

Invitation for Bid



Sustainable Energy for All invites bidders for the procurement of consultancy services to develop Integrated Energy and COVID-19 Vaccine Distribution Plans for Nigeria and Sierra Leone

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1. Background

There is broad recognition in the development community that integrated energy planning is key to achieving universal access, and that geospatial modelling provides a low-cost, dynamic and data-driven means of energy prioritization and planning. With the overall goal of helping to deliver universal energy access, Sustainable Energy for All (SEforALL) has prioritized the development of Integrated Energy Plans as one of its key pillars in its new Business Plan. Together with partners, SEforALL is working to 'set the standard' for what a best-in-class Integrated Energy Plan should be and is working with governments to showcase, learn from, and commission, best-in-class Integrated Energy Plans. With the emergence of COVID-19, SEforALL is also exploring ways in which data and analytics can inform countries' responses to COVID-19, particularly around the cold chain and logistics necessary to deliver a vaccine to their populations.

Under the auspices of its Integrated Energy Planning initiative, SEforALL invites proposals from qualified bidders (individual organizations or consortiums – herein referred to as 'Offeror') to help develop Integrated Energy and COVID-19 Vaccine Distribution Plans for the governments of Nigeria and Sierra Leone.

2. Instructions to Bidders

2.1 Scope of Work

The Scope of Work (SoW) for this assignment includes 2 lots:

- LOT #1: Nigeria
- LOT #2: Sierra Leone

The SoW for both lots are similar but do contain important differences. Please refer to the accompanying Annexes 1 and 2 for further details about each lot.

SEforALL is inviting proposals that cover both lots; bids for an individual lot will not be considered.

2.2 Eligibility

Offerors may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding contract with SEforALL.

An Offeror shall not have an undisclosed conflict of interest. An Offeror shall be considered to have a conflict of interest if:

- An Offeror has a close business or family relationship with a SEforALL personnel who: (1) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (2) would be involved in the implementation or supervision of such contract.
- An Offeror is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by SEforALL to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process.
- An Offeror has an interest in other Offerors, including when they have common ownership and/or management. Offerors shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Offeror is

involved. This includes situations where a firm is the Offeror in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid.

Offerors must disclose any actual or potential conflict of interest in writing and will be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to a representative of SEforALL's Administrative Board.

2.3 Evaluation Criteria

To evaluate a proposal, SEforALL will only use the methodologies and criteria defined in this request for proposals.

A two-stage procedure will be used in evaluating the proposals, with evaluation of the Technical Proposal being completed prior to any Financial Proposal being opened and compared. An Offeror may obtain up to 70 points for its Technical Proposal and 30 points for its Financial Proposal.

Technical Proposal

The Technical Proposal is evaluated on the basis of how well the applicant complies with 'Section 3. Qualifications and Experience Requirements' and in accordance with the technical criteria points specified above.

Each proposal will be given a technical score. A Technical Proposal shall be deemed not substantially compliant at this stage if it does not achieve an average technical score of at least 60 points.

Financial Proposal

Financial Proposals will only be opened for the Offerors that meet the minimum technical threshold. The maximum number of points will be allocated to the lowest price Financial Proposal. Financial Proposals from other offerors will receive points in reverse proportion according to the following formula:

Points for the Financial Proposal being evaluated =

$$\frac{[\text{Maximum number of points for the Financial Proposal}] \times [\text{Lowest price}]}{[\text{Price of proposal being evaluated}]}$$

Example: Maximum number of Financial Proposal points is 30 points. Offeror A's price is the lowest at \$10.00. Offeror A receives 30 points. Offeror B's price is \$20.00.

Offeror B receives $(\$10.00/\$20.00) \times 30 = 15$ points

After completion of the evaluation but prior to award, SEforALL shall conduct background checks/due diligence on the Offeror recommended for award, to confirm the Offeror meets the criteria set forth in this tender or as appropriate to the nature of the procurement process and to reject an Offeror on the basis of such findings.

2.3 Schedule of Bidding Process

Bid Submittal Deadline: Bid submittals will be accepted no later than Monday **January 25, 2021 by 17:00 Central European Time, Vienna, Austria**. Technical and Financial Proposals should be emailed to: procurement@seforall.org.

SEforALL will be hosting a pre-bid conference Zoom call, on **Thursday January 7th, 2021 at 16:00 CET Vienna, Austria**. The Project Manager for this assignment will provide participants with an overview of the assignment and answer any questions you may have. If you would like to join the call, please send a request to procurement@seforall.org by Wednesday, January 6, 2021 to receive the meeting invitation and details.

If you are not able to participate in the pre-bid conference call, and are interested in submitting a proposal, please reply to **procurement@seforall.org** with a short email expressing your interest also **by January 7th, 2021**.

SEforALL has access to a presentation summarizing the least-cost electrification plan carried out in Nigeria in 2019. This can be provided to Offerors, subject to signing a non-disclosure agreement. Please send an email to procurement@seforall.org to request a copy of this presentation.

Award and contract are anticipated for early/mid Feb. 2021. The anticipated contract expiration date is September 31, 2021.

3. Qualifications and Experience Requirements

3.1 Organization/Consortium Requirements

An organization or consortium wishing to apply should include, in their submission, information to demonstrate:

- Knowledge of Nigeria's and/or Sierra Leone's energy sector, particularly related to electrification and clean cooking, including key public and private stakeholders and ongoing and relevant initiatives.
- Experience in assisting governments with national energy planning, including energy modeling and data analytics. In particular, the applicant should provide information on:
 - 3 geospatial, least-cost energy plans in either Africa or Asia that they have worked on over the last 8 years.
 - Their familiarity with any geospatial modeling or planning previously carried in Nigeria or Sierra Leone.
- Experience in providing advisory services in the field of healthcare. As part of this track record, the Organization/Consortium should expand on:
 - Their experience working in Africa or Asia, including experience serving key health agencies or national health initiatives; and
 - Expertise and experience in health system strengthening and immunization supply-chains, including cold chains and logistics.
- Experience working in the field of energy efficiency, including knowledge of technology standards for refrigeration.
- Understanding of the refrigerant transition envisioned in the Kigali Amendment to the Montreal Protocol.
- Experience in producing and disseminating high-quality reports and presentations.

- Experience in building the capacity of stakeholders in the energy sectors, especially public sector actors.
- Presence or demonstrated capacity to work in Nigeria and/or in Sierra Leone or have one or two of the key proposed staff based in Nigeria and/or in Sierra Leone.
- Experience working with the United Nations or other similar international organizations, and their understanding of sustainable development goals and SEforALL's mandate and goals.

3.2 Key Personnel

The project shall be carried out by a team consisting of a minimum of:

- One (1) **Team Leader** with:
 - A master's degree, or higher, in a relevant field (e.g. Business Administration, International Relations, Political Science, Energy).
 - 15+ years of professional experience in an area or areas related to this assignment.
 - 7+ years of senior-level, project management experience. This should include experience overseeing complex, multi-faceted projects.
 - Experience working with government clients and UN agencies or international development organizations.
 - An excellent ability to write in clear, concise, accessible English.
- One (1) **Geospatial Modeling Expert** with:
 - A university degree, or higher; preferably in a field relevant of this assignment.
 - 8+ years of professional experience in geospatial analysis/modeling and data analytics. This should include experience with GIS-based, energy modeling and planning, specifically in Africa or Asia.
- One (1) **Off-grid Electrification Expert** with:
 - A master's degree, or higher, in a relevant field (e.g. Energy, Engineering, International Relations, Economics).
 - 5+ years of professional experience in and a deep knowledge of the energy industry, particularly in electrification and the off-grid sector.
- One (1) **Clean Cooking Expert** with:
 - A master's degree, or higher, in a relevant field (e.g. Energy, Engineering, International Relations, Economics).
 - 5+ years of professional experience in and deep knowledge of the energy industry, particularly in fuels and technologies relevant to expanding clean cooking access (e.g. LPG).
- One (1) **Energy Efficiency and Cooling Expert** with:
 - A master's degree, or higher, in a relevant field (e.g. Engineering, energy, economics)
 - Deep knowledge of and experience in energy efficiency, particularly in cooling and cooling technology.
 - Experience with medical cold chains is preferred.
- One (1) **Public Health Expert** with:
 - A master's degree, or higher, in a relevant field (e.g. Public Health).
 - 10+ years of professional experience in public health, including on immunization programs and vaccine cold chain logistics.

For all key personnel, demonstrated experience working in Nigeria and/or Sierra Leone is highly preferred. These key personnel are expected to be supported by project management staff as well as in-country staff to assist with data collection. The submission should provide details on the staff to match against the requirements above. Include complete CV history with time periods for proposed staff (CV format can vary).

SEforALL recognizes the importance of gender and diversity. We are committed to being a valuable member of the communities in which we live and operate. Diversity in our supplier base is an important part of that commitment. Therefore, the proposed staff above should include a well-balanced gender and diverse staff.

4. Requested Information

4.1 Format for Proposals

Proposals can be submitted using your own format, however the submission must include:

- **Technical Proposal** (save the file document as '2020-144 [Organizations Name] Technical')
 - Your Organization/Consortium's understanding of the assignment. The Organization/Consortium may propose improvements to the Terms of Reference (ToR). Such proposals, if accepted, will be formally incorporated in the final ToR.
 - Brief background about the organization(s) involved in the proposal.
 - Organizational capabilities and relevant experience, with reference to the Organizational/Consortium requirements listed above, including reference projects from previous successful projects.
 - Project workplan and approach, including your proposed methodology, timeframe and detailed workplan. Differences in approach and workplan from one lot/country to another should be clearly explained.
 - Management plan, including information about your proposed team (key personnel w/ CVs) and roles of partners, where applicable. Please note the staff structure above.
 - Please note in your proposal commitment to sustainability, documented evidence of the organization's commitment to improving its own environmental performance. This may include policies, initiatives, environmental management systems, sustainability reports and outcomes from these activities. Items may be included via link.
- **Financial Proposal** (save the file document as '2020-144 [Organizations Name] Financial')
 - The budget must cover all expenses. Travel should be separately identified (see Section 4.2 for additional information about travel)
 - Provide a financial cost proposal (DOE) for each LOT individually and for both LOTs combined. Within each of these financial cost proposals, costs should be itemized by the deliverables referenced in 'Section 7. Deliverables'.
 - Staff costs should be itemized according to the following categories:
Personnel (name / position / daily rate / estimate level of effort - # days)
 - Costs should be in EURO/USD. Include any taxes/VAT that are applicable.
 - See section 4.3 for sample financial proposals.

Please submit two separate pdfs: one for the technical proposal, the other for the financial proposal.

4.2 Travel

Travel may form a part of this assignment. **If travel is required, reimbursable travel costs are the costs related to and directly arising from consultant(s) duty travel for this assignment.**

Duty travel is defined as travel which is requested as part of the performance of services under the Contract. Duty travel is usually from the duty station (office or home location) to the place of mission and return to the duty station.

SEforALL agrees to reimburse the Consultant(s) for reasonable and customary travel expenses including taxi fare, most direct and economy-fare plane tickets, lodging incurred by the Consultant(s) while performing Services for SEforALL. The arrangements will be included in the contract.

The offers should separately identify the duty travel costs in their financial proposals, in particular due to the current uncertainty regarding the possibility of travelling.

4.3 Financial Proposal Sample

Team Member	Title	Role	Daily Rate	Days	Total Cost USD or EURO
Other Expenses (Please list)					
Travel					
Subcontractor/Suppliers					
Total Cost					

Deliverable Cost Schedule S.		Total Personnel Costs	Travel	Subcontractor & Suppliers	Other	Total Price
No.	Description					
1						
2						
3						
4						
5						
6						
7						
8						
9						
Grand Total						

5. Project Management

5.1 Engagement with SEforALL

The selected Organization/Consortium will report to and maintain close contact with a designated SEforALL contact throughout the assignment who will facilitate access to documentation, relevant SEforALL staff and other partners, as needed. In support of the assignment, SEforALL will make available to the Organization/Consortium the following staff:

- **Senior Leadership** (e.g. CEO, Chief of Staff, Program Lead) will provide periodic assistance (several days a month) on strategy, governance and facilitating introductions to relevant stakeholders.
- **Program Staff** (e.g. subject matter experts) from across SEforALL's various teams will provide more regular support in helping gather data, pressure test assumptions and provide technical feedback.

The selected Organization/Consortium will participate in periodic calls as required by SEforALL and present status reports on its approach, findings, research and data challenges and next steps.

5.2 Engagement with Other Key Stakeholders

The Organization/Consortium is expected to work with SEforALL and a range of different institutions to carry out this assignment. In Nigeria, collaboration will likely include the Nigerian Rural Electrification Agency, the office of the Vice-President, the Ministry of Power, and the Ministry of Petroleum Resources, as well as several other public and private sector stakeholders. In Sierra Leone collaboration will likely include the Ministry of Energy as well as several other public and private stakeholders.

To aid project implementation, the Organization/Consortium is expected to help establish and manage two project groups in each country:

- **Steering Committee:** Comprised of key project stakeholders (e.g. SEforALL, government agencies, donors), this group will be tasked with providing strategic guidance and advice to the project's implementation.
- **Technical Working Group:** Comprised of experts from fields relevant to this assignment (e.g. data/modeling, cooking, health/COVID), this group will serve as a sounding board for more technical issues and challenges as they come up.

6. Timeline

Within two weeks of contract commencement, the selected Organization/Consortium is expected to submit an inception report that outlines its proposed approach and methodology for both countries. Following submission of the inception report, a virtual kick-off meeting with SEforALL and other project partners will be held to review, discuss and accept the inception report, modified as necessary at SEforALL's discretion.

The Organization/Consortium is expected to complete the entire assignment within **30 weeks** (or roughly 7 months).

7. Deliverables

Deliverables	Expected Delivery Date
LOT 1: Nigeria	
1. Inception report (incl. detailed methodology and approach)	Within 2 weeks of contract start date Target date: March 1, 2021
2. Report on Electrification Planning (incl. least-cost optimization between different electrification approaches and a scenario analysis)	Within 8 weeks of contract start date Target date: April 12, 2021
3. Report on COVID Vaccine Rollout Planning (incl. energy needs assessment, health facilities prioritization, least-cost assessment and decision-making optimization)	Within 10 weeks of contract start date Target date: April 26, 2021
4. Report on Clean Cooking Planning (incl. baseline determination, cost modelling and scenario analysis)	Within 12 weeks of contract start date Target date: May 10, 2021
5. Datasets (incl. metadata, collection methods, and information around licensing of datasets; in an accessible and sharable format)	Within 12 weeks of contract start date Target date: May 10, 2021
6. Data Visualization Platform (final version, at least one beta version should be released before for stakeholders to evaluate and provide feedback)	Within 18 weeks of contract start date Target date: June 21, 2021
7. Delivery of Training module (incl. a list of participants and a training curriculum)	Within 20 weeks of contract start date Target date: July 5, 2021
8. Dissemination Workshops for key stakeholders (e.g. govt, private sector actors)	Within 20 weeks of contract start date Target date: July 5, 2021
9. Summary Report of project outcomes and lessons learned*	Within 30 weeks of contract start date Target date: Sept. 13, 2021
LOT2: Sierra Leone	
10. Inception report (incl. detailed methodology and approach)	Within 2 weeks of contract start date Target date: March 1, 2021
11. Report on Electrification Planning (incl. least-cost optimization between different electrification approaches and a scenario analysis)	Within 16 weeks of contract start date Target date: June 7, 2021
12. Report on COVID Vaccine Rollout Planning (incl. energy needs assessment, health facilities prioritization, least-cost assessment and decision-making optimization)	Within 18 weeks of contract start date Target date: June 21, 2021
13. Report on Clean Cooking Planning (incl. baseline determination, cost modelling and scenario analysis)	Within 20 weeks of contract start date Target date: July 5, 2021
14. Datasets (incl. metadata, collection methods, and information around licensing of datasets; in an accessible and sharable format)	Within 20 weeks of contract start date Target date: July 5, 2021
15. Data Visualization Platform (final version, at least one beta version should be released before for stakeholders to evaluate and provide feedback)	Within 26 weeks of contract start date Target date: Aug. 16, 2021
16. Delivery of Training module (incl. a list of participants and a training curriculum)	Within 28 weeks of contract start date Target date: Aug. 30, 2021

17. Dissemination Workshops for key stakeholders (e.g. govt, private sector actors)	Within 28 weeks of contract start date Target date: Aug. 30, 2021
18. Summary Report of project outcomes and lessons learned*	Within 30 weeks of contract start date Target date: Sept. 13, 2021

* Deliverables 9 & 18 should take the form a single report incorporating outcomes and lessons from both Nigeria and Sierra Leone.

All written outputs and datasets provided by the Organization/Consortium must follow the SEforALL Report, Style and Branding Guidelines, which will be provided to the Organization/Consortium at the project commencement date. These guidelines will specify elements such as required formatting of text, visuals and data that the consultant is obliged to follow. The guidelines will be shared with awarded vendor during the contract phase stage.

The Organization/Consortium shall identify any licensing costs over time (inclusive of maintenance of the visualization tool / user interface) and include in the submission the costs for an initial one-year period.

8. Schedule of Payments

25% upon successful and satisfactory completion of deliverable 1 & 10 - March 2021

25% upon successful and satisfactory completion of deliverables 2-6 - June 2021

25% upon successful and satisfactory completion of deliverables 7-8 & 11-13 - July 2021

25% upon successful and satisfactory completion of deliverables 9 & 14-18 - Sept. 2021

The supplier should send an invoice to SEforALL. The invoice shall include the contract number, date of delivery, unit price and total amount. SEforALL will process the payments within 30 days of receipt of the invoice.