

# Quality Assurance Consultant - EESL Fan Program

CLASP is seeking a full-time consultant to provide technical assistance to EESL on quality assurance for energy efficient ceiling fans program.

**DUE: 30 July 2023 at 23:59 ET**    **QUESTIONS:** [sawasthy@clasp.ngo](mailto:sawasthy@clasp.ngo)

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## About CLASP

CLASP serves as the epicenter of collaborative, ambitious efforts to mitigate climate change and in the global movement for clean energy access, through appliance efficiency. Our mission is to improve the energy and environmental performance of the appliances & equipment we use every day, accelerating our transition to a more sustainable world. We work hand-in-hand with governments, experts, industry, consumers, donor organizations and others to propel policies and markets toward the highest quality, lowest resource-intensive appliances possible.

CLASP has worked in more than 100 countries since its inception in 1999. CLASP is headquartered in Washington, DC, with teams in China, Europe and the United Kingdom, India, Indonesia, and Kenya. We are [mission-driven](#) and committed to a culture of diversity, transparency, collaboration, and impactful work. See our [Team Page](#) to learn more about us.

## Background

CLASP plans to provide technical assistance and capacity-building support to [Energy Efficiency Services Limited \(EESL\)](#), on the Quality Assurance and Quality Control (QAQC) framework of their energy-efficient fans market transformation program.

The QAQC framework will ensure that the appliances procured under the program are compliant with the energy-efficiency requirements (and other quality parameters), thereby ensuring the program's credibility and helping to secure broader acceptance of the appliances delivered to the consumers.

## Timeline

**Project Timeframe:** September 2023—December 2024

**Deadline for Application:** 30 July 2023 at 23:59 ET

Application includes registering as a Consulting Partner and submitting the technical and financial proposals per the instructions below.

**Deadline for Questions:** 24 July 2023 at 23:59 ET

All questions must be addressed in English to Sumedha Awasthy at [sawasthy@clasp.ngo](mailto:sawasthy@clasp.ngo). We request all inquiries be made to this e-mail address and not by phone.

## Scope of Work

CLASP is looking for a full-time consultant to provide technical assistance to EESL on Quality Assurance and Quality Control (QAQC) of its energy efficient ceiling fans program.

**QAQC framework:** The consultant will review EESL's existing QAQC framework for the energy efficient ceiling fan program, identify gaps and provide recommendations for improvement. The consultant will also review tender documents of EESL for fans and provide technical inputs to incorporate additional QAQC requirements.

The consultant will also provide support to existing SoP for implementing the QA framework and will provide recommendations to further strengthen it.

The consultant will also formulate SOP for random inspection/pre dispatch inspections. It will provide a decision-making framework, define roles and responsibility and detailed process for every step of the procurement.

**Technical inputs for system information technology (IT):** The consultant will provide technical inputs to integrate QA related inputs for the IT system, so that implementation of QA becomes as automated to the extent possible. In addition, the consultant will provide EESL with technical assistance to help them understand how it can collate, compile, and analyze the data from the procurement, testing, and consumer feedback process to utilize them for informed decision making. The consultant will also review the existing QA practices and take suitable corrective measures for improvement to assist in informed decision-making.

**Training on QAQC:** The consultant will develop training modules and provide technical guidance on development of communication material on product quality and awareness.

## Key Milestones and Deliverables

The project will be conducted in close collaboration with CLASP team. In addition, the consultant is expected to participate in periodic update meetings/calls and provide timely and detailed responses to questions and comments from CLASP team members and EESL team related to this project. Deliverables include:

1. A comprehensive Quality Assurance Framework for EESL bulk procurement program of energy efficient ceiling fans
2. Standard operating procedure for ensuring an effective and robust QA system within the organization
3. Technical input to enable EESL establish a framework for data collection, management, validation and systematic analytics to inform decision making process
4. Develop training and awareness modules on QAQC

## Key Qualifications

- Proven experience in quality assurance and quality control in energy efficiency programs or similar fields.

- In-depth knowledge of energy efficiency standards and guidelines.
- Familiarity with the Indian energy sector and regulatory requirements.
- Strong analytical and problem-solving skills.
- Excellent communication and reporting abilities.
- Relevant certifications and qualifications would be an added advantage.
- Adequate experience in auditing as per ISO 9001 and preferably technically qualified personnel

## Location

The consultant will be based in EESL's Delhi office for at least 50 percent time.

## Submittal

### Register as a Consulting Partner

Interested parties must [register as a CLASP Consulting Partner](#).

### Submit Technical and Financial Proposals

Interested parties should submit separate technical and financial proposals electronically, in English, via this [form link](#) (preferably in PDF format). The files should be named as per the following example:

[CONTRACTOR\_NAME] \_Technical Proposal\_ RFP 2023-07-30

[CONTRACTOR\_NAME] \_Financial Proposal\_ RFP 2023-07-30

The length of the technical proposal should not exceed 20 pages and should include:

- Detailed approach and methodology for the design, implementation, and management of the project
- Detailed timeline for all project activities, tasks, milestones, and deliverables for the project within the time-frame indicated above
- Background and experience in conducting similar activities

The financial proposal (in USD) should include a detailed budget with all direct and indirect cost estimates for 5xecuting the project, including a breakdown (in days) of the level of effort and costs associated with each team member that will be engaged in the project.

CVs and related summaries of experience and qualifications of the consultant should be included in an Annex and should not exceed 10 pages.

## Optional At This Stage – Fill Out Pre-Qualification Questionnaire (PQQ)

All contractors must [fill out the PQQ](#) before working with CLASP. This can be voluntarily completed at the RFP stage but will be mandatory if a contract is awarded.

The PQQ is a thorough due diligence screening aimed at gathering legal and financial information on prospective partners/vendors. Contract awards are conditional upon passing the due diligence screening. Organizations that have already completed the PQQ do not need to complete it again unless the structure of the business has changed. If you are unsure, please email Andrea Testa ([atesta@clasp.ngo](mailto:atesta@clasp.ngo)) to determine next steps.

## Evaluation Procedure

A committee appointed by CLASP will evaluate proposals received. Selection of qualified companies or organizations will be based upon the following criteria:

- **Technical Evaluation Factors**
- **Financial Evaluation Factors**

All bids will be evaluated and ranked using Quality and Cost Based Selection (QCBS), with 80 percent of the score accorded to the technical proposal, and 20 percent to the financial proposal. The detailed evaluation criteria can be found in Annex A.

## ANNEX A: EVALUATION CRITERIA

**Technical Approach (40 points):** The technical approach described in the proposals will be evaluated on:

- The demonstrated understanding of the overall project context (20).
- The detailed work plan and approach clearly defining the target objectives and the strategy to achieve the objectives as outlined in the scope of work (20).

**Qualification (25 points):** The professional qualifications and the extent to which the requisite expertise and experience of the consultant will directly contribute to the completion of the tasks (25).

**Past Performance and Experience (15 points):** The experience and capacities of the contractor will be evaluated based on:

- The past performance, familiarity, and experience in conducting similar assignments (15).

**Cost Evaluation Factors (20 points):** While the overall Technical Evaluation is the key factor in reviewing the proposal, the cost evaluation will be an essential factor in determining the final contract award and ability to remain in the competitive range and will be evaluated for feasibility, completeness, and practicality.

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CLASP looks forward to reviewing your responses and would like to thank you in advance for your participation in this Request for Proposals. CLASP will notify all respondents who submit proposals when a decision has been made.

*CLASP is an equal opportunity employer that celebrates diversity and are committed to creating an inclusive environment for all employees. CLASP's goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. CLASP complies with all federal, state and local employment law in the countries we operate and is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, gender identity or expression, pregnancy, disability, political affiliation, personal appearance, family responsibilities, matriculation, genetic information, military or protected veteran status, credit information or any other characteristic protected under federal, state or local law.*

*Each person is evaluated based on personal skill and merit. CLASP's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational and recreational programs.*