

Terms of Reference for National Consultancy Firm

United Nations Development Programme (UNDP)

Global Environment Facility (GEF)

Government of Lesotho

Consultancy

Terms of Reference for National Consulting Firm to undertake pre-feasibility study for mini-grids in 20 village communities spanning 5 of Lesotho's 10 districts

Country	Lesotho
Project Title:	Development of Cornerstone Public Policies and Institutional Capacities to accelerate Sustainable Energy for All (SE4All) Progress.
Type of Contract	Contract for Professional Services
Start Date: (date when the selected candidate is expected to start)	September 2017
Duration of project	2016 - 2021
Duration of Contract	64 working days (3 months)
Reporting to:	Project Manager
Duty Station:	Maseru, Lesotho + Home Office

A. Introduction

The Government of Lesotho is cognisant of the fact that 76.3% of the country's population lives in the rural areas and only 8.7% (DoE, 2014) of them have access to electricity services. To provide the un-electrified 91.35% of the rural population with electricity services through grid extension will simply be an insurmountable task in view of the very high costs associated with construction of electricity lines across a mountainous terrain to supply the small amounts of electricity that the rural population requires. Consequently, there is a keen awareness among decision makers, of the need to shift towards more decentralised, sustainable and modern forms of energy for the much-dispersed rural areas in terms of cooking, lighting and heating during the winter months. Thus, renewable energy sources present an excellent alternative to grid extension.

Lesotho has good renewable energy resources. The hydro power potential is estimated at slightly over 14,000 MW. It also has good solar energy resources with over 300 sunny days a year and average insolation levels of 5.25 – 5.53 kWh/m²/year. In addition, the country has good wind energy resources, with measured annual average wind speeds of 3.7 to 4.7 m/s at 10 m height at some locations. Thus, renewable energy sources have the potential to play an increased role

grid-electricity generation.

B. Project Background

The UNDP Country Office and the Government of Lesotho will, for the next five years (2016 –2021) implement a UNDP/GEF-financed project “**Development of Cornerstone Public Policies and Institutional Capacities to accelerate Sustainable Energy for All (SE4All) Progress**”. With the total budget of \$3,900,000, the project is implemented by the Department of Energy (DOE) of the Ministry Energy and Meteorology (MEM) while UNDP works closely with the Ministry to identify specialist support needs and contract the relevant experts. The objective of the project is to catalyse investments in renewable energy-based mini-grids and Energy Centres to reduce greenhouse gas (GHG) emissions and contribute to the achievement of Lesotho’s Vision 2020 and SE4All goals. The project is expected to implement 10 mini-grids and 10 Energy Centres providing modern energy services to 1,000 rural households in the 5 districts of Molepolole, Maseru, Quthing, Thaba-Tseka, Qacha’s Nek and Mokhotlong. This objective will be achieved through the participation of the private sector working hand in hand with village community organisations. Project outcomes are as follows:

1. Development of cornerstone SE4All Policies and Strategies to facilitate investment in renewable energy-based mini-grids.
2. Improved capacity of energy stakeholders and government officials for decentralized clean energy planning and decision-making on the basis of quality energy data.
3. Successful establishment of a village-based energy service delivery model for replication nationally (10 mini-23grids and 10 energy centres)
4. Outreach programme and dissemination of project experience/best practices/lessons learned for replication nationally and throughout the region.

C. Objective and Scope of Work

The Government of Lesotho and UNDP Country Office through the SE4ALL project require the services of a National Consulting Firm to undertake pre-feasibility study for mini-grids in 20 village communities spanning 5 of Lesotho's 10 districts. The objective of the pre-feasibility studies is to conduct a preliminary assessment, to ascertain whether the potential project makes basic economic sense. The pre-feasibility studies will provide all the information necessary to enable the project to determine which of the 10 village communities present the best options for the establishment of mini-grids, while the remaining 10 villages will have Energy Centres.

Specific tasks

1. Carry out pre-feasibility study for renewable energy mini grids in 20 potential villages in the 5 districts of Mohale's Hoek, Mokhotlong, Thaba-Tseka, Qacha's Nek and Quthing. Prioritize the site based on, but not limited to, unavailability of the grid, high household cluster density, economic condition of the community.
 - a. Market density/opportunity
 - i. Number of households within a 1,2 & 3km [etc.] radius from village centre (or identified location of mini-grid generation site. This will be useful for comparative analysis

- ii. Number of businesses within a 1,2, & 3km [etc.] radius from the mini-grid generation site.
 - iii. Number of public sector buildings/infrastructure 1, 2 & 3kms from the mini-grid generation site – these needs to be listed in terms of highest [potential] energy consumption
 - iv. Identification of possible ‘anchor’ consumers within a 3km radius [or further]
 - b. Patterns of consumption
 - i. Household energy consumption (or equivalent spend on non-electrical/traditional fuels)
 - ii. Current/potential business (SME) demand
 - iii. Public sector demand
 - iv. Potential anchor consumer
2. Determine the renewable energy resources available for development in a village, the need for any further evaluation of the RET potential, rate the commercial RE resources for comparison (availability, simplicity, cost, etc.)
 3. Determine the location of sites for the mini-grid (and thermal services, where appropriate)
 4. Design Renewable Energy Survey Tool to collect data from individual households and focus groups on, but not limited to, willingness and reliability of customers to make payments to cover service costs. Linked to #1 above.
 5. Study the infrastructures and socio-economic factors in the village, and the magnitude of potential power consumers (load forecast).
 6. Record GPS location of individual households, existing micro enterprise center, potential site for commercial activities, location of the nearest LEC grid and potential site for mini-grid/Energy Centre plant.
 7. Compute distribution line layout over i) static image and ii) image from the Google Earth
 8. Conduct preliminary technical and economic assessment from the data recorded in the Survey Form and generate graphical representation to observe, but not limited to, i) current energy situation, ii) a 10-year energy growth projection and ii) economic capacity of the community based on income level.
 9. Record and elaborate technical constraints observed such as threat from increasing water level, and increased community migrating frequency.
 10. Submit a standard Pre-Feasibility Study report for each district
 11. Conduct a presentation to energy stakeholders on the outcome of the study

D. Expected Outputs and Deliverables

The duration of the assignment shall be for three (3) months, 64 working days from the date of contract signing. The consulting firm is expected to deliver the following:

Key deliverables are as follows:

Table 1. Deliverables/Outputs

Deliverable/outputs	Estimated Duration to completion	Estimated submission timelines	Review and Approval Required
Inception Report, including Village Survey Tool/Framework	04 – 08 September 2017 (1 week)	08 September 2017	Department of Energy, Ministry of Energy and Meteorology
1 st Draft Report for each District	11 September – 23 November 2017 (2 months)	23 November 2017	Department of Energy, Ministry of Energy and Meteorology
Final Report for each District	24 – 30 November 2017 (1 week)	30 November 2017	Department of Energy, Ministry of Energy and Meteorology

E. Institutional Arrangements

- a) The Consulting Firm will be engaged by the UNDP, and becomes directly responsible to the UNDP – Deputy Resident Representative, but will liaise with the Project Manager for implementation of the project.
- b) The Consulting firm will work with the international consultant (an expert in renewable energy and team leader) who will be recruited separately from the National Consulting Firm.
- c) The Project Manager will provide day to day supervision on the assignment. The team will work in liaison with the Project Focal Point and Director of the Department of Energy to ensure the delivery of the project objectives as set out in this terms of reference.
- d) The Consulting Team will prepare reports and facilitate stakeholder sessions for validation at each stage of the assignment.
- e) The Consulting Team is expected to engage with the various institutions, government and development partners working in the energy sector and ensure participation of all relevant government departments, civil society, academia, media and development partners.
- f) The Department of Energy will provide office space and resources and transport for all work-related activities for the duration of the contract period.

F. Duration of the Work and Duty Station

The assignment is expected to be carried out in 3 months' period, beginning 4th September, until 30th November 2017. The assignment will be carried out in the five districts of Qacha's Nek, Quthing, Mohale's Hoek, Thaba Tseka and Mokhotlong., based in Maseru. The Consulting firm

will conduct all stakeholder consultations and validation sessions on all the deliverables of the assignment.

G. Qualifications and Experience of Successful Consultancy Firm

The Consulting firm required for this assignment should have expertise in Renewable Energy, Energy Economics, with experience in designing and conducting technical and socio-economic assessment of renewable energy project. The Consulting team should have a minimum of 2 experts comprising a team leader (Renewable Energy Expert) and Energy Economist.

The individual qualifications and requisite experience are defined below:

i) Renewable Energy Expert

- Possess Bachelor Degree in Electrical/Mechanical/Electronics Engineering,
- Minimum of 7 years of professional experience in renewable energy projects.
- Demonstrate experience in designing and conducting technical and socio-economic assessment of renewable energy projects.
- Knowledge of the Lesotho Energy sector will be an added advantage
- Fluency in English
- Excellent communication and reporting skills
- Ability to coordinate and lead a multi-disciplinary team of experts, and to engage in a multi-cultural setting.

ii) Energy Economist

In collaboration with team leader, the Expert will be responsible for assessment of the economic conditions of the 20 selected sites.

- Possess Bachelor Degree in Energy Economics or related field
- Minimum of 7 years of professional experience with socio-economic assessment in rural communities.
- Experience with manipulation of energy data, including data collection, analysis and reporting.
- Excellent report writing and communication skills
- Ability to work in a team and a multi-cultural setting.

H. Scope of Bid Price and Payment Schedule

Schedule of payment will be as table below:

Table 2. Payment Schedule

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	% of lump sum to be paid
Inception report, including renewable energy survey tool for data collection in the 20 villages	04 – 08 September 2017 (1 week)	08 September 2017	20%
1 st draft report for each district (approved by concerned authority)	11 September – 23 November 2017 (2 months)	23 November 2017	40%
Final report for each district (approved by concerned authority)	24 – 30 November 2017 (1 week)	30 November 2017	40%
Total	12 weeks		100%

I. Recommended Presentation of Offer

Interested Consulting Firm should submit their application on the specified templates and include the following:

- Brief description on why the firm is the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- Personal CVs of the team members indicating experience from similar projects, as well as the contact details (e-mail and telephone number) of the Candidate and at least three (3) professional references;
- Financial proposal

J. Criteria for Selection of the Best Offer

A successful Consultancy Firm will be selected based on the Combined Scoring Method, where the qualifications and methodology will be weighted a maximum of 70%, combined with price offer which will be weighted a maximum of 30%, and broken down as follows:

Table 3. Summary of Technical Proposal Evaluation Criteria

Criteria	Weight	Obtainable Points
1. Expertise of the firm	30%	300
2. Proposed methodology (work-plan & Approach)	50%	500
3. Management structure & qualifications	20%	200
TOTAL	100%	1000

Table 4. Expertise of Consulting Firm

1. Expertise of Firm / Organization submitting Proposal		Points obtainable
1.1	Reputation of Organisation and Staff (Competence / Reliability) -Registered Legal Entity -Track Record(Clientele)	40
1.3	General Organisational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organisation, strength of project management support e.g. project financing capacity and project management controls)	30
1.4	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialised skills.	20
1.5	Quality assurance procedures, warranty	30
1.6	Relevance of: Specialised Knowledge: (experience in designing and conducting technical and socio-economic assessment of renewable energy projects) - Experience on Similar Programme / Projects - Experience on Projects in the Region Work for UNDP/ major multilateral/ or bilateral programmes	80
Total		200

Table 5. Proposed Work Plan and Approach

2. Proposed Work Plan and Approach		Points Obtainable
2.1	The Task is well understood.	50
2.2	The proposed technical proposal, methodology and workplan are relevant and directly targeting the assignment under this Tor.	200
2.3	Have the important aspects of the task been addressed in sufficient detail?	100
2.7	Efficient and realistic workplan corresponding to the needs/specifics stipulated in the TORs (sequence of activities is realistic and will ensure effective implementation of the work plan, plan is falling in time frames indicated under this TORs)	150
		500

Table 6. Management Structure and Qualifications of Key Personnel

3. Management Structure and Qualification of Key Personnel		
3.1	Team Leader Renewable Energy Expert	
		Points Obtainable
	Educational Qualification Bachelor Degree in Electrical/Mechanical/Electronics Engineering	20
	<ul style="list-style-type: none"> - Minimum of 7 years of professional experience in renewable energy projects. - Demonstrate experience in designing and conducting technical and socio-economic assessment of renewable energy projects. - Knowledge of the Lesotho Energy sector will be an added advantage 	120
	<ul style="list-style-type: none"> - Fluency in English - Excellent communication, reporting, and presentation skills - Ability to coordinate and lead a multi-disciplinary team of experts, and to engage in a multi-cultural setting 	40
	Team Leader Total	180
3.2	Energy Economist	
	Education Qualifications Bachelor Degree in Energy Economics or related field	20
	<ul style="list-style-type: none"> - Minimum of 7 years of professional experience with socio-economic assessment in rural communities. - Experience with manipulation of energy data, including data collection, analysis and reporting. 	60
	<ul style="list-style-type: none"> - Excellent report writing and communication skills - Ability to work in a team and a multi-cultural setting, 	40
	Energy Economist Total	120
	Total	300

in the country's energy mix, potentially being used to displace imported fuels for isolated grid-electricity generation.

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	<ul style="list-style-type: none"> - Fluency in English - Excellent communication, reporting, and presentation skills - Ability to coordinate and lead a multi-disciplinary team of experts, and to engage in a multi-cultural setting 	40
	Team Leader Total	180
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	<ul style="list-style-type: none"> - Excellent report writing and communication skills - Ability to work in a team and a multi-cultural setting, 	40
	Energy Economist Total	120
	Total	300

K. Annexes to the TORs:

The following are attached to the TOR:

- i) RFP template documents (Templates for Technical and Financial Proposal)
- ii) General Terms and Conditions.

L. Proposals with the requirements listed above may be submitted to:

RFP Pre-feasibility Studies for Mini-grids in 20 Villages

United Nations Development Programme

Salvator Niyonzima

The Resident Representative,

United Nations Road

3rd Floor UN House

P.O. Box 301

MASERU, LESOTHO

Tel: +266 22313790 Fax: +266 22310042

Email: ls.procurement@undp.org

Strictly ONLY E-MAIL submissions to the above address will be reviewed.

Prepared by Project Manager:

Name: Mabohloloa Tau Signature: [Signature]

Date: 18/07/2017

Approved by Director – Department of Energy

Name: [Signature] Signature: [Signature]

Date: 14 Jul. 2017

Authorised by UNDP Sustainable Development Advisor:

Name: LIMOMANE PESHOANE Signature: [Signature]

Date: 18/07/2017