

**Request for Information (RFI)**  
**for**  
**Consultancy for Administration and Management Services**  
**from**  
**International Renewable Energy Agency**  
**(IRENA)**

## **1. Executive Summary**

IRENA, the International Renewable Energy Agency has been established to significantly increase the adoption of all forms of renewable energy throughout the world. To achieve this, IRENA will be a centre of excellence for renewable energy, acting as a facilitator and catalyst, providing expertise for practical applications and policies, offering support on all matters relating to renewable energy.

IRENA invites RFI from consultancy services providers in the market to present their profiles that is best suited to an international intergovernmental organization in the light of given requirements along with proposed methodologies, estimated time and cost.

## **2. Scope of Work**

IRENA is operating in the administration through procurement, HR, finance, travel and IT for more than 180 countries and is looking for an external firm to provide short term expertise with extensive knowledge in the above mentioned area to be supporting the agency in peak time or in emergency period for a short assignment.

## **3. RFI Requirements**

Structure of the submitted documents

RFI should include:

- Company brief and services comparing the given scope (Please clearly indicate your areas of expertise. The brief should be limited to 15 pages only.)
- Pricing estimate (according to the suggested structure indicated below)

## **4. Participation in the RFI**

Vendors/Companies/partners willing to participate should confirm to IRENA within 2 days of receiving the RFI their Intent to Respond. The submission of your information and any related details should be sent to the following email and the attention of Chief Procurement Officer:

Mr Luay Shalkhoub  
Chief Procurement Officer (CPO)  
IRENA,  
Email: [procurement@irena.org](mailto:procurement@irena.org)

## **5. RFI Schedule**

|   |  |
|---|--|
| May 3, 2015 (14:00 hrs, Abu Dhabi time) | Deadline for receiving the response to the RFI |
|---|--|

## 6. Liabilities of IRENA

This RFI is only a request for information about potential services and no contractual obligation on behalf of IRENA whatsoever shall arise from the RFI process.

This RFI does not commit IRENA to pay any cost incurred in the preparation or submission of any response to the RFI with no commitment toward the vendor in any aspects. Also, this request doesn't obligate IRENA to share any future RFP(s) on the same scope with the same vendor list for this RFI.

## 7. Confidentiality & RFI Ownership

This RFI is both confidential and proprietary to IRENA, and IRENA reserves the right to recall the RFI in its entirety or in part. Vendors cannot and agree that they will not duplicate, distribute or otherwise disseminate or make available this document or the information contained in it without the express written consent of IRENA.

Vendors shall not include or reference this RFI in any publicity without prior written approval from the client, which, if granted, shall be granted by the individual named above. All responses to the RFI will become the property of IRENA and will not be returned.

## 8. Application presentation

The responding organization might be invited for a presentation at IRENA Headquarters to demonstrate their capabilities.

## 9. Deliverables/ price estimation in AED (required as indication for estimates purposes and will be only assessed for internal use)

|   | Deliverable/ services  | Duration | Price |
|---|--|----------|-------|
| 1 | Consultancy services for finance and accounting experts not less than 5- year experience | 1 month  |       |
| 2 | Consultancy services for human resources experts not less than 5- year experience        | 1 month  |       |
| 3 | Consultancy services for procurement experts not less than 5- year experience            | 1 month  |       |

|   |   |         |  |
|---|---|---------|--|
| 4 | Consultancy services for travel experts not less than 5- year experience                                  | 1 month |  |
| 5 | Consultancy services for IT experts in Microsoft AX (ERP implementation) not less than 5- year experience | 1 month |  |

|   | Deliverable/ services   | Duration | Price |
|---|---|----------|-------|
| 1 | Consultancy services for finance and accounting experts not less than 5- year experience                  | 3 months |       |
| 2 | Consultancy services for human resources experts not less than 5- year experience                         | 3 months |       |
| 3 | Consultancy services for procurement experts not less than 5- year experience                             | 3 months |       |
| 4 | Consultancy services for travel experts not less than 5- year experience                                  | 3 months |       |
| 5 | Consultancy services for IT experts in Microsoft AX (ERP implementation) not less than 5- year experience | 3 months |       |

|   | Deliverable/ services   | Duration | Price |
|---|---|----------|-------|
| 1 | Consultancy services for finance and accounting experts not less than 5- year experience                  | 6 months |       |
| 2 | Consultancy services for human resources experts not less than 5- year experience                         | 6 months |       |
| 3 | Consultancy services for procurement experts not less than 5- year experience                             | 6 months |       |
| 4 | Consultancy services for travel experts not less than 5- year experience                                  | 6 months |       |
| 5 | Consultancy services for IT experts in Microsoft AX (ERP implementation) not less than 5- year experience | 6 months |       |

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