

Invitation for Bid



Sustainable Energy for All invites Consulting Services Energizing Finance: Taking the Pulse 2021 - Assessment of Market Needs

**Bid Deadline: Friday March 26, 2021
by 17:00 Central European Time, Vienna, Austria.**

Updated: March 12, 2021

1. Objective

Identify the volume and types of capital required by:

- a) Energy enterprises (including private, public, and non-profit enterprises) to deliver reliable, affordable, and modern decentralised (off-grid) energy goods and services (Tiers 1-3 of the MTF for electricity and Tier 2-5 of clean cooking, respectively); and
- b) By consumers to afford such good and services.

The analysis should include a critical assessment of the availability of public and private finance in a select number of HICs, to be agreed in consultation with SEforALL.

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:

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.

An 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. **Topic: Pre-Bid Meeting Conference Call- Energizing Finance Taking the Pulse: Friday, March 19, 2021 15:00-16:00 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 **Friday March 26, 2021 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. The anticipated contract expiration date is Feb. 28, 2022.

3. Qualifications and Experience Requirements

The organization should have the minimum requirements:

The organization must have a minimum of 10 years experience in international development, including specific experience in the off-grid energy access market, with both electricity and clean cooking solutions.

Proven expertise in producing rigorous market and financial analyses of energy access issues in low-income countries and emerging markets.

A minimum of 5 years experience in delivering high quality, independent research reports, on time and within budget.

A good understanding of SEforALL, its mandate and goals.

Direct experience working with UN agencies and/or the World Bank Group will be considered an advantage.

Consultant Lead/Project Lead Requirements:

Minimum 8 years experience in leading a team of consultants in delivering high-quality, independent multi-country research reports.

Education qualifications of at least Master's level in economics, business, finance, law, public policy or a related discipline.

Minimum 5 years experience working with and understanding the operations of clean energy enterprises—their business models and finance needs – specifically those in early stages of development.

Minimum 5 years experience in the development and application of methodologies and strategic frameworks for innovative research initiatives.

Experience in designing and implementing multi-country, multi-stakeholder questionnaires and interviews.

A deep understanding of contextual issues around energy sector planning, socio-economic data and the role of development finance and civil society organizations.

Sound experience working across multiple time zones and with multiple stakeholders.

Additional consultant(s)

Each proposed additional team member must have minimum of:

Minimum 5 years experience in research and drafting of high-quality research reports.

Education qualifications of at least Master's level in economics, business, finance, law, public policy or a related discipline.

Minimum 5 years experience working with and understanding the operations of clean energy enterprises—their business models and finance needs – specifically those in early stages of development.

Minimum 5 years experience in the development and application of methodologies and strategic frameworks for innovative research initiatives.

Experience in designing and implementing multi- country, multi-stakeholder questionnaires and interviews.

A deep understanding of contextual issues around energy sector planning, socio-economic data and the role of development finance and civil society organizations.

Sound experience working across multiple time zones and with multiple stakeholders.

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 '2021-007 [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 '2021-007 [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

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

Schedule of Payments

1. 25% upon approval of the Inception Report
2. 25% upon receipt and approval of status report
3. 25% upon receipt and approval of first draft report
4. 25% upon receipt and approval of final report

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.