect the work performed and as such the distribution of total price over the two years will not exceed a 55/45 ratio. This rational is also used, when determining the quotation for the initial service period (june 2021-28 February 2022)
- Potential in-kind support by e.g. e.g. member state financial cash support or own organization in-kind contribution)
- Firm bid prices in Euro should be quoted for the initial service period (june 2021-28 February 2022) as well as the full two-year period (June 2020 to 31 May 2023).

2.6 Subcontractors

If several service providers/subcontractors are involved in the application, the bid shall specify the specific tasks assigned to them. In addition, each of them must have and show that they have the professional and technical capacity to perform the tasks assigned to them.

The bid shall indicate who will be the sole contractual counterpart of ISGAN concerning the OA/Secretariat services. Furthermore, it will include a description of the contractual relations between the bidder and the other service providers/subcontractors, as well as a risk sharing and mitigation approach.

3. Eligibility Criteria

To be eligible for nomination as the ISGAN Secretariat / Operating Agent the applicant must show proof of endorsement by the Member State it represents, and be supported by the relevant National Contracting Party to ISGAN.

Non-compliant proposals, such as exceeding the fixed price, must clearly identify areas of non-compliance and may be rejected.

The Applicant delivering the service must meet the following profiles:

- **Project Management:** Head of the group with at least 5 years of experience in project management partly within a multilateral organization (e.g. IEA, APEC, IRENA), including people management, overseeing project delivery, quality control of delivered service, and conflict resolution experience in activities of similar nature as an IEA Technology Collaboration Programs and having experience in management of teams.
- **Professional secretarial and office administration experience:** Member of the staff with minimum 5 year's proven experience in office management, secretarial, and accounting services, including the ability to swiftly and effectively extract essentials from discussions in meeting minutes, effective communication, event organization, membership management and contract negotiation.
- **Social media and website development expertise:** proven professional experience in creating social media feeds, superior website design experience in the energy field.
- **Experience in the preparation of synthesis reports:** proven professional experience in writing comprehensive market and synthesis reports based on information collection. Proven experience in the preparation of executive summaries for external media outlets.
- **Basic knowledge of Smart Grids:** At least half of the members of staff must have a basic understanding in the fields of : power market functioning, smart grid technologies, Smart grid policy and/or smart grid deployment
- **Languages skills:** The applicant must prove the capacity to draft reports in English. At least 2 members of the team shall have native-level language skills or equivalent in English, as guaranteed by a certificate or past relevant experience. All members of the team shall already have worked in English, including oral and written communication.
- **Price:** The total price of the bid for the two-year term shall should not exceed €380.000 incl. VAT.

4. Selection Criteria

The assessment will be based on the content of each bid, possibly supplemented with a telephone interview by the Evaluation Team. All the information provided will be assessed in the light of the criteria set out in these ToR. The five groups of criteria presented below will be given an equal weight in the evaluation (the maximum total score is 100 points).

- i) **General approach in managing** the tasks mentioned in Annex 1 to fulfill the vision and mission of ISGAN and over-all quality of the application (25 points, minimum score 50%):
 - Understanding of the importance and objective of the mission of the Operating Agent
 - Understanding of the required tasks of the mission and vision of the approach for each task
 - Strategies for continuous improvement of the Secretary role, ensuring high levels of involvement of ExCo members and stakeholders in participating in ISGAN and also for growing the ISGAN membership.
 - Proposed interaction with the other co-secretariat, in order to ensure consistency in ISGAN's work and output.
 - Proposition of innovative aspects that were either not mentioned in this call and that can increase the value of the deliverables
 - Consistency and feasibility of the bid
 - Quality and readability of the bid
- ii) **Demonstrated experience and expertise** in executing the tasks mentioned in Annex 1 (25 points, minimum score 50%):
 - Administrative capability in managing international projects and research programmes including facilitating meetings, managing documentation, etc.
 - Experiences from projects focused on policy development including governmental collaboration
 - Access to legal and fiscal expertise including accounting services
 - Communication skills (presentation to an international audience, correspondence, etc.)
 - Knowledge of power market functioning, smart grid technologies, Smart grid policy and/or smart grid deployment
 - Language skills
- iii) **Project management and organizational capabilities** (25 points, minimum score 50%):
 - Project planning
 - Organisation of tasks and suitability of proposed staff for each task
 - Innovative ideas to keep ISGAN at the forefront of administrative excellence, utilising the latest information and communications technology and, in particular, online tools and resources;
 - Capabilities to manage the common fund, budget planning and monitoring etc.
 - Executing management of the common fund including efficient and neutral procurement
 - Capabilities to plan larger events
 - Contingency planning
 - Sustainable staffing and back up staffing plan that ensures consistency of quality and delivery of services.

- iv) Proposed **quality control and monitoring of performance** to meet the essential core needs of ISGAN TCP (25 points, minimum score 50%):

Proposals will be assessed based on the selection criteria, mentioned above. The offer providing the best **value for money** will be chosen according to the following formula:

| | | | | | | | | | | |
|--------------------|---|--|---|-----|---|------------------------|---|---|---|-----------------------------------|
| Score for tender X | = | $\frac{\text{cheapest price}}{\text{price of tender X}}$ | * | 100 | * | price weighting (in %) | + | total quality score (out of 100) for all award criteria of tender X | * | quality criteria weighting (in %) |
|--------------------|---|--|---|-----|---|------------------------|---|---|---|-----------------------------------|

A weight of 80/20 is given to quality and price taking into account that the total price for the two-year term should not exceed €380.000 incl. VAT.

Note: Proposals including additional in-kind labour contributions, by the Secretary host organisation, are encouraged. In-kind labour contributions will be considered in the value for money evaluation, if there is a firm commitment to maintaining any such contribution for the appointment term.

5. Terms and Conditions

5.1 Tender Participation

The Tender is open to legal entities preferably in those countries that are currently participating in ISGAN. The lists of the current ISGAN Contracting Parties and ExCo delegates are available on the web site <https://www.iea-isgan.org/>.

5.2 Valid Period of Bids

Bids must be valid until 30 April 2021.

5.3 Disclaimer

This Call for Tender does not in any way commit or otherwise oblige the ISGAN ExCo or any Contracting Party to ISGAN to proceed with all or any part of this tendering procedure.

5.4 Tender Submission

a. Deadline for Submission of Bids

22 January 2021, 14:00 hours CET

b. Recipient of Bids

Bids should be delivered by e-mail to Mr. Josef Ayoub, lead ISGAN OA/Secretariat evaluation team at josef.ayoub@canada.ca.

The subject should read: "ISGAN Tender in Confidence".

This e-mail is for tender submission and related correspondence only. A receipt e-mail will be sent on successful submission. A protocol will be set up and signed by two members of the ISGAN OA/Secretariat selection team to testify whether the tenders meet the formal requirements or not.

c. Delivery Method

The bid is to be delivered electronically in one file as a pdf format. The file name shall start with the name of the bidding company. The bids shall be delivered by e-mail to josef.ayoub@canada.ca.

d. Format and Language of Bids

Bids must be submitted in English, with electronic files in READ ONLY PDF format. The content should not exceed 30 pages, excluding any appendices. The bid shall include an introductory letter expressing the interest in running the Secretariat, describing the resources and the experience on which this will be based.

The ISGAN ExCo or any duly authorized representative thereof may copy and/or distribute the received tender documents as required for the purposes of this Call for Tender.

5.5 Communication with Bidders

The lead of the Evaluation Team reserves the right to engage in any discussions with, or seek clarification on any matter from, any bidder at any stage.

The ExCo reserves the right to short-list bidders and seek further information from them. In the event of a short-list being compiled by the ExCo or any duly authorized representative thereof, bidders excluded from the short-list shall be advised thereof as soon as practicable.

5.6 Ownership of Tender Documents

All tender documents submitted by bidders will become the sole property of ISGAN, represented by the ISGAN ExCo.

The ExCo or any duly authorised representative thereof will not disclose any confidential information included in any tender documents, unless this information is already in the public domain, or disclosure is required by law, or agreement is given for its release by the bidder.

5.7 No Contract

The ISGAN ExCo or any duly authorised representative thereof shall not be bound contractually, or in any other way, to any bidder to this Call for Tender.

The ExCo or any duly authorized representative thereof shall not be liable for any costs or compensation in relation with this Call for Tender whether or not the ExCo or any duly authorised representative thereof terminates, varies, or suspends the Call for Tender procedure or takes any other action affecting the Tender procedure.

5.8 Execution of Formal Agreement

Nothing in the Call for Tender or in the bid shall constitute a contract with the ISGAN ExCo.

The ExCo or any duly authorised representative thereof reserves the right to amend the final terms and conditions of its agreement with the ISGAN OA/Secretariat, if these new provisions are mutually acceptable to all parties.

5.9 Tender Bids

a. Preparation of Bids

Bids are made on the basis that each bidder acknowledges that:

- The bidders have examined the Call for Tender
- The bidders will comply with the requirements of this Call for Tender
- The bidders recognize that the Call for Tender specifies the rights of the ISGAN ExCo or any duly authorized representative thereof in respect of the tender procedure

- The bidders have sought and examined all necessary information available by making reasonable inquiries to the ISGAN ExCo or any duly authorised representative thereof
- The bidders satisfy themselves as to the correctness and sufficiency of their bid
- The bidders are responsible for all expenses relating to their involvement in the Call for Tender

Should a bidder find any discrepancy, error, or omission in the tender documents, the lead of the Evaluation Team (josef.ayoub@canada.ca) should be notified in writing thereof, on or before the date and time of closing of tenders.

b. Conflict of Interest

A bidder must state in its bid, any circumstances or relationships which constitute or may constitute a conflict or potential conflict of interest in respect to this Call for Tender, or with respect to the resulting OA/Secretariat's contract.

c. Confidentiality

Information forming part of a bid submitted in response to this Call for Tender shall be treated as confidential information to the extent requested explicitly by the bidder, and thus protected from disclosure as provided for in the Call for Tender.

Bidders should be aware that all tender materials received from a bidder will be distributed to the Evaluation Team, to all Contracting Parties to ISGAN, to the IEA Secretariat, and possibly to any hired consultant duly authorised by the ISGAN ExCo to represent or assist it.

See also above "Ownership of Tender Documents".

5.10 Assessment of Bids

a. Evaluation and Selection

Bidders are advised to provide detailed responses to each element contained in Section 2 hereof. Bids will be assessed based on the corresponding eligibility and selection criteria. The ISGAN ExCo is not obliged to accept the lowest-priced proposal.

Bids that are not compliant with the eligibility criteria contained in Section 3, such as exceeding the fixed price, must clearly identify areas of non-compliance and may be rejected.

The ISGAN ExCo reserves the right to set priorities for the weighting of the assessment criteria, and vary those priorities at its absolute discretion.

For evaluation purposes only, the Evaluation Team and the ISGAN ExCo reserves the right to make a copy of any bidder's submission or parts thereof available to any consultants or third parties.

The Evaluation Team, the ISGAN ExCo, or any duly authorised representative thereof, may conduct inspections of the short listed bidders' facilities during the Tender evaluation phase, or prior to the appointment of the preferred bidder or shortlist of bidders.

Additionally, the Evaluation Team, the ISGAN ExCo, or any duly authorized representative thereof, may interview key personnel of the proposed OA/Secretariat and clients for whom the bidder has previously carried out work, to assess the similarity of that work to that proposed as the ISGAN OA/Secretariat.

The ISGAN ExCo may accept all, or part of a bid, or may accept none of the bids.

b. Clarification of Bids

During evaluation of the bids, the Evaluation Team, the ISGAN ExCo, or any duly authorised representative thereof, reserves the right to seek clarification from and to enter into discussions with any or all of the bidders in relation to their proposals, and may require a bidder to submit additional information to allow further consideration.

c. Right to Conduct Security, Probity and Financial Checks

The Evaluation Team, the ISGAN ExCo, or any duly authorised representative thereof, in its absolute discretion, reserves the right to conduct such security, probity, and financial checks, on bidders for the purpose of evaluating responses to this Call for Tender or at any other stage of the tendering procedure, as it deems necessary.

d. Probity Obligations

If a bidder is found to have made false or misleading claims or statements, the ISGAN ExCo reserves the right to reject at any time any bid lodged by or on behalf of the bidder.

Each bidder and its officers, employees, agents, and consultants must not engage in any collusive tendering, anti-competitive conduct, or other similar conduct affecting the tender procedure.

5.11 Acceptance of Bids

a. Notification of the Winning Bidder

A winning bid will not be deemed to have been accepted until notice in writing is given to the successful bidder by the ISGAN ExCo Chair.

b. Disclosure of Information

No bidder shall furnish any information, make any statement or issue any other written or printed materials concerning the acceptance or refusal of any bid for publication in any of the media without the prior written approval of the ISGAN ExCo.

c. Information to Unsuccessful Bidders

The ISGAN ExCo Chair will notify each unsuccessful bidder no later than a week after the final decision is taken.

6. Appendix

Annex 1: Responsibilities and specification of services

In this Annex the tasks of the responsibilities and services that are expected. Bidders shall substantially cover all of these responsibilities and services. . In all of these cases, the total price for the two-year term should not exceed €3800.000 incl. VAT.

With the consent of the Secretariat/OA selected, the ExCo may consider adjusting these duties, due to changing circumstances.

If several service providers/subcontractors are involved in the application, the bid shall specify the specific tasks assigned to them.

1. General secretarial support

The general secretarial support consists of managing the day-to-day affairs of the IEA ISGAN Technology Collaboration Program. Activities include:

a. General Support of the Programme, under the direction of ExCo chair

- General support to the ExCo and the Presidium in advancing the ISGAN, together with the other co-secretariat
- General support to strategic planning exercise
- Keep track of ExCo decisions and deliverables - like reports, presentations and the format thereof etc. – of persons working within ISGAN
- Support the Chair in acquiring new Contracting Parties to ISGAN
- Develop new formats of creating results within ISGAN together with the Presidium and other involved ExCo members as far as they are concerned
- Develop new formats for outreach together with the Presidium
- Support continuous improvement of the workflow and results and guarantee the Quality insurance of procedures, deliverables etc..
- Produce statistics on the output and effect of the work of ISGAN and present those to the Presidium, ExCo, and Operating Agents
- On written request or approval of the Presidium, could represent ISGAN to relevant meetings, multilateral organizations (IEA or elsewhere), governmental entities etc.
- On request, support the Presidium or any ExCo members to develop inter-TCP collaboration or external collaboration

b. ExCo meetings preparation and documentation:

- Setting up agenda, invitation package, and other related documents such as invitation letters to observers etc. for the two annual ExCo meetings
- Co-ordination of schedule and logistics for all ISGAN activities in relation to ExCo meetings including documentation before and after the meeting, in collaboration with the host country;
- Co-ordination and management of ExCo document package to be uploaded on ISGAN member-only website
- During the meeting, coordinate speaker presentations, provide timing cues to keep them on pace with the agenda
- Take meeting notes, prepare and circulate meeting minutes and decisions & actions items

in a timely order (decision and actions at the latest one month after the ExCo meeting)

c. General Provisions and formal obligations:

- Perform all legal acts required and hold the legal title to all property rights which may accrue
- Participate and assist in ISGAN general planning, two-weekly presidium calls, and related meetings
- Organize and facilitate meetings , providing platforms for web-based meeting and teleconferences (± 2/month)
- Keep updated registers of membership, introductory support to new members, keeping updated contact information both internal and external

d. General Support to Annexes and working groups:

- Provide basic assistance and communication to OA and groups leads
- Organize meetings and participate in working group calls (± 1/month)

2. Managing the IEA ISGAN Common Fund

The common fund management implies taking responsibility for the sound financial management of the IEA ISGAN, implying carrying out tasks described in the budgetary regulations, approved by the IEA ISGAN ExCo. In particular, the Secretariat/Operating Agent in his/her role as Common Fund Manager, and reporting to the Budget Review Group as empowered by the ExCo regarding financial matters, will:

- Manage Contributions of all IEA ISGAN members to the common fund, i.e. invoice contracting parties once a year according to the agreement of the ExCo and ensure proactively that the commitments are fulfilled.
- Prepare and sign contracts including support to procurement process with contracting parties, Implementing Bodies, and other service providers following the most time-effective procurement procedures.
- Make payments to implementing bodies and other service providers as required and upon approval of the Budget Review Group.
- Report on regular basis to the ExCo on the actual financial status and prepare the annual budget outlook on the basis of the draft work programme prepared by the Secretariat/OA and approved by the Budget Review Group.

3. Internal and External Communication and Outreach

As ISGAN is a Clean Energy Ministerial (CEM) initiative and works under the frameworks of the IEA, a number of reporting activities and administrative tasks have to be performed. These activities help to ensure consistency within the IEA and CEM and allow benefiting from synergies from the various activities of the IEA and its Technology Collaboration Programs and other CEM initiatives.

a. Basic internal and External communication and outreach:

- Communicate with member organizations such as the Global Smart Energy Federation (GSEF) and partners on ISGAN level to enhance outreach.
- Develop basic communication products such as ISGAN brochure, basic information package to new members, templates etc.
- Prepare the IEA ISGAN Annual report, and report(s) to the IEA EUWP.
- Maintain legal obligations and responsibility of the website including property rights.
- Coordinate and provide support to the management of internal documentation in the

member-only part of the ISGAN website.

- Produce the IEA ISGAN Newsletters.
- Communicate and disseminate ISGAN material to other IEA TCPs.

b. Website and external media communication:

- Maintain/develop website architecture and functionalities, including updates to the new version.
- Develop layout and content management including publication of new reports
- Maintain up-to-date ISGAN-related news items and media contacts.
- Create and manage ISGAN social media feeds (e.g. linked-in, facebook, twitter) and interactions.

c. Side events in relation to ExCo meetings:

- Coordinate convening external workshops, speaker invitations etc. in cooperation with the host country.
- Develop proceedings from external workshops in cooperation with the host country.
- Coordinate other side events such as inter-annex meetings back-to-back to ExCo meetings including minutes.

d. Specific support to ISGAN Annexes and working groups to promote consistency for external communications:

- Streamline and harmonize work and reporting from Annexes
- Provide and ensure quality and consistent messaging regarding IEA ISGAN activities.

Annex 2: Notice of acceptance of appointment model

[Please submit an electronic copy of this document to TCP.legal@iea.org.]

[Please do not send the paper copy.]

[LETTERHEAD]

Dr. Fatih Birol
Executive Director
International Energy Agency
9, rue de la Fédération
75739 Paris Cedex 15
France

[date]

Subject: Notice of Acceptance of Appointment as [Operating Agent/Secretariat]

Dear Dr. Birol,

I, [Full name of organization or individual], hereby accept the appointment as [Secretary] of the Technology Collaboration Programme on Smart Grids – “International Smart Grids Action Network “ (ISGAN) and agree to carry out the obligations and functions of the [Secretariat / Operating Agent] set out in the text of the Implementing Agreement For A Co-Operative Programme On Smart Grids (ISGAN).

As agreed by the Executive Committee, the appointment will be subject to the terms and conditions contained in the attached letter from Luciano Martini, Chair of the ISGAN Executive Committee, dated [date], including any attachments.

Sincerely,

[Name]

[Title]

[Full contact details]

cc. **[ExCo Chair and Vice Chairs]**