

## REQUEST FOR PROPOSAL for FIELD SURVEYS

launched by IED, Managing Entity of the Green Mini Grid programme in Kenya

Ref N° IED K/GMG/2019/002

### 1 Introduction and context

The objective of the programme titled Green Mini-Grids Kenya is to catalyse investment in electricity mini-grids and provide renewable powered electrification to enhance access to energy in Kenya. To this end, AFD will provide a support to the project preparation and leverage private investment in Green Mini-Grids (GMG) in Kenya.

Within the framework of the GMG programme in Kenya, INNOVATION ENERGIE DEVELOPPMENT (IED) has been appointed Managing Entity for the Programme [Delegation Agreement N° CKE1110 01 between AGENCE FRANCAISE DE DEVELOPPEMENT (AFD) and INNOVATION ENERGIE DEVELOPPMENT (IED)].

The programme provides two main kind of supports to Project developers: Technical Assistance (TA) on a demand-driven basis and Financial Support through Grants to encourage private operators to build and operate economically viable mini-grids.

Both Technical Assistance and Financial support facilities will need to be tailored to the specific needs of the eligible project sponsors, using a flexible approach to design and operate such service.

In addition, the programme can also provide Technical Assistance at policy level.

### 2 Publication of this call for proposal

This call for proposal is published on the web site of the Green Mini Grid programme in Kenya (<https://www.gmgfacilitykenya.org>) and all stakeholders registered on the programme platform have received an invitation to apply.

### 3 Purpose of the call

The objective of the assignment is to conduct 2 phases of field survey sessions, in about 30 villages in Kenya, to developers and to a sample of project beneficiaries, on digital tablets, based on questionnaires already developed and formatted according to the data collection and processing tool of the Managing Entity.

These surveys will be conducted according to 2 steps:

- Baseline information in villages that are planned to be electrified soon, to be able to populate Impacts Indicators BEFORE electrification,

- Measure the Impacts of the new access to electricity in households, social infrastructures and SM

The terms of reference of this assignment are set forth in Appendix 1 of this call for proposal.

Your proposal must answer to all of the questions raised in this call, and any further information that you deem relevant.

#### 4 Selection of Consultants to provide the services

The IED will select the service provider (s) on the basis of the proposals received, and will pursue negotiations with one or more solicited service providers after delivery of the proposals. The service provider (s) is (are) selected after a thorough analysis of the proposals based on criteria indicating an ability to satisfy IED's needs to the greatest possible extent.

We expect our service providers and partners to supply material and services of a high quality consonant with the GMG programme objectives and investments. Your methodological abilities, your knowledge of the context, your references regarding this type of assignment, and the economic attractiveness of your proposal, will be the principal criteria for selection pursuant to this call.

Proposals that are incomplete, delivered late, or not responsive to GMG programme needs will be rejected.

#### 5 Costs related to preparation and submission of proposals

The service provider bears all of the costs for preparing and submitting its proposal.

#### 6 Confidentiality

The service provider must keep strictly confidential all information regarding the GMG Programme, included in this call or provided separately. The service provider commits to refrain from disclosing or publishing any information with respect to this call. The service provider will sign a Confidentiality and Non-Disclosure Agreement with the Managing Entity and the Project Sponsor.

By the same token, all documents transmitted by the service provider shall be deemed confidential.

#### 7 Quality

The service provider must take into consideration the fact that the quality of material and services offered hereunder constitutes an essential element of its proposal. The service provider guarantees that the levels of quality delivered corresponds to the standard expected by the Managing Entity.

The Managing Entity will pay special attention to compliance with the deadlines, professionalism and pertinence of the proposal, to the quality of the elements contained in the proposal, and to the quality of the approach and description of deliverables.

## 8 Integrity, Social and environmental responsibility

The service provider will have to complete, sign and annex to his proposal the attached "Statement of Integrity, Eligibility and Environmental and Social Responsibility" (Appendix 3).

In the contracts it awards, the Managing Entity takes into account objectives for sustainable economic development, environmental protection and enhancement, and social progress.

The Managing Entity draws its suppliers' attention to the fact that their efforts to act with social and environmental responsibility will be taken into consideration in the final selection as criteria for awarding the contract, under the conditions and pursuant to the instructions set forth in appendix 3 to the service provision - type contract, which is available in appendix 2 of this call.

## 9 Prices (Lumpsum)

The Contract Price shall be in EURO. Negotiated prices shall not be increased during the effective period of the contract, even if an increase occurs in the service provider's published prices. These prices will be all-inclusive for the type of services provided.

The negotiated price shall include all of the expenses incurred by the service provider, especially all miscellaneous fees, expenses and charges related to the service provided.

## 10 Billing terms

Performance of services will give rise to the provision of deliverables to which a billing schedule will be attached. The invoices will be paid by bank transfer within 30 days from the end of the month in which the invoice is issued, after approval of each deliverable.

## 11 Format and content of responses

The responses to this call must be clear and concise, and must be rendered in the required format.

### 11.1 Technical Proposal

#### A. Presentation of your company

- Brief history and description of your firm's business
- Organizational chart
- Number of employees (in general, and in the particular sector involved in the assignment)
- Contact for this assignment (name, position, address, telephone, email)
- Revenue and results for the last 3 fiscal years

#### B. Summary of the proposal

- Comprehension of the Managing Entity's expectations, Synthesis of planned phases, and general calendar for performance of the assignment

#### C. Description of methodology, services and means that are to be employed

- Phases (finalization of questionnaire, training of field staff, data collection in the field, , data analyses and reporting
- Practical arrangements for field transport and collection of field data collection,
- Methods of supervision and monitoring of performance

D. Recommendations – prerequisites – constraints

E. Detailed chart of tasks and deliverables

F. Schedule of performance phases

G. Identification and description of the qualifications of key participants

H. References

- Principal references with respect to similar type of assignment (donors, projects, references and contacts of customers that may be contacted)

## 11.2 Financial Proposal

I. Detailed financial proposal (Appendix 4)

- All-inclusive commitment
- Rates discounted per expert
- Schedules of payment per deliverable

J. Your agreement with respect to the Managing Entity Contract template for provision of services (Appendix 2)

## 12 Evaluation criteria

The GMG Facility will evaluate and award the tender based on the technical proposal (80%) and the financial proposal (20%) :

Technical proposal 80%	<ul style="list-style-type: none"> <li>• Consultant Experience (10%)</li> <li>• Quality of the methodology (30%)</li> <li>• Proposed Experts (60%)</li> </ul>
Financial proposal 20%	<ul style="list-style-type: none"> <li>• (Best financial proposal / Evaluated Proposal)</li> </ul>

## 13 Other matters

- 1) The property rights for the information collected belong to GMG/IED
- 2) Joint ventures and sub-contracting are not allowed
- 3) This call for proposals and the subsequent contract are governed by French law.

## 14 Where to send the proposals?

The complete proposal must be sent by email and use the standard PDF format. At a later stage, Microsoft Office versions (Word / Excel / PowerPoint) might be required.

The technical and the financial proposals will be sent in two separate messages (emails). The name of the message will include the reference number of the tender; the name of the service provider; and TECHNICAL PROPOSAL or FINANCIAL PROPOSAL

**No paper applications will be accepted, only electronic applications will be considered.**

The technical proposals must be sent to [contact@gmgfacilitykenya.org](mailto:contact@gmgfacilitykenya.org) with copy to [g.hendriksen@ied-sa.fr](mailto:g.hendriksen@ied-sa.fr) and [d.rambaudmeasson@ied-sa.fr](mailto:d.rambaudmeasson@ied-sa.fr)

The financial proposals must be sent to [contact@gmgfacilitykenya.org](mailto:contact@gmgfacilitykenya.org) with copy to [p.deloge@ied-sa.fr](mailto:p.deloge@ied-sa.fr)

## 15 Delivery date for proposals

The proposals must be delivered on or before 12 o'clock noon, Nairobi time, on **Thursday 31 Oct 2019**

Any questions related to this call must be addressed by email to [g.hendriksen@ied-sa.fr](mailto:g.hendriksen@ied-sa.fr) with copy to [p.deloge@ied-sa.fr](mailto:p.deloge@ied-sa.fr)

Any questions related to the terms and conditions of this call must be sent by email 10 days before the deadline indicated above. The Managing Entity will respond within 5 business days.

## Appendixes

APPENDIX 1 – Terms of reference

APPENDIX 2 – Contract Template for provision of services

APPENDIX 3 – Statement of Integrity, Eligibility and Environmental and Social Responsibility.

APPENDIX 4 – Indicative Financial Template