



Austrian
Development Agency

Call for Applicants: Terms of Reference

Assistance for the development of a feasibility study and project document for the East African Centre on Renewable Energy and Energy Efficiency (EACREEE)

1. Country/ Region

East African Community (Burundi, Kenya, Rwanda, Tanzania, Uganda)

2. Background

The United Nations Industrial Development Organization (UNIDO) and the Austrian Development Agency (ADA) are assisting the East African Community (EAC) in the establishment of the East African Centre for Renewable Energy and Energy Efficiency (EACREEE). The creation of a regional RE&EE promotion agency responds to the difficult energy situation in the EAC countries which are facing the challenges of energy access, energy security and climate change mitigation simultaneously. The lack of access to modern, affordable and reliable energy services is interrelated with a variety of economic, social, environmental and political challenges. At this background the EAC Sectoral Council on Energy has asked the EAC Secretariat to study the model of the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE) and to expedite the establishment of a similar centre in the East African region. To facilitate the preparatory process the partners are seeking support from an experienced international energy consultant. The works of the consultant will be based on the prepared concept note attached to this TORs.

3. Objectives

The objectives of the assignment are:

- conduct a **RE&EE baseline report and feasibility study** on the establishment of the EACREEE and possible technical and institutional design options
- contribute to the organisation of a **regional inception meeting and a validation meeting** to review and validate the draft feasibility study
- finalize the feasibility study and develop a **detailed project document on the preparatory and first operational phase (2014 to 2018)** of the Centre by using the UNIDO project document templates.

4. Scope of Work

4.1 Phase 1: Inception Phase - Task 1-4

Task 1: Preparation of the draft inception report

Task 2: Preparation of a questionnaire on the possible functions, added value and design of the Centre to be sent to key RE&EE stakeholders in the region

Task 3: Support the organization and execution of the inception meeting with the EAC (workshops will be financed by donor partners) Secretariat and the EAC Partner Countries

Task 4: Final inception report

4.2 Phase 2: Implementation Phase – Task 5-7

Task 5: Elaboration of draft feasibility study based on the concept note and inputs from the EAC countries. The study will focus particularly on the following activities and aspects:

A. Technical Program

- 1.1. Prepare a **baseline report on the EAC energy sector in general and particularly the RE&EE market segments and trends**. The baseline will especially reflect on the following aspects: possible contribution of RE&EE to solve the rural and urban energy challenges of the region, feasible technical and economic RE&EE potentials, existing regional/national policies, technical capacities of various market enablers, existing installations, investment trends, business environment, RE technology costs and competitiveness in comparison to conventional alternatives either grid-connected or decentralised, existing RE&EE barriers;
- 1.2. Undertake a **mapping of the most important public and private RE&EE stakeholders** and analyse them according to their interests, positioning and possible roles in the EACREEE initiative. Elaborate a **matrix of planned, ongoing and completed RE&EE programs and projects** in the region and draw links to the role, mandate and activities of EACREEE. Approach the East African Power Pool (EAPP), the Sectoral Council on Energy, the EAC Secretariat, the EAC countries and key donors in the sector for their inputs; identify possible fields of cooperation and synergies with planned or ongoing initiatives (e.g. GEF, EU, IFIs, EEP, GIZ); request for input from other relevant institutions within the EAC Region and outside (e.g. SE4ALL Initiative, ECREEE, UN, IRENA);
- 1.3. Identify barriers for the dissemination and usage of RE&EE technologies and services and define key **areas of intervention where the EACREEE can create impact and added value in the short- and long-term view** (e.g. policy, regulation, capacity development, knowledge management and investment promotion). Define the comparative advantage of the Centre and specify the fields in which the Centre should not work.
- 1.4. Develop a list of **recommended short-term and mid-term activities for the initial annual work plans of the Centre**. Propose a cost estimate for each of the activities for the first operational phase of the Centre (2014 to 2018).

B. Institutional set-up and scope of mandate

- 1.5. **Propose different options for a feasible and effective design of the Centre** by considering the principles ownership, effectiveness, efficiency, impact and sustainability. Review and consider the lessons learned of the ECREEE model and the UNIDO Cleaner Production Centres.
- 1.6. Propose **different options for an effective institutional and legal set-up of the Centre and its integration into the EAC decision-making processes** (e.g. Secretariat, Energy Department, Sectoral Council, RE working group). Explain advantages and disadvantages of each proposal.
- 1.7. Scope the mandate and **role of the Centre concerning ongoing EAC energy programs**. Discuss with the EAC Secretariat which of the activities in EAC Development Strategy (2011 to 2016) will be coordinated by Centre (e.g. Regional Strategy on Scaling-up Access to Modern Energy Services, Master Plans on Renewable Energy and Energy Conservation, standards and labeling initiative, creation of a regional renewable energy and energy efficiency association) and how the cooperation with institutions such as the East Africa Power Pool (EAPP) will be structured. Define the division of labour between the Centre and other institutions or the private sector in the region (what should the Centre do and what others are doing better).
- 1.8. Review the **readiness of individual countries to host the Centre** in close cooperation with the EAC Secretariat and the core partners. Prepare TORs for the selection of the host country by considering criteria such as country ownership (e.g. co-funding), political stability, logistical costs (e.g. travel), political commitment regarding RE&EE and already existing leadership and capacities. Develop the TORs for the Executive Director of the Centre.

C. Budget requirements and resources mobilization

- 1.9. Elaborate an **indicative budget for the preparatory phase (6 months)** and for the **first operational phase of the Centre (2014 to 2018)**. The latter includes running costs (e.g. office, staff, equipment) and operational costs (activity budget)
- 1.10. Identify development partners with interest to support the operational phase of the Centre.
- 1.11. Review modalities of support that EAC offers to specialised institutions like the proposed Centre and propose options that would be applicable to the case of the proposed Centre.
- 1.12. Propose modalities for mobilising financial support from EAC member states to the proposed Centre.
- 1.13. Propose revenue generation alternatives that the proposed Centre may engage in to mobilise finance for their activities

Task 6: Support in the organization of a **regional validation workshop with EAC stakeholders** and collect their inputs (workshops will be financed by donor partners)

Task 7: Finalization of feasibility study and elaboration of a detailed project document by using the UNIDO templates and standards

5. Deliverables and indicative time schedule

The consultant will be required to deliver the **following project outputs in accordance with the time schedule:**

•	Item	Final Inception report - incl. table of content of baseline report and feasibility study as well as proposed changes to the scope of work made in the inception meeting (take minutes of the meeting)	08.02.2013
•	Item	Final RE&EE Baseline report incl. filled questionnaires and proposed changes by EAC-SEC or the partners (if any)	25.02.2013
•	Item	Final Feasibility Study incl. proposed changes requested by the EAC countries in the validation workshop (take minutes of the meeting) and table of content of project document	22.03.2013
•	Item	Final EAC-UNIDO-ADA Project Document incl. proposed changes requested by the EAC Secretariat or the partners (if any)	26.04.2013

In addition, the consultant will be required to deliver the following to the partners:

•	Item	Final report to be submitted	25.04.2013
•	Item	High-resolution photographs (min. 2 MB, at least ten) – that illustrate the undertaken activities. The consultants will cede all appertaining rights to unlimited use of the respective pictures to the EAC and its partners.	25.04.2013

6. Expected work inputs

The required level of input is estimated to be **50 person-days within the timeframe of January 2013 to end of April 2013**. The balance between home based and field work will depend on the composition of the offered consultancy team (local staff available or travel required).

Phase 1	Desk Work	<i>5 person-days</i>
	Field Work (inception meeting in EAC country)	<i>3 person-days</i>
Phase 2	Desk Work	<i>32 person-days</i>
	Field Work (validation meeting, country visits if not been covered by local staff)	<i>10 person-days</i>
Total		<i>50 person-days</i>

7. Coordination and Reporting

The experts/consultants will report to the Preparatory team located at the EAC Secretariat, ADA and UNIDO (see concept note). During the assignment, the consultant will work and coordinate closely with the relevant ministries/authorities in the EAC countries. All documentation is to be provided in English.

8. Qualification and Evaluation Criteria

<u>QUALIFICATION REQUIREMENTS</u>	<u>EVALUATION CRITEREA</u>
<p><u>Profile of Consultant/Team</u></p> <p>The consultant/team is expected to have the following profile:</p> <ul style="list-style-type: none"> • Company, institution or individual consultant • Team demonstrates strong academic background in energy technologies, energy policy and/or energy economics; the lead consultant(s) obtain at least a Master degree in energy economics, engineering, or renewable energy technologies; • Track-record of at least ten years of public consulting experience in renewable energy and/or energy efficiency particularly with regard to policy development and sector planning; • Track-record of a minimum of seven years of work experience in the energy sector in the EAC region; sufficient knowledge on the local RE&EE sector is demonstrated. The involvement of experts from the EAC region is a precondition for companies and institutions. • Previous involvement of the team in complex assignments with a similar scope and focus; • Ability to coordinate an inter-disciplinary team and manage complex assignments in a multi-cultural setting; • Strong problem solving, communication, research and analytical writing skills; • At least fluency in English (French is an added value) <p><u>FORMAL AND LEGAL REQUIREMENTS</u></p> <ul style="list-style-type: none"> • In case the applicant is a company - Certificate of Incorporation (also of subcontractors): The applicant shall be registered as a legal entity authorized to enter into contracts for provision of services and goods. As a proof, the applicant provides a copy of the Certificate of Incorporation or other documents setting forth the legal basis of the company. 	<p>The best offer will be determined as follows:</p> <p><u>80% Quality of technical part</u></p> <ul style="list-style-type: none"> - Qualification of consultant/team (20%); - Quality and quantity of track-record of work experience in RE&EE public consulting particularly in the EAC region (20%); - Quality of proposed methodology: shows clear understanding of all technical aspects related to services requested. It provides a plan and gives an outlook on the provided solutions to achieve the set objectives and meet all the requirements; the involvement of local EAC expertise is clearly shown; (40%) <p><u>20% Financial part</u></p> <p>For the evaluation of the best financial offer the following costs will be considered:</p> <ol style="list-style-type: none"> a. Personnel Costs: budget table according to the expert diagram (showing the individual daily fees of the experts in Euro; inclusive of all duties; excl. VAT.). b. Travel costs according to the suggested methodology c. Other costs (telephone, printing etc.) <p><i>The financial evaluation of bids will be done according to the formula $Sf = 20 \times Fm/F$ (SF financial score = offer with lowest price/offer of price under consideration).</i></p> <p>The financiers reserve the right to verify the information provided by the applicant independently.</p>

<ul style="list-style-type: none"> • Licenses/Authorizations/Quality-Standards: The applicant shall provide a copy of relevant licenses and/or authorizations, where applicable, enabling the company to perform the required services/work required; include quality standards if applied; <p><u>QUALITY OF SERVICES</u></p> <ul style="list-style-type: none"> • The applicant shall provide information that the required services and solutions meet international quality standards and, if yes, exactly which standards; <p><u>FINANCIAL REQUIREMENTS</u></p> <p>The applicant has to prove <u>stable and sufficient source of finance</u> to implement the activities.</p> <p><u>MANAGEMENT REQUIREMENTS</u></p> <p>The company has <u>sufficient management capacity</u> to implement the projects:</p> <ol style="list-style-type: none"> a. Statement of Contractor's and Subcontractor's facilities, resources and staff available for this contract; b. Adequacy of management organization and plan; 	
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9. Application Procedure

Applicants shall submit their written technical and financial proposals in English in electronic form at latest by 09 January 2013 to info@eacreee.org. The application will be forwarded to the Austrian Development Agency (ADA) and the United Nations Industrial Development Organization (UNIDO). The electronic application contains the following documents:

- Technical proposal (including proposed approach and methodology, work plan, detailed CVs of experts, copies of university degrees, certifications, licenses as well as proven track record of implemented assignments).
- Financial proposal (includes a detailed work-time-expert-diagram indicating daily rates for individual team members). The estimated value is about 48.000 € (excl. VAT).
- Copies of certificate of incorporation (or other legal document) and other licenses.

We would like to underline that this is not an invitation to participate in the framework of a formal tender procedure, but only a request for submission of a free of charge offer. The submission of the offer does not constitute any grounds for a legal claim regarding the conclusion of a service contract.

10. Attachments

- EAC-UNIDO Concept Note on the EACREEE