



REQUEST FOR QUOTATIONS (RFQ)

Title: Southeast Asia Operations Coordinator

SUMMARY OF PROCUREMENT

RMI is seeking an Operations Coordinator with exceptional organizational and communication skills to facilitate successful execution of all operations within the Southeast Asia Program team as part of RMI's Global South Program, enabling maximum impact and return on investment. The part-time Operations Coordinator plays a key role in ensuring that the knowledge developed by the program is effectively managed and communicated to relevant parties. The Operations Coordinator drives efficiency across operations and supports successful execution by monitoring and reporting on progress, resource usage, and performance to objectives. This individual also ensures project budgets and progress are reported to staff and funders, and that the program coordinates and collaborates with key stakeholders to drive change.

About RMI

RMI decarbonizes energy systems through rapid, market-based change in the world's most critical geographies to align with a 1.5°C future and address the climate crisis. We work with businesses, policymakers, communities, and other organizations to identify and scale energy system interventions that will cut greenhouse gas emissions at least 50% by 2030.

For nearly 40 years, RMI has utilized our unique techno-economic expertise and whole-systems thinking to both publish groundbreaking research and analysis. We bring together collaborations of rare reach, range, and expertise—creating unconventional partnerships and mobilizing action to drive change on the massive scale needed to combat the climate crisis.

About RMI's Southeast Asia Program

With an independent, objective, and fact-based approach, RMI's Southeast Asia Energy Team, working within the Global South Program, brings experience gained from engagements with regional governments and utilities to solve the toughest energy challenges. RMI is currently working with select country partners to catalyze a dramatic increase in access to affordable renewable energy and energy efficiency that will bring benefits to all national stakeholders.

Capturing the promise of the new energy economy requires a fundamental change in how governments, funding entities, and the private sector approach power sector development. We use our expertise in traditional, distributed energy systems and utility business models to create a robust technical and economic diagnostic that determines the costs and opportunities of existing and potential generation, transmission, and off-grid technologies.

The Southeast Asia Program's strategy revolves around three key intervention points; clean energy portfolios to displace fossil fuel investments, urban mobility strategies to improve congestion and



pollution, and engaging with corporate leaders for decarbonization. The Southeast Asia Program is currently focused on the following countries: Indonesia, Vietnam, the Philippines and Singapore, with plans of expanding to other countries in the region.

SCOPE OF WORK AND OUTPUT/DELIVERABLES

Budget and grant reporting assistance

- Work with Development and the program team to ensure coordination of key materials and all funding opportunities are up to date in Salesforce on a monthly basis
- Facilitate and manage the monitoring and reporting against all requirements in the program's grant and contract agreements
- Support grant management, tracking, and reporting in partnership with compliance manager, development officer, operations lead, and program leadership
- Ensure all project budgets and grant reports are in compliance with RMI or Donor's Procedures and Regulations and required confidentiality is maintained

People

- Support program team with full-cycle recruitment, including working with leadership to update and deliver on hiring targets and staff utilization
- Ensure that team members are participating in relevant trainings and utilizing their learning and development budgets
- Serve as point person for the program team on travel safety procedures and guidelines
- Support program team with general financial and admin matters (e.g., reimbursement)
- Provide administrative advice to program team regarding procurement, admin, and finance according to RMI regulation and policy

Internal (intra-Institute) coordination

- Serve as liaison between the program team and the Global South operations team, with a focus on efficiency and effectiveness
- Support operations with implementation of process improvements and RMI standards for program success
- Work with the Operations Manager on Global South to ensure consistent processes and tools are utilized across the program

Other/ miscellaneous

- Facilitate meetings
- Support building a strong team collaboration culture

Duration



The duration of this contract is from June 6, 2022 – December 6, 2022

GUIDELINES FOR QUOTATION SUBMISSION

Quotation Content

Tenderers should submit:

- A statement of interest that includes a description of how the above Requirements are met
- A CV
- Tenderer’s official name, address, and contact information
- Type of entity
- References
- Suggested Daily and/or Hourly Rate

<i>For RMI Procurement Lead to fill in:</i>				<i>For Tenderer to fill in:</i>	
<i>Line-item no.</i>	<i>Scope of Work as listed above</i>	<i>Unit</i>	<i>Quantity Required</i>	<i>Hourly Rate</i>	<i>Total Price Per Week</i>
1	<i>The part-time Operations Coordinator plays a key role in ensuring that the knowledge developed by the program is effectively managed and communicated to relevant parties. The Operations Coordinator drives efficiency across operations and supports successful execution by monitoring and reporting on progress, resource usage, and performance to objectives. This individual also ensures project budgets and progress are reported to staff and funders, and that the program coordinates and</i>	<i>Month</i>	6	\$	\$



	<i>collaborates with key stakeholders to drive change.</i>				
TOTAL MONTHLY RATE					\$

Quotations, including all supporting documents, should be written in English and financial information should be provided in USD. Supporting documents may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English.

RMI is aware that information contained in a quotation may indicate a tenderer’s current operations and may be confidential. Therefore, RMI requests that any confidential information in a quotation be clearly identified as such and RMI will treat it as confidential.

All materials submitted with a quotation become property of RMI. RMI will have the right to use all ideas or adaptations of the ideas contained in the quotation received subject to clearly identified confidential or proprietary limitations. Disqualification of any quotation does not restrict or eliminate this right.

RFQ Process & Timeline

Stage of Procurement	Date, Time, Time zone
RFQ released	April 8, 2022
Deadline for questions	April 22, 2022
Questions answered by RMI	April 29, 2022
Quotation submission deadline	May 6, 2022
Interviews with selected tenderers (if applicable)	May 16 - 27
Final tenderer selection	June 1, 2022

All questions about this RFQ must be received via electronic mail to the contact below. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

All quotations must be sent via electronic mail to the same contact listed below by **May 6, 2022 by end of day U.S. Mountain Time.**

Shelley Backstrom

Operations Manager

sbackstrom@rmi.org

When sending questions or submitting a quotation please use this electronic mail subject:

sbackstrom@rmi.org

Please note that it is the tenderer's responsibility to ensure that the quotation and all other required documents are received by the closing date at the email address specified above. Quotations received



after the time and date specified will not be reviewed or considered. Failure to provide any information requested in this RFQ may result in rejection for non-responsiveness.

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating quotations submitted in response to this RFQ.

- Proposals will be evaluated for all proposals that have met the minimum requirements
- Experience with similar projects and references
- Quotations and available capacity of tenderer
- Financial proposals will be evaluated after the quotations have been evaluated

Selection Process

No quotation development costs shall be charged to RMI. All expenses are to be borne by the tenderers. RMI may award to the tenderer offering best value without discussions. However, RMI reserves the right to seek tenderer clarifications and to negotiate with those tenderers deemed to be within a competitive range.

RMI may, at its discretion and without explanation to the prospective tenderers, choose to discontinue this RFQ without obligation to such prospective tenderers or make multiple awards under this RFQ. Procurement contracts will not be awarded to tenderers debarred by the U.S. government or named on restricted parties lists. Any quotation may be rejected in whole or in part for good cause when in the best interests of RMI.

A quotation will be selected based on the evaluation of the RFQ response, the interview results, any necessary vetting and due diligence, and the satisfactory outcome of financial negotiations. After the selected tenderer and RMI have entered into a contract for goods/services, RMI will notify the unsuccessful tenderers.

Any Tenderer who wishes to ascertain the grounds on which its quotation was not selected, should request explanation. The RMI procurement contact shall promptly provide in writing an explanation of why such quotation was not selected. Please note, if a tenderer requests a debriefing meeting, the Tenderer shall bear all their costs of attending such a debriefing meeting and the hourly rates of the RMI staff required for the meeting if significant expenses are incurred by RMI.