



Terms of Reference (TOR)

For the development of regional project proposals to promote decarbonization and climate resilience in Central Africa.

UNIDO Project Title:

“First operational phase of the Centre for Renewable Energy and Energy Efficiency for Central Africa (ID 200138)”

24 May 2023

1. GENERAL BACKGROUND INFORMATION

Central Africa is a region with abundant and varied renewable energy sources including solar, wind, hydropower, geothermal, biomass, and other conventional energy sources. Paradoxically, it is also the region with the lowest average access rate to energy in Africa, negatively affecting regional socio-economic development.

To address these issues, the revised treaty establishing the Economic Community of Central African States (ECCAS), particularly its protocol encouraging cooperation between Member States within the energy field, is leveraged. Further, ECCAS with the assistance of the United Nations Industrial Development Organization (UNIDO), conducted feasibility studies relating to establishing and operationalizing the Centre for Renewable Energy and Energy Efficiency for Central Africa (CEREEAC).

The Energy Ministers adopted the establishment of CEREEAC on June 8, 2021. Decision No. 04/CEEAC/CCEG/XIX/21 of the 19th Conference of Heads of State and Government held in Brazzaville on 30 July 2021, formally established the Centre. Following a selection process, Angola was designated as the host country for the CEREEAC Secretariat.

On December 08, 2021, ECCAS, in partnership with UNIDO and IRENA, organized a virtual round table of donors, with a view to mobilizing funds needed for the start-up and operation of CEREEAC. Multiple partners have expressed interest in supporting the center and the deployment of renewables in Central Africa. Notably, the International Organization of Francophonie (abbreviated as OIF in French), through its subsidiary body, the Institute of Francophonie for Sustainable Development (abbreviated as IFDD in French), has committed to supporting the development of renewables in Central Africa and funding this assignment.

Currently, UNIDO is providing technical support to the operationalization of CEREEAC (hosted in Angola). CEREEAC was inaugurated on 10th March 2023 with consensus and full support from all ECCAS member states. The Centre will serve to promote renewables and energy efficiency and to create an integrated and inclusive ECCAS market for related products and services within the region. CEREEAC will also benefit from cross-cutting collaboration with other regional centres of the Global Network of Regional Sustainable Energy Centers (GN-SEC), which is coordinated by UNIDO.

2. PROJECT CONTEXT

To strengthen the technical portfolio of the CEREEAC and to foster project-based partnerships within the region, UNIDO is seeking flexible consulting support for the development of regional project

concepts and documents, to be submitted to multilateral donors for approval, with a primary focus on the Green Climate Fund (GCF), the European Union (EU) and the Adaptation Fund (AF).¹

The proposals are expected to incorporate adaptation and mitigation approaches, and energy-water-climate change nexus. Gender, food systems, climate resiliency, and adaptive measures are important crosscutting thematic areas of these proposals. This work will require extensive consultations with local regional/national stakeholders, particularly in the Congo Basin and Central African countries.

Relevant thematic project themes may include: institutional capacity building, distributed renewable energy systems and rural mini-grids, investment promotion for renewable energy, storage and smart grid infrastructure, organic waste to energy and nature-based energy solutions, industrial energy efficiency, climate resiliency and adaptation measures, energy data, energy planning and infrastructure, and power systems, as well as clean tech entrepreneurship, innovation and cluster building. Besides these, the potential bidders are welcome to suggest complementary themes that have the due relevance and impact for the beneficiaries and for the donors' approval.

3. THE SCOPE OF THE PROPOSED CONTRACTED SERVICES, DELIVERABLES

The contracted services will be requested by UNIDO over a nine (9) months period. Before commencing specific assignment tasks, the UNIDO project team and the contractor will agree on the required scope of the work package. The detailed work scope is described in the table below.

TASKS	DELIVERABLES	ENVISAGED WORKING DAYS	LOCATION	TENTATIVE PAYMENT SCHEDULE
1. Inception meeting and work plan	UNIDO and the contractor will agree on a work plan, proposed concepts themes and potential project development activities. The short work plan shall include a work-time diagram indicating the milestones of the assignment. The approved work plan will guide the implementation of the assignment.	2	Virtual, with the presence of regional stakeholders, and UNIDO	20% upon approval of the inception report and detailed work plan
2. Development of project concepts in line with donor requirements	The contractor will develop three (3) quality project concept notes as follows: A. One adaptation concept and two mitigation concepts - (two of the three concepts should be regional RE&EE interventions. At least one of the concepts should be targeting a regional GCF related readiness project intervention). B. In line with the donor requirements (i.e. GCF, EU, AF etc.) and their respective templates, develop standard concept notes (max. 10 A4 pages, font-size 10). C. Each concept must be backed by a PPT slide deck, which can be used as an elevator pitch for counterparts or donors.	16	Virtual	20% upon approval of the project concept notes

¹ In addition to these, the potential bidders are welcome to suggest relevant multilateral financing mechanisms and/or bilateral donors, which could be interested in financing the project proposal(s).

	The documents will be provided by the contractor fully edited, designed (incl. graphs, charts or other infographics) and ready to be published in English.			
3. Development of project documents in line with donor requirements	<p>A. Based on the concept notes, working with the UNIDO Project team, the contractor will expand on preparing one (1) full-size funding proposal (incl. results framework and indicators, assessments, inputs of missions) in line with multilateral donor requirements (e.g. GCF, AF, EU) and their respective project development cycle templates.</p> <p>For the full-size funding proposal, the contractor should also consider the development of an Environmental and Social Management Plan (ESMP) and the Gender Assessment and Gender Action Plan.</p> <p>B. The project document will be backed by a PPT slide deck, which can be used as a pitch for counterparts, donors or potential validation meetings. The documents will be provided by the contractor fully edited, designed (incl. infographics) and ready to be published in English;</p>	60	Virtual	50% upon approval of the full-size project funding proposal documents quality
4. Physical stakeholder consultations	<p>Estimated two (2) missions to Central Africa conducting stakeholder consultations (cost item includes flights, accommodation and working days DSA). Alternatively, the contractor can deploy a team member in the field to attain accurate information and visits to targeted countries and the Centre (CEREEAC), based in Luanda (Angola).</p> <p>If travel missions are not undertaken, UNIDO and the contractor will decide and earmark the time and resources for deskwork.</p>	12	Required visit to the Congo Basin and other target ECCAS Countries	10% upon provision of travel successive reports
Estimated Total		90 days		100%

4. GENERAL TIME SCHEDULE

The activities under this contract shall be completed within a period of nine (9) months from the effectiveness of the contract. The proposed plan for implementation of activities and deliverables:

Deliverables	Months								
	1	2	3	4	5	6	7	8	9
Deliverable 1: Inception report and work plan.									
Deliverable 2: Three (3) project concepts, concepts in line with donor requirements.									
Deliverable 3: One full-fledged project proposal document and related assessment annexes.									

Deliverable 4: Mission reports.

All documents will be provided by the contractor fully edited, designed (incl. graphs) and ready to be published in English. In addition, the contractor will be required to deliver the following:

- Item **High-resolution photographs (min. 3 MB, at least 20)** – that illustrate the undertaken activities (e.g. showcasing relevant meetings with stakeholders, energy infrastructure or project sites). The consultants will cede all appertaining rights to unlimited use of the respective pictures to UNIDO and CEREEAC.
- Item **All used raw files and calculation sheets** in editable form (e.g. xls). All files need to be handed over and become property of UNIDO and CEREEAC. Collected data will be distributed through the regional energy information system.

5. COORDINATION AND REPORTING

The contractor will report to the UNIDO Project Manager and his team in the UNIDO Headquarters (Vienna) and will closely coordinate with the centre (CEREEAC) representatives and local stakeholders, as required. The PM and the project team will support the project development efforts of the contractor.

6. PERSONNEL IN THE FIELD

While the presence of personnel in the Central Africa is not mandatory for this assignment, having a member of the team stationed within the region will be considered an advantage. Accordingly, the bidders have to clearly state in their financial and technical proposals the specific tasks and related working days, both for the personnel in the field and home based.

7. LANGUAGE REQUIREMENTS

The working languages for this assignment will be French and English. Portuguese proficiency of at least one team member will be required for project development involving the lusophone countries in the region.

8. AVAILABLE BUDGET

The available all-inclusive budget for this assignment is Euro 80,000.00 (eighty thousand Euros).

9. QUALIFICATION, EVALUATION AND LANGUAGE CRITERIA

Received bids need to comply with, and will be evaluated according to the following criteria:

MINIMUM ELIGIBILITY REQUIREMENTS		VALUE	SCORE
1	Registered consulting company, institution, or consortia with seven 7 years of experience in the area of international renewable energy, energy efficiency, or climate change consulting (please provide a copy of the Certificate of Incorporation, if it is company).	Yes	qualify
		No	does not qualify
2	Immediate availability of the contractor; ability to implement the assignment despite potential COVID-19 travel restrictions, or crisis-related travel restrictions.	Yes	qualify
		No	does not qualify
3	Financial Strength of the company. Please provide the completed and signed <u>UNIDO Financial Statement Form</u> . Profitability Profit Margin Ratio or Return on Assets Ratio should be preferably positive.	Yes	qualify
		No	does not qualify

	<p>Solvency A solvency ratio should be preferably more than one (1).</p> <p>In case of negative profit margin ratio or solvency, UNIDO may request additional documents and/or adapt payment terms and conditions.</p> <p>Turnover The average annual turnover for the past three (3) years (or for the period of time the bidder has been in business, if it has not yet reached three (3) years) should be at least 1 time more than anticipated value of the contract.</p>		
4	Completed and signed Statement of Confirmation (Annex 1 to the TOR).	Yes	qualify
		No	does not qualify
5	Completeness of the technical and separate financial offer (e.g. CVs, track record, legal and financial documents, all-in price incl. all taxes).	Yes	qualify
		No	does not qualify
CRITERIA FOR THE QUALITY ASSESSMENT OF TECHNICAL OFFERS		VALUE	SCORE
1	<p>More than fifteen (15) years of accumulated work experience with the project team and quality track record of assignments and work experience on sustainable energy covering climate mitigation and adaptation issues, especially in Sub-Saharan Africa; at least one team member needs to be proficient in French.</p> <p>The Team Leader holds at least a master's degree in energy engineering, or energy finance, and demonstrates at least seven (7) years of international consulting experience in renewable energy and energy efficiency; The work-time diagram reflects the substantial involvement of the Team Leader in the assignment. The Team Leader needs to demonstrate relevant experience with similar complex assignments in Sub-Saharan Africa. The work-time diagram reflects the substantial involvement of the Team Leader.</p>	good	20
		regular	10
		poor	0
2	Full proficiency in English, French and Portuguese is required within the team; at least one team member (preferably the team leader) is proficient in either English, or French and Portuguese.	good	10
		regular	5
		poor	0
3	Record of accomplishment and work experience of the proposed project team (not only of the company) in energy and climate change projects in the Sub-Saharan Africa is a requirement. The employment of local expert(s) in Central Africa, in line with local consultancy rates, is a comparative advantage.	good	20
		regular	10
		poor	0
4	Quality and coherence of the overall technical offer, proposed methodology, and efficiency of the proposed team set-up and execution modality. Technical offers shall reflect the analytical capacity of the project team and avoid just a repetition of the text in the TOR); the technical offers shall demonstrate the ability of	good	20
		regular	10
		poor	0

	the team to draft bankable concepts/proposals cohering with agreed key donor requirements (i.e. GCF, EU, AF) and priority thematic niches in the ECCAS region.		
5	Provided track record of at least five (5) developed projects, needs assessment studies and technical reports of the project team on relevant clean energy or climate projects and provided track-record of the project team regarding renewable energy and energy efficiency (e.g. investment projects in sustainable energy, climate resilience, etc.).	good	10
		regular	5
		poor	0
6	A minimum of five (5) years of relevant experience and record of accomplishment of developed project concepts and documents, in line with international donor requirements. Successful experience with the preparation and submission of project proposals to the GCF, AF and EU is an asset. Experience with the development of regional projects is a strong comparative advantage.	good	20
		regular	10
		poor	0
MAXIMUM SCORE			100

In accordance with UNIDO procurement rules the technically acceptable bid with the most competitive (all-inclusive) price will be awarded. Only technical proposals with a quality score of 70 or more, while a minimum score for each technical evaluation criterion is no less than the respective regular point (5 or 10 depending on the items), will qualify for the commercial evaluation. UNIDO reserves the right to request additional information from bidders if necessary.

10. APPLICATION PROCEDURE

Interested and qualified bidders shall submit their written proposals in English:

- **Technical Proposal** (including proposed approach and methodology, work and activity plan, detailed CVs of experts, copies of university degrees, certifications, licenses as well as a proven track record of implemented assignments);
- **Financial Proposal** in EUR including all costs and taxes; offers without clearly stating the all-in price will be rejected;
- Documents demonstrating the quality of the track record of the project team with regard to relevant previous assignments and project documents.

Bidders are requested to submit their proposals by registering on the UNIDO e-procurement portal (<https://procurement.unido.org/>). In case of difficulties, please contact the UNIDO Help Desk at procurement@unido.org.

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Further Information

- <https://www.unido.org/>
- <https://ceeac-eccas.org/en/>
- <https://www.francophonie.org/>
- www.gn-sec.net/
- www.cereecac.org/



Annex 1:



STATEMENT OF CONFIRMATION

On behalf of (insert name of company or organization): _____, I hereby attest and confirm that the company/organization:

- a) Possesses the legal status and capacity to enter into legally binding contracts with UNIDO for the supply of equipment, supplies, services or work.
- b) Is not insolvent, in receivership, bankrupt or being wound up, and not under administration by a Court or Judicial Officer, and that it is not subject to the suspension of its business or legal proceedings for any of the foregoing reasons.
- c) Has fulfilled all its obligations to pay taxes and social security contributions.
- d) Has not, and that its Directors and Officers have not, within the last five years been convicted of any criminal offence related to professional conduct or the making of false statements or misrepresentations as to their capacity or qualifications to enter into a procurement or supply contract.
- e) Pursues zero tolerance policy to all forms of corruption, including extortion and bribery.
- f) That UNIDO, in the event that any of the foregoing should occur at a later time, will be duly informed thereof, and in any event, will have the right to disqualify the company/institution from any further participation in its procurement proceedings.
- g) That UNIDO shall have the right to disqualify the company/institution from participation in any further procurement proceedings, if it offers, gives or agrees to give, directly or indirectly, to any current or former staff member of UNIDO a gratuity in any form, an offer of employment or any other thing of service or value, as an inducement with respect to an act or a decision of, or a procedure followed by UNIDO in connection with a procurement proceeding.
- h) Does not have any conflict of interest such as the following:
 - i. None of the bidder's key personnel is associated - financial, family, employment wise - with concerned UNIDO officials, UNIDO experts/consultants recruited under the relevant project;
 - ii. no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the offer, have been given, received, or promised in connection with the subject ITB;
 - iii. company/organization and/or its affiliates did not participate in the preparation of the concerned procurement process, its design or the bidding documents, including, but not limited to, the technical specifications, terms of reference, and the scope of works, being subsequently used by UNIDO;
 - iv. the company/organization directly or indirectly controls, is controlled by or is under common control with another bidder;
 - v. receives or has received any direct or indirect subsidy from another bidder;
 - vi. has the same legal representative as another bidder;
 - vii. has a relationship with another bidder, directly or through common third parties (except declared sub-contractors), that puts it in a position to influence the bid of another bidder, or influence the decisions of UNIDO regarding the bidding process;



- viii. submits more than one bid in the bidding process, for example, on its own and separately as a joint venture partner (except as declared sub-contractor) with another bidder. A bidder's submission of more than one bid (except as declared sub-contractor) will result in the disqualification of all bids in which such bidder is involved; or
- i) The company/organization is not debarred from business with the United Nations and other organizations;
- j) Abides by the terms of the UNIDO Policy on Exclusion (DGB/2021/15)² from Funding and represents and warrants that the company/organization is not and has not been the subject of any of the exclusion criteria stated in said Policy.

Name (print): _____

Signature: _____

Title/Position: _____

Place (City and Country): _____

Date:

² Link to UNIDO Policy on Exclusion (DGB/2021/15): https://www.unido.org/sites/default/files/files/2021-12/DGB_UNIDO_Policy_on_Exclusion_from_Funding_0.pdf