

La Casa de la Universidad de California en México, A.C.

Casa de la
Universidad de California
en México

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<http://casa.universityofcalifornia.edu>

PROJECT MANAGEMENT CONSULTANT

La Casa de la Universidad de California en Mexico, A.C., is seeking to identify and select a consultant to provide project management support.

If interested in the Project Management Consultant, please forward, before December 15, your materials to Anaid Linares anaid.linaresrojas@ucr.edu.

SUMMARY

ABOUT CASA DE LA UNIVERSIDAD de CALIFORNIA EN MEXICO

Owned by the University of California (UC), and managed by La Casa de la Universidad de California en Mexico, A.C. (Civil Association), and serves as the host of Alianza UCMX's Mexico City Office. Casa de California will be the work location for the Project Management Consultant.

The University of California (UC) has a long history of strong partnerships and innovative, collaborative efforts with Mexico. The creation of Alianza UCMX in 2019 was achieved by integrating three preexisting UC system-wide programs: the UC Institute for Mexico and the United States (UC MEXUS), the UC-Mexico Initiative, and La Casa de la Universidad de California en México, A.C. (Casa de California). UC Riverside (UCR) serves as the host campus for Alianza UCMX. Alianza UCMX collaborates from Casa de California, located in Chimalistac, Mexico City.

Alianza UCMX is uniquely positioned to foster collaborations between the UC and its Mexican partners to solve problems and seize opportunities in the California-Mexico agenda. Alianza does so by supporting a bilateral approach to basic and applied research as well as two-way mobility of students and professors between California and Mexico. Alianza engages with its academic partners, the private and public sectors, to support the development of a bilateral workforce that serves both Mexico and California and responds to emerging industries' demands in a knowledge-based economy.

Reporting to Research Engagement Coordinator, Casa de California is looking for an organized and detail-oriented Project Management Consultant to assist with management of UC Alianza MX's "Electrification of Transport: Challenges and Opportunities for the US-Mexico Transportation Industry" project.

SECTION 1- SCOPE OF SERVICES

- Coordinate binational teams involved in the "Electrification of Transport: Challenges and Opportunities for the US-Mexico Transportation Industry," including private and public sector, academia, and civil society from Mexico and The United States. Coordinate preplanning meetings to fully scope each project's goals and deliverables.
- Following the Logical Framework approach, support the development and implementation of the "Electrification of Transport: Challenges and Opportunities for the US-Mexico Transportation Industry" project, and define the project structure of such and timeline with deliverables.
- In collaboration with the UC Alianza MX team, manage project risks and provide solutions for problems that may arise.
- Application of principles from multiple disciplines, including but not limited to scientific research, outreach and external relations, strategic planning, program development.
- Periodic reviews to make sure the project is on track with set timelines and deliverables

Jointly with UC Alianza Mx team, ensure the scope and schedule of the project activities are achievable within the given timeframe.

- Develop and review a range of technical reports.
- Coordinate, schedule and follow up appropriate meetings, deliverables achievement, budget and costs the project's stakeholders.
- If needed, organize work sessions and meetings for the project team members of to clarify the project's objective and methodology.
- Coordinate with Chief Operating Officer that proper management of procedures/policies are followed. Organize meetings to present projects progress and updating documentation on a consistent basis to the Director of Alianza UCMX.

Qualifications:

- Master's Degree or equivalent (management, international relations, international cooperation, MBA)
- Experience in large Project Management, preferably in the automotive industry, energy sector, infrastructure, and natural resources.
- Substantial experience working in the administration of academic and professional programs, particularly joint international research programs.

- Bilingual (Spanish & English) Team management experience and collaboration, between actors from different sectors.
- Good interpersonal skills and experience in networking with partners at all levels (Higher Education Institutions, Research Centers, Ministries, federal and local government, private sector, NGOs, and local community-based organizations)
- Demonstrated ability to identify problems and craft solutions within outlined policies and procedures
- Effective communication skills in written, oral, and electronic modes, including strong presentation skills

SECTION 2- CONTRACT DETAILS

This will be a new, six-month, fixed price contract, with a possibility for a six- month extension. Casa de California stakeholders include: Casa de California and Alianza UCMX staff, private sector and government representatives both in Mexico and the United States

SECTION 3 - PROPOSAL SUBMISSION INSTRUCTIONS

3.1 OVERVIEW

- The purpose of this Request for Proposals to obtain information as complete as possible to enable Casa de California (Casa) in partnership with Alianza UCMX to determine which consultant is best able to meet all stated requirements of this RFP. Any statements made by prospective consultants must be complete and accurate. Omission, inaccuracy, or misstatement may be sufficient cause for rejection of your proposal.

3.2 SCHEDULE

- Advertisement & RFP issued to Consultants: December 3rd, 2021
- Proposals due to La Casa de la Universidad de California en Mexico, A.C.: December 15th, 2021
- Notifications to Finalists (Top 3): December 18th, 2021
- Presentation by shortlisted consultants: December 20th, 2021
- Consultant Selection: December 21st, 2021
- Start date: January 3rd, 2022

3.3 APPLICATION REQUIREMENTS

- Each Prospective Consultant shall submit a proposal electronically to Anaid Linares, anaid.linaresrojas@ucr.edu, to include the following attachments:

Attachment A- Capability Statement and Minimum Qualifications (includes cover letter, and work samples, references, and/or client list)

a. Capability Statement -- The purpose of the Capability Statement is to illustrate the consultant's unique capabilities that set them apart from all other consultants. Prospective consultants should describe their characteristics, experiences, and any additional relevant information that demonstrate their skills and abilities that would contribute to their success as a consultant.

b. Minimum Qualifications -- Casa, in its sole discretion, reserves the right to determine if a Consultant meets the minimum eligibility standards, determine whether a proposal is responsive, and select a consultant that best serves its objectives.

Attachment C- Cost Proposal (please outline in pesos and US dollars), payment to the consultant (s) will be made in pesos.

Attachment D- Reference (2 required) contact information only

All materials must be emailed to Anaid Linares, anaid.linaresrojas@ucr.edu.

SECTION4 – PROPOSAL EVALUATION AND TIMELINE

5.1 AWARD

1. Any Agreements resulting from this RFP will be awarded to the most responsive and responsible Consultant whose Proposal, in the opinion of Casa de California (Casa), offers the greatest benefit when considering the total value, including, but not limited to, the quality of the Services, and total cost. A responsive Proposer is one whose offer satisfies the Requirements of this RFP. A responsible Proposer is one that is considered capable of performing and is otherwise eligible and qualified to perform in the manner stated in this RFP.

2. Proposals will be evaluated by Casa de California (Casa) using a Best Value Evaluation Methodology which is defined as the most advantageous balance of price, quality, service, and performance. The Evaluators will examine each Proposal to determine, through the application of uniform criteria, the ability of each Proposer to meet specifications.

3. Casa de California (Casa) may request additional information either from the Proposer or others, utilize site visits, Proposer presentations, and make any other investigations as it deems necessary to verify the Proposer's qualifications and ability to successfully meet the requirements of this RFP. Casa de California (Casa) also reserves the right to obtain reports, or similar independent reports for further indications of the Proposer's ability.

4. Casa de California (Casa) reserves the right to reject any proposal in which the information submitted fails to satisfy Casa de California and/or the Proposer is unable to provide the information or documentation within the period requested. Any submitted proposal that fails to

comply with the requirements of this RFP will be considered non-responsive and will not be evaluated or eligible for award of any subsequent contract.

5. Any contract awarded pursuant to this RFP will include the requirements and specifications in the RFP, as well as the contents of the proposal response as accepted by Casa de California and will be in writing.

Casa de California selection may be made based on the initial proposals or may elect to negotiate with Proposers selected as finalists. Casa de California reserves the right to negotiate the modification of proposed prices and/or terms and conditions with the Proposer offering the best value to Casa de California prior to the execution of an Agreement. Casa de California reserves the right to withdraw this RFP at any time.

5.2 CANCELLATION OF THE RFP

At any time during the RFP process, Casa reserves the right to reject any or all responses to this RFP, cancel the RFP, amend the RFP, and to waive non-material irregularities in any response received.

5.4 PROPOSAL VALIDITY PERIOD

All Proposals shall remain available for Casa de California acceptance for a minimum of ninety (90) days following the RFP closing date.