

Invitation for Bid



Sustainable Energy for All invites Consulting Services Cooling for All Evaluation 2021

Pre-bid Conference Call:

**Tuesday, Feb. 23rd, 2021 14:00-15:00 Central Europe Time
(CET), Vienna, Austria**

Bid Submittal Deadline:

**Monday March 8th by 17:00 Central European Time, Vienna,
Austria.**

1. Objective

The purpose of the Cooling for All evaluation is to generate learning from a retrospective assessment of what's worked well, and what's been more challenging for the programme from 2017 to 2020, including key learning. Evidence generated from the evaluation will be mapped to SEforALL's Theory of Change to track Cooling for All's contributions to outcomes. The evaluation will also consolidate learning from Phase 1 and 2 (as outlined in section 4 below) to ensure Cooling for All's results contribute to effective implementation of SEforALL's 3.0 2021 – 2023 Business Plan.

2. Instructions to Bidders

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:

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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.

Offeror 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 proposal, 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 Proposal will only be opened for the Offeror that meet the minimum technical threshold. The maximum number of points will be allocated to the lowest price Financial Proposal.

Points for the Financial Proposal being evaluated =

[Maximum number of points for the Financial Proposal] x [Lowest price] [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

Pre-Bid Meeting Conference Call: SEforALL will host a pre-bid conference call to explain the details of the solicitation documents to interested bidders and answer any clarification questions regarding the assignment, scheduled for **Tuesday, Feb. 23rd, 2021 14:00-15:00 PM Central Europe Time (CET)**. Please send an email to procurement@seforall.org to receive the zoom details for the pre-bid conference call.

Bid Submittal Deadline: Bid submittals will be accepted no later than **Monday March 8th by 17:00 Central European Time, Vienna, Austria**. Technical and Financial Proposals should be emailed to: procurement@seforall.org.

Award and contract are anticipated for March. 2021.

3. Qualifications and Experience Requirements

It is expected this evaluation will require a team of at least two people. The requirements set out below apply to the evaluation team leader. Other team members may have relevant but less experience.

- Lead Evaluator - Masters level post-graduate qualification in evaluation, social sciences, international relations, political science, development studies, economics, energy, engineering or climate science. Other relevant qualifications may also be considered along with significant relevant experience.
- 10 years demonstrated relevant experience in monitoring and evaluation, including experience in undertaking evaluation of advocacy and influencing initiatives, partnerships, innovation and systems change, programme design and implementation.
- Knowledge and experience of evaluations in the energy sector
- Demonstrated experience of programme evaluation at an international level, including qualitative and quantitative methods.
- Language skills: high level of competency in both written and spoken English
- A demonstrated track record of conducting evaluations in the international development space with professionalism, integrity, respect and impartiality when drawing conclusions and interacting with all key stakeholders.

Desirable Skills and Experience:

- Demonstrated experience working in clean energy market development in Africa and Asia; knowledge and understanding of these markets including factors such as barriers to implementation, policy and regulatory environments, access to finance, political will and support, etc.
- Recent experience of working with the UN system, multilateral organisations and donors.
- Experience in evaluating programmes led by international organizations similar to SEforALL.
- Language skills: competency in a second language in addition to English.
- Demonstrated experience delivering substantive evaluations in the energy sector.

Proposals will be assessed using the following criteria:

- Relevant evaluation skills, knowledge and experience of the individuals in the evaluation team.
- Vendor's prior experience in successfully undertaking evaluations of similar nature and scope.
- Evaluation design including the rationale for choice of approach and methods.
- A work approach that's likely to be effective in the current COVID-19 environment.
- Project management and stakeholder engagement experience.
- Limitations /risk identification and mitigation for the evaluation.

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 '2021-005 [Organizations Name] Technical')

- Your Organization's understanding of the assignment.
- Brief background about the organization(s) involved in the proposal.
- Organizational capabilities and relevant experience, 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 '2021-005 [Organizations Name] Financial')

- The budget must cover all expenses. Travel should be separately identified (see Section 4.2 for additional information about travel)
- 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

Due to COVID-19 restrictions, no travel is expected for this assignment. All meetings will be conducted via teleconference.

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

Schedule of Payments

Payment Schedule:

Deliverable	Percentage	Date
Inception Report	25%	2 April 2021
Draft Evaluation Report	25%	17 May 2021
Final Evaluation Report	25%	25 June 2021
Evaluation Presentation	50%	7 July 2021

The consultant should send invoices to SEforALL at procurement@seforall.org. The invoice shall include the contract number, date of delivery, unit price and total amount. SEforALL will process payment within 30 days of receipt of the invoice.