

TERMS OF REFERENCE

ICLEI Africa

ICLEI Africa seeks to appoint a professional clean cooking service provider to conduct a Feasibility Assessment and draft a Pilot Project Implementation Plan for clean cooking solutions in Susan's Bay, Freetown, Sierra Leone.

TOR advertised: 20th December 2021

Bids due: Monday 10th January 2022 (12:00 SAST)

Bids and technical inquiries can be sent to Carine Buma (enact.africa@iclei.org)

with Azizat Gbadegesin (Azizat.gbadegesin@iclei.org) in copy.

Please indicate interest to submit a bid and any queries by 24th December 2021, so responses to queries may be shared with all bidders. Bids will still be accepted if interest is not indicated, however bidders must accept that they may not receive responses to questions from other bidders.

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference (ToR). If you have not heard from us within 3 months after the closing date please take it that you were not successful.

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ICLEI – Local Governments for Sustainability (ICLEI) is a global network of more than 2500 local and regional governments committed to sustainable urban development. Active in 120+ countries, ICLEI influences sustainability policy and drives local action for low emission, nature-based, equitable, resilient and circular development.

This Terms of Reference (ToR) relates to appointing a clean cooking service provider to conduct a Feasibility Assessment and draft a Pilot Project Implementation Plan for clean cooking solutions in Susan’s Bay, Freetown, Sierra Leone.

1. PROJECT BACKGROUND

The lack of access to modern forms of energy inhibits the growth of economies in urban centres, especially in informal settlements where energy access is often the lowest. There is a strong case that energy access is not resolved by creating connections alone, but that the quality of the service and delivery methods are also key in creating impact for the end-user. Decentralised, modern and clean energy solutions can open new pathways for energy access in often marginalised areas such as urban informal settlements and slums.

The Enabling African Cities for Transformative Energy Access (ENACT) Project, funded by the Foreign Commonwealth and Development Office (FCDO) of the UK government, is part of its Transforming Energy Access (TEA) programme. [ICLEI Africa](#) has been appointed, through [Carbon Trust](#) as the lead implementing partner and is working with [Energy 4 Impact](#), in two project cities: Kampala (Uganda) and Freetown (Sierra Leone).

The ENACT project aims to create an enabling environment to improve energy access in Africa’s urban areas, with a focus on the urban poor living in informal settlements, by introducing market-led interventions for improved energy access. The project aim, inter alia, is to foster public private partnerships and, through funding to private energy service providers, enable the testing and implementation of financing and business models for improved delivery of sustainable energy services – for clean cooking and energy access – to households and microenterprises living and operating in informal settlements within the two project cities.

The ENACT project has set up funding and it is anticipated that this intervention will open a market for energy Micro, Small and Medium Enterprises (eMSMEs) to deliver good quality, reliable and affordable energy products and services to unserved and underserved urban poor populations. This will in turn improve energy access for local communities, leading to improved health, and social-economic wellbeing.

The funding for this ToR will support the service provider (company or consortium) to conduct a study towards a concrete project that will implement locally viable, innovative, replicable and scalable interventions that will contribute to the core project objectives which include improving access to, and reliability of affordable clean cooking solutions for a large number of households and micro-enterprises based in Susan's Bay, Freetown and/or surrounding settlements over the span of the project. We also expect to maximise the potential for on-the-ground job creation, ideally with a preference for women owned and/or managed business partners, as well as:

- 1) Leverage marketing activities to raise awareness of the benefits of using clean cooking products and services for household and business activities;
- 2) Strengthen partnerships between local governments, informal settlement communities, and the private sector in the design, implementation and monitoring of improved clean cooking access interventions in informal settlements and slums; and
- 3) Empower women in informal settlements and slums who are engaged in productive energy use activities and/ or involved in the clean cooking supply and delivery chain.

The ENACT project is planned across the following two phases in accordance with approved project funding:

- Phase 1 (January 2022 – April 2022): Feasibility Assessment and Pilot Project Implementation Report
- Phase 2 (Post April 2022): Implementation (Funding Dependent)

2. AIM OF THIS ASSIGNMENT

ICLEI Africa seeks between one (1) and three (3) suitably qualified and experienced service providers, preferably based in Africa, and/or having experience of working within African informal settlements, to **undertake an initial feasibility assessment and draft a pilot project implementation plan to support the development of clean cooking solutions** in Susan's Bay, Freetown, Sierra Leone.

3. KEY TASKS

The key tasks and expected deliverables related to this terms of reference (ToR) are presented below.

3.1. Inception Meeting and Inception Report

The successful service provider is expected to take part in a one (1) hour inception meeting with the ENACT team to discuss the assignment. The inception meeting will take the form of an online meeting via Zoom or a similar platform. During the course of the inception meeting, ICLEI Africa, Energy 4 Impact and the service provider will discuss and confirm the requirements and scope of works for the assignment. The service provider will also be offered the opportunity to ask any questions before commencing with the feasibility assessment and pilot project implementation plan.

Following the inception meeting, the service provider is expected to develop an inception report, which includes a detailed methodology to complete the assignment within the timeline agreed upon in the inception meeting. Specifically, the inception report should, at the very minimum, detail the following:

- A brief description and outline of the methodology related to the feasibility assessment.
- A brief description of the tasks/milestones and an outline of the deliverables expected per milestone.
- A timeline of all the activities per task/milestone required for the feasibility study.
- Details of the roles of the key members of the company's team or consortium who will be involved per Phase 1 and Phase 2.
- Key risks and mitigation measures, including COVID-19 considerations.

Key Deliverables:

- **Deliverable 1: Attendance at Inception Meeting**
- **Deliverable 2: Detailed Inception Report**

3.2. Conduct Feasibility Study

The feasibility study aims to provide relevant and recent information on the clean cooking sector in Susan's Bay, which will lead to the implementation of suitable interventions that will contribute to the core project objectives of improving access to affordable and reliable clean cooking solutions. The needs assessment, economic and financial analysis, cost effectiveness and sustainability of the project beyond Phase 2 (implementation phase) would be presented as the outcomes of the feasibility study. Thus, it should, as a minimum, provide the following:

- An assessment of the existing and preferred cooking solutions in Susan's Bay.
- Research and analysis of the current situation of the clean cooking sector in Susan's Bay, including the strengths (enablers), weaknesses (barriers and challenges) and regulations to be complied with in implementing the proposed clean cooking solution in Susan's Bay.
- A market survey to identify the types of users and potential volume of demand for the clean cooking intervention.
- An evaluation of the technical and financial viability of the clean cooking solution being proposed.
- A value chain map that identifies the names, roles and related activities of all stakeholders (local, national and/or international) relevant to the implementation of the proposed clean cooking solution in Susan's Bay.
- Environmental, health, and social impact potential of the proposed clean cooking solution in Susan's Bay (and surrounding areas).
- Current financing options available which Susan's Bay residents are eligible for, as well as other potential project funding sources (for Phase 2).
- Project sustainability post-implementation.

Key Deliverables:

- **Deliverable 3: A Clean Cooking Solution Feasibility Assessment Report**

3.3. Draft a Pilot Project Implementation Plan

Draft a pilot project implementation plan for the roll-out and implementation of the proposed clean cooking solution(s) in Susan's Bay, Freetown community, as will be relevant for Phase 2. This would include possible locations, capital and operating costs, consumer sensitization programs, policy advocacy, timelines, resources, partnerships, etc.

Key Deliverables:

- **Deliverable 4: A Pilot Project Implementation Plan**

4. KEY ROLES

Agreements will be made between the fund recipient and ICLEI Africa, who will lead the administration and oversight of the recipient's implementation of the funds. Both ICLEI Africa and Energy 4 Impact will provide technical assistance (TA) support on project activities and outputs, which will be defined at project inception. The Freetown City Council (FCC) with support from a local organisation selected to support with ENACT activities and the Susan's Bay local leadership, will provide strategic advice and support. ICLEI Africa, Energy 4 Impact, and FCC are referred to as project partners in these Terms of Reference.

4.1. ICLEI Africa (including Energy 4 Impact and Freetown City Council)

Project partners will be responsible for the following support to the service provider:

- Organise and co-ordinate events and meetings between project stakeholders;
- Monitor the progress of the project through regular catch-ups with the fund recipient and reviewing reports and monitoring activities;
- With support from the ENACT in-country partner, gather feedback from the community regarding the proposed products, pricing and delivery models.
- Support the selected applicant to design a comprehensive implementation plan.
- Lead the development of a robust MEL framework to ensure the effect of the designed intervention, and to gather and disseminate key learnings from the intervention.
- Provide strategic advice on developing and improving the fund recipient's business model; this could include advice in areas such as their business plan, financial model, capital raising, market scoping, product pricing, partnerships, etc. for Phase 2.

4.2. Service Provider

The selected service provider will be expected to do the following:

- Capture and report data related to the project as agreed with the project partners;
- Report regularly to the project partners about the progress of the feasibility assessment, key findings, lessons learnt, and any proposed changes to the implementation plan.
- Participate in project meetings and stakeholder events organised by the project partners;

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- Lead all activities related to conducting a feasibility assessment to introduce the applicant’s clean cooking solution to the project location, as outlined in the scope of fund utilisation.
- Support the project partners in developing a monitoring, evaluation and learning framework and plan for the intervention.

5. SPECIFICATIONS TO QUOTE

The budget for this ToR is **up to a maximum of £35,000.00 in funding** for each successful applicant (up to a maximum of three (3) service providers). The service provider is expected to deliver the agreed activities and deliverables within a 3-month timeframe between January 2022 to April 2022 and should be outlined as such in the proposed schedule submitted with the proposal).

| Deliverables | Week |
|---|---------|
| Attend Inception meeting with project partners | Week 1 |
| Inception report | Week 3 |
| Mid-project progress meeting | Week 7 |
| Draft feasibility assessment report presented to project partners | Week 10 |
| Final feasibility assessment report and draft pilot plan | Week 12 |

6. SERVICE PROVIDER REQUIREMENTS

Proposals may be submitted by an individual or a consortium with collective proven expertise to complete all aspects of this ToR. A lead consultant, who will remain the focal point of contact throughout the assignment, must be indicated in the proposal. The individual or consortium must meet the following requirements:

6.1. Criteria for Eligibility

- Be an individual or partnership that is a micro, small and medium enterprises (eMSMEs), community-based organisation, non-profit organisation, or private company (companies).
- Government institutions, agencies and parastatals or the companies receiving at least 30% of annual financial support from their governments are not eligible for funding.
- Applicants must have been operating commercially in Sub-Saharan Africa for a minimum of 12 months.

- Applicants should be already registered, work with a registered partner, or be registered within three (3) months of Phase 2.
- Projects are to be implemented in Susan’s Bay and/or neighbouring settlements in Freetown, Sierra Leone.
- Applicant’s product(s) or service(s) must be ready to launch within 3 months after the feasibility assessment.
- Only one application per company/partnership/ consortium is allowed.

6.2. Advantageous criteria

When applying, the following criteria are advantageous:

- Applicants already registered to do business in Sierra Leone.
- Project partnerships with local companies, organisations, social institutions, and communities.
- Applications with both households and micro-enterprises as beneficiaries in their portfolio.
- Women-owned / managed companies, or organisations.
- Work and experience in the Susan’s Bay community, other informal settlements and/or urban poor communities within Sierra Leone or in Sub-Saharan Africa.
- Proposed interventions must be locally relevant and demonstrate high potential for replicability and scale.
- We encourage engagements with local government agencies in the project activities.
- We encourage and promote the inclusion of job creation strategies that result in improved livelihoods, as well as women owned/managed business partners, wherever possible.

6.3. Additional considerations

Eligible applicants are also required to demonstrate the capacity and willingness to include the following features as part of Phase 2 while conducting the feasibility assessment:

- The proposed solution(s) should include both the fuel and the cooking equipment (e.g. stoves, fuel containers/cylinders, and accompanying accessories).
- All equipment must either meet technical quality standards used by the national bureau of standards of Sierra Leone or other reputable clean energy organisations/associations within

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Sierra Leone or internationally, e.g., the Renewable Energy Association of Sierra Leone, the Clean Cooking Alliance, the World LPG Association, GOGLA, etc.

- Products and services should be offered at the market rate with no subsidy to the customer.
- The proposed projects should include an element of financial inclusion to improve affordability of the technology and fuel. Pay-as-you-go models for the fuel, appliance financing models, in-house credit schemes, and other approaches to improve customers' purchasing power are highly encouraged.
- Leverage the existing charcoal/firewood last mile delivery networks within the settlement(s) to supply the product or service, where applicable.

7. EVALUATION CRITERIA

Bids will be evaluated against the following criteria:

- **Proposed Solution (Concept Note):** Understanding the TOR and ensuring all relevant sections and details mentioned in the ToR are included in the Concept note. Details of the proposed intervention include - scope, delivery team, activities, timelines, detailed budget and risk mitigation measures.
- **Qualifications and Experience:** Bidders are required to provide a list of previous and relevant experience (e.g. clients/funders, projects, location, description, budget). In addition, CV's of the proposed team must be submitted, outlining relevant qualifications and experience.
- **Price:** A detailed budget breakdown must be submitted, indicating hourly/daily rates in GBP, number of hours/days per section of the work, as well as any other costs necessary to fulfil this assignment.
- **BBBEE:** For South African registered organisations, a copy of their BBBEE certificate must be included.

8. SUBMISSION PROCESS

Kindly submit your concept note (proposal) and supporting documents to Carine Buma (enact.africa@iclei.org), with Azizat Gbadegesin (Azizat.gbadegesin@iclei.org) in copy by **12:00 (SAST) on Monday 10th January 2022**. For any queries related to submission please contact ICLEI Africa via the email address above. Please use the subject line: ***'ENACT Proposal: Clean Cooking Solutions'*** when submitting your proposal, and include the following information:

- 1) A 3-5-page concept note including the following:
 - a) Proposed approach and methodology to carrying out the feasibility assessment, including main tasks/milestones and outputs per task/milestone. This should also include demonstration of how the outputs will culminate to a comprehensive business/implementation plan.
 - b) Detailed Workplan / Gantt chart indicating how the work will be carried out and outlining each task/milestone and timelines.
 - c) Outline of the team working on each deliverable with time per team member allocated to each deliverable.
 - d) A detailed budget, quoted in Great British Pounds (GBP), including the total number of hours/days assigned to each task (per team member and total), as well as non-labour costs. The total cost must be VAT inclusive.
- 2) CVs of the core team members (including their role/s in the project).
- 3) A summarised list or table of similar projects, including title, description, the client, the project duration, your role in the project, and a minimum of three contactable references.
- 4) Key risks and mitigation measures, including COVID-19 considerations.
- 5) Company/organisation registration document(s) and/ or certificate of incorporation in the main country of operation.
- 6) Up to date tax compliance certificate.
- 7) Company profile (if relevant).
- 8) Optional - Product catalogue and/or specification for proposed products and services.
- 9) Evidence of certified quality standards of product(s) or a statement that proposed product(s) will be submitted for certification before Phase 2 commences.

9. SUBMISSION TIMELINE

Key timelines are as follows:

- Monday 20th December 2021: Terms of Reference released
- Monday 10th January 2022 at 12:00 (SAST): Proposal submission closing date

ICLEI AFRICA RESERVES THE RIGHT NOT TO APPOINT A SERVICE PROVIDER IN RELATION TO THIS TERMS OF REFERENCE.

If you have not heard from ICLEI Africa by the end of January 2022, please note that either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.

- For more information on the ENACT project see: <https://africa.iclei.org/project/enact/>
- For more information on ICLEI Africa see: <https://africa.iclei.org/>
- For more information on Energy 4 Africa see: <https://energy4impact.org/>

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Energy 4 Impact is non-profit focused on off-grid energy in Sub Saharan Africa. We support businesses that provide energy access to off-grid communities in Africa. We believe that businesses can offer the best solutions to energy poverty. We help them access capital, technology and operational advice so they can become profitable and sustainable. Expanding clean energy markets improves livelihoods and accelerates economic growth.