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Resilient nations.

ETHIOPIA

## REQUEST FOR PROPOSAL (RFP)

<b>NAME &amp; ADDRESS OF FIRM</b>	<b>DATE: May 21, 2019</b>
	<b>REFERENCE: ETH0338</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **National Consultancy firm "Gender Analysis for the Rural Energy Technology Promotion Project"**.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before **Thursday, June 20, 2019** and via e-tendering through <https://etendering.partneragencies.org/> - **Event ID ETH0338**

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the

Service Provider accepts without question the General Terms and Conditions of UNDP in this link:  
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : [http://www.un.org/depts/ptd/pdf/conduct\\_english.pdf](http://www.un.org/depts/ptd/pdf/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

*Rahel wubshet*  
*Deputy Country Director – Operations, OIC*  
5/21/2019

## Description of Requirements

<b>Context of the Requirement</b>	Gender Analysis for the Rural Energy Technology Promotion Project
<b>Implementing Partner of UNDP</b>	<i>Please refer the ToR</i>
<b>Brief Description of the Required Services</b>	<p>The ultimate objective of the consultancy for this gender analysis is to ensure that gender issues are adequately mainstreamed and systematically integrated at each stage of the project cycle by each implementing partner. More specifically, the consultancy assignment aims to address the following:</p> <ol style="list-style-type: none"> <li>a) Analyze from a gender perspective the major areas of interventions the RET project has been engaged in effectively mainstreaming gender issues</li> <li>b) Identify key issues and entry points that can help promote gender equality and women empowerment in implementation of RET project activities, and propose innovative ways on how they can be integrated;</li> <li>c) Identify the most strategic and catalytic issues, <i>including low-hanging fruits and affirmative actions</i> that will help the implementing partners to have transformational impact;</li> <li>d) Based on the above, develop a set of actions, which could be framed in short/medium/long-term and integrated into the Annual Work Plan of the project and the Results Framework;</li> </ol>
<b>List and Description of Expected Outputs to be Delivered</b>	<p>Key deliverables of this assignment are summarized as follows:</p> <ul style="list-style-type: none"> <li>• <i>Inception Report</i> that includes methodology/tools and a clearly defined schedule for the implementation;</li> <li>• Data gathering, including intensive consultations with beneficiaries, implementing partners, programme donors and other relevant actors;</li> <li>• Draft gender analysis report with recommendations and complementary action plan for inclusion in the Annual Work Plans and the Results Framework;</li> <li>• Power point presentation and appearance for a stakeholder validation workshop;</li> <li>• Final draft report incorporating comments and inputs;</li> </ul>
<b>Person to Supervise the Work/Performance of the Service Provider</b>	<i>Please refer the ToR</i>
<b>Frequency of Reporting</b>	<i>Please refer the ToR</i>
<b>Progress Reporting Requirements</b>	<i>Please refer the ToR</i>
<b>Location of work</b>	<i>Please refer the ToR</i>
<b>Expected duration of work</b>	<i>Please refer the ToR</i>
<b>Target start date</b>	Immediately after concluding the Contract
<b>Travels Expected</b>	<i>Please refer the ToR</i>
<b>Special Security Requirements</b>	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling <input checked="" type="checkbox"/> Comprehensive Travel Insurance

Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required																
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required																
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency- Ethiopian Birr																
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes																
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.																
Partial Quotes	<input checked="" type="checkbox"/> Not permitted																
Payment Terms	<table border="1"> <thead> <tr> <th>Installment of Payment/ Period</th> <th>Deliverables or Documents to be Delivered</th> <th>Approval should be obtained from:</th> <th>Percentage of Payment</th> </tr> </thead> <tbody> <tr> <td>1<sup>st</sup> Installment</td> <td>Submission of draft strategy</td> <td>UNDP</td> <td>30%</td> </tr> <tr> <td>2<sup>nd</sup> Installment</td> <td>Conduced pilot roadshows</td> <td>“</td> <td>30%</td> </tr> <tr> <td>3<sup>rd</sup> Installment</td> <td>Submission of final report</td> <td>“</td> <td>40%</td> </tr> </tbody> </table>	Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment	1 <sup>st</sup> Installment	Submission of draft strategy	UNDP	30%	2 <sup>nd</sup> Installment	Conduced pilot roadshows	“	30%	3 <sup>rd</sup> Installment	Submission of final report	“	40%
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3 <sup>rd</sup> Installment	Submission of final report	“	40%														
Person(s) to review/inspect/ approve outputs/completed services	Project Manager, Food Security																
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.																
Criteria for the Assessment of Proposal	<p><b>Technical Proposal (70%)</b> A firm should obtain a minimum of 70points on technical evaluation to be considered as “qualified” and only qualified firms will be further evaluated for their financial proposal.</p> <table border="1"> <thead> <tr> <th>Summary of Technical Proposal Evaluation Forms</th> <th>Score Weight</th> <th>Points Obtainable</th> </tr> </thead> <tbody> <tr> <td>Expertise of Firm / Organization</td> <td>30%</td> <td>300</td> </tr> <tr> <td>Proposed Methodology, Approach and Implementation Plan</td> <td>40%</td> <td>400</td> </tr> <tr> <td>Management Structure and Key Personnel</td> <td>30%</td> <td>300</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>100%</b></td> <td><b>1000</b></td> </tr> </tbody> </table> <p><b>Financial Proposal (30%)</b> To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP.</p>	Summary of Technical Proposal Evaluation Forms	Score Weight	Points Obtainable	Expertise of Firm / Organization	30%	300	Proposed Methodology, Approach and Implementation Plan	40%	400	Management Structure and Key Personnel	30%	300	<b>TOTAL</b>	<b>100%</b>	<b>1000</b>	
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<b>TOTAL</b>	<b>100%</b>	<b>1000</b>															
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider																

<b>Type of Contract to be Signed</b>	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP
<b>Contract General Terms and Conditions</b>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
<b>Annexes to this RFP</b>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR
<b>Contact Person for Inquiries (Written inquiries only)</b>	<b>MY</b> <b>Procurement Unit</b> <b><a href="mailto:Info.procurement@undp.org">Info.procurement@undp.org</a></b> Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

# FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>1</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>2</sup>)*

[insert: Location].

[insert: Date]

To: Rahel Wubshet, Deputy Country Director – Operations, OIC

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date] , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

## A. Qualifications of the Service Provider

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:*

- a) *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;*
- d) *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
- e) *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

## B. Proposed Methodology for the Completion of Services

*The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

## C. Qualifications of Key Personnel

*If required by the RFP, the Service Provider must provide:*

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*

<sup>1</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>2</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

D. **Cost Breakdown per Deliverable\***

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	

*\*This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

<b>Description of Activity</b>	<b>Remuneration per Unit of Time</b>	<b>Total Period of Engagement</b>	<b>No. of Personnel</b>	<b>Total Rate</b>
<b>I. Personnel Services</b>				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
<b>II. Out of Pocket Expenses</b>				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
<b>III. Other Related Costs</b>				

*[Name and Signature of the Service Provider's  
Authorized Person]  
[Designation]  
[Date]*

## SECTION 3: TERMS OF REFERENCE (TOR)

### GENERAL INFORMATION

**Country:** Ethiopia

**Services/Work Description:** Gender Analysis for the Rural Energy Technology Promotion Project

**Project Title:** Promoting Sustainable Rural Energy Technologies for Households and Productive Uses in Ethiopia

**Duty Station:** Addis Ababa

**Type of the Contract:** Consultancy Firm

**Duration:** 60 working days

**Expected Start Date:** as soon as possible

### 1. BACKGROUND AND CONTEXT

Ethiopia is the third largest country in the world on using traditional fuels for household energy consumption, with 96% of the population dependent on it (e.g. firewood, charcoal, agricultural residue and animal waste) to meet their energy needs. Only 5% of rural households use electricity as a source of energy in Ethiopia (UNWOMEN, 2014) and the supply of modern fuels is severely constrained. It is women who are exposed to health hazards and load of domestic chorus such as ills of traditional cooking and taking care of the sick and risks related to pregnancy and child birth (GIZ Energy Coordination Office Ethiopia, March 2011). Thus, focus on gender issues is particularly important in this context since many of the poorest people living in rural and pastoralist areas are women and women are disproportionately affected by the lack of modern fuels and power sources for farming, household maintenance and productive enterprises.

The Alternative Energy Technology Development and Promotion Directorate (AETDPD) in the Ministry of Water, Irrigation and Energy (MoWIE) is also contributing towards enhancing women's access to alternative sources of energy, such as improved cook stoves and biogas. Given the fact that women undertake almost 100 percent of cooking at the household level, activities that improve fuel consumption, like fuel saving cook stoves, primarily address the needs of women. In addition to provision of the stoves, the Ministry specifically encouraged the participation of women in the production of such technologies thereby contributing to their incomes. In 2012/13 alone, 2,004,751 improved cook stoves were distributed at the national level by 3,491 individuals, of which 74.96 percent were females who received training on production of these cook stoves. However, there is a need for comprehensive information on the total size of the population, which has access to such services as well as the proportion of women, and female headed households who will directly benefit from such initiatives (UNWOMEN, 2014).

A gender analysis report undertaken by MoWIE in Oromia and Somali regions in 2015 has found that in the absence of modern energy services, most of women depend on traditional fuels such as wood and crop residue. These energy sources are primitive and inefficient. The way in which traditional fuels are harnessed and used has determined almost every sector of the economy. Fuel-wood, dung and crop residues are becoming scarce and labour intensive, while kerosene for lighting is becoming costly, environmentally inefficient and a health risk as a result of indoor air pollution. The Ministry also view that increased access to energy sources in rural areas and the development of new energy technology sources can contribute to the achievement of the Sustainable Development Goals in relation to the eradication of extreme poverty and hunger, improvement in health, education, and environmental sustainability, as well as gender equality and the empowerment of women and also to implementing GTP II.

The government of Ethiopia under its CRGE initiative, GTP and SDGs, is determined to take measures towards providing the community with reliable, affordable, and clean energy services that are needed to enhance the livelihood of the people and to fuel the progress of economic growth. Promoting Sustainable Rural Energy Technologies (RETs) for Households and Productive Uses Project is a national project being implemented by MoWIE under AETDPD, and Environment, Forest and Climate Change Commission (EFCCC) under the Fuelwood Utilization and Technology Dissemination Directorate in collaboration with the United Nations Development Program (UNDP) with the financial support of the Global Environmental



Facility (GEF). The objective of the project is to reduce carbon emissions from deforestation and ensuring large scale adoption of clean cooking and lighting technologies through supporting the dissemination of 600,000 improved biomass stoves and 200,000 solar energy technologies all over the country by the end of 2021 through a private sector driven and market-based approach.

This GEF financed, UNDP and, MoWIE and EFCCC implemented project complements the Ethiopian Energy Policy, the Ethiopian Climate Resilient Green Economy Strategy, the Initial National Communication of Ethiopia to the UNFCCC and the Sustainable Energy for All initiative. The project aims to reduce Ethiopia's energy-related CO<sub>2</sub> emissions by approximately 2 million tons of CO<sub>2</sub>e by promoting renewable energy and low greenhouse gas (GHG)-producing technologies as a substitute for fossil fuels and non-sustainable biomass utilization in the country, with a focus on rural household appliances for cooking, lighting and heating. The activities proposed in the project are designed to remove barriers that hamper the wide-scale use of off-grid renewable energy technologies in households and productive uses in rural areas of Ethiopia, where extending the grid is simply not feasible in the short-run and where the ability to pay for larger-scale solutions is often limited.

The project consists of four components and is under implementation over a period of five years.

- Component 1: Strengthened Regulatory and Legal Framework based on National Standards
- Component 2: Rural Public Awareness Campaign on Renewable Energy Technologies
- Component 3: Sustainable Financial Mechanism for RETs for rural households and productive uses
- Component 4: Business Incubation to Promote Greater Entrepreneurship for Investment in RETs

New energy technology such as solar, bio-fuel, electricity, bio-gas or improved stoves will promote the saving of labor only when a gender analysis is conducted and the gender division of labor is properly understood. Therefore, there needs to be clarity on how rural households manage the use of new energy technology and to understand how the new energy technology is going to affect (positively or negatively) the gender relations including the gender-division of labor in rural households. With this understanding, there was an intentional consideration of gender issues during the design phase of the project as the nature of the project itself heavily needs the involvement of women and youth for its implementation. However, a systematic and in-depth Gender Analysis is needed with the aim to identify critical capacity gaps and propose strategic and tailored interventions towards promoting gender equality and women empowerment across the implementing partners and beyond. Hence, UNDP, in collaboration with implementing partners would like to commission a consulting firm with two experts - one international consultant and one local to carry out a gender analysis within the framework of the rural energy technology promotion project.

## **II. OBJECTIVES OF THE SERVICE / WORK**

The ultimate objective of the consultancy for this gender analysis is to ensure that gender issues are adequately mainstreamed and systematically integrated at each stage of the project cycle by each implementing partner. More specifically, the consultancy assignment aims to address the following:

- e) Analyze from a gender perspective the major areas of interventions the RET project has been engaged in effectively mainstreaming gender issues
- f) Identify key issues and entry points that can help promote gender equality and women empowerment in implementation of RET project activities, and propose innovative ways on how they can be integrated;
- g) Identify the most strategic and catalytic issues, *including low-hanging fruits and affirmative actions* that will help the implementing partners to have transformational impact;
- h) Based on the above, develop a set of actions, which could be framed in short/medium/long-term and integrated into the Annual Work Plan of the project and the Results Framework;

## **III. SCOPE OF THE SERVICE / WORK**

Undertaking a gender analysis will allow the project to develop responses that are better suited to remedy gender-based inequalities in the context of the project and meet the needs of different population groups. It is believed that incorporating gender concerns into the RET project can maximize benefits for both women

and men. The gender analysis should provide a clear identification of the most important and strategic gender inequality issues for the project overall, and how they relate to the mandate of each implementing partner. As such, it is considered as an instrument to ensure that gender issues are adequately and systematically integrated at each stage of the project cycle by each implementing partner.

In order to achieve the broad and specific objectives, the consultants would be expected to perform the following functions:

- Elaborate (from rural energy projects point of view) on the extent to which existing policies, laws and practices are enabling or constraining;
- Identify key barriers to achieving gender equality and women empowerment (in the implementation of the project focusing again on those areas that are of relevance to the intervention of the project);
- Appraise the RET project document and identify potential gender-differentiated impacts of the programme, and assessment of where the project can add value for achieving country objectives on gender equality;
- Analyze and synthesize findings and develop clear and tangible recommendations/complementary action plans per implementing partner, with gender responsive targets and indicators for inclusion in the Annual Work Plans and the Results Framework;
- Develop a gender-responsive strategy and action plan (this would involve identification of mechanisms on how best gender will be systematically mainstreamed in the project results/outputs and activities);
- Analyze institutional capacities of the project implementing partners from a gender perspective and provide recommendations for improvement (as required) in order to facilitate and lead those changes;

#### **IV. EXPECTED OUTPUTS / DELIVERABLES**

The consultants will present draft Inception Report upon completion of the desk review and preliminary assessment, with clear methodology and work plan. This draft will be subjected to comments by UNDP and programme partners within 5 working days. While incorporating feedbacks and comments, the consultant side by side will continue working on the main assignment, which should be delivered over a period of 60 working days, maximum.

The consultant should be available for de-briefings with UNDP at various stages of the assignment. Upon submission of draft Gender Analysis Report, which should be presented as per UNDP standards and agreed timeline, the consultant will be expected to make presentation on the outcome of the assignment for a stakeholder's validation workshop.

Key deliverables of this assignment are summarized as follows:

- *Inception Report* that includes methodology/tools and a clearly defined schedule for the implementation;
- Data gathering, including intensive consultations with beneficiaries, implementing partners, programme donors and other relevant actors;
- Draft gender analysis report with recommendations and complementary action plan for inclusion in the Annual Work Plans and the Results Framework;
- Power point presentation and appearance for a stakeholder validation workshop;

- Final draft report incorporating comments and inputs;

## **V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)**

This assignment needs to be participatory – the consultant will have to work in a collaborative manner and will have to engage country partners in the work, which means s/he will be expected to closely interact with implementing partners, programme donors and other relevant UN agencies. The consultant will work under the guidance of UNDP and closely liaise with the Program and Low Carbon Development Analyst and the Team within UNDP. The Inclusive Growth and Sustainable Development Unit Team Leader at UNDP will provide an overall guidance to the assignment, with the support of the Country Director.

The consultant should apply UNDP’s *Gender Analysis Guide* to conduct the analysis and systematically propose actionable interventions that could be mainstreamed in the RET project’s outputs and activities.

The consultant is also required to collect data, analyze and carefully interpret by applying state of the art gender analysis tools to reach at viable conclusions, with clearly articulated intervention areas.

The gender analysis shall employ/be guided by standard gender analysis frameworks and tools that are expected to be proposed and elaborated by the consultant as part of the application to the bid. The consultant is expected to propose viable methodology relevant to the task at hand. The consultant may apply the following (but not limited) methods for the assessment/analysis:

- Desk review of key reference documents, including existing legal and policy documents, laws, study reports;
- Individual interviews with implementing partners
- Individual interviews (close ended or open ended) with male/female rural households that are users of new energy technologies;
- Focused group discussions with producers and distributors of new energy technologies,
- Individual interviews-list of key informants covering a wide range of stakeholders (government, CSOs, academic institutions, national statistics offices, donors) at federal level;
- The gender analysis shall also be carried out in a multi-disciplinary manner and cover relevant cross-cutting issues, without losing the focus on rural energy;

## **VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT**

<b>No.</b>	<b>Deliverables /Outputs</b>	<b>Estimated duration (days)</b>	<b>Review and approvals required</b>
1.	Inception Report, which includes methodology/tools and a clearly defined schedule for the implementation	7	MoWIE/AETDPD and UNDP/ IGSD
2.	Data gathering, including intensive consultations with implementing partners, programme donors and other relevant actors	20	MoWIE/AETDPD and UNDP/ IGSD
3.	Draft gender analysis report and debriefing session with selected stakeholders on the draft;	20	MoWIE/AETDPD and UNDP/ IGSD
4.	A gender strategy, including identification of indicative interventions per implementing partners	8	MoWIE/AETDPD and UNDP/ IGSD
5	Validation workshop and submission of the final analysis report incorporating comments and inputs	5	MoWIE/AETDPD and UNDP/ IGSD

\* The consultants are expected to suggest an estimated duration for each deliverable illustrated above

## **VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The successful consultants will work under the guidance of UNDP. They shall submit the required reports to UNDP. The consultancy team will closely liaise with the Energy and Low Carbon Development Analyst and IGSD Team Leader within UNDP. They shall also cooperate and closely work with government

partners, the project office, programme donors and stakeholders as necessary. The IGSD Unit Team Leader will provide an overall guidance to the assignment, with the support of the UNDP Country Director.

#### VIII. PAYMENT MILESTONES AND AUTHORITY

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained from:</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Installment	Submission of draft strategy	UNDP	30%
2 <sup>nd</sup> Installment	Conduced pilot roadshows	“	30%
3 <sup>rd</sup> Installment	Submission of final report	“	40%

#### IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

- A team of two experts (a team leader and team member) to be engaged in the assignment must fulfil the following qualifications

##### **i. Team Leader**

##### **Academic Qualifications:**

- minimum of Master’s degree in gender studies, sociology, environment and/or energy, development studies, international development or other related field of study.

##### **Years of experience:**

- minimum of 10 years of relevant work experience in the areas of rural development, gender analysis, political participation and representation of women, energy;
- Proven track record in gender and rural development analysis and programming;

##### **Required Competencies**

- Demonstrated expertise in gender analysis tools and methodologies, mainstreaming gender in projects and programmes, especially in a rural energy sector context;
- Thorough understanding of the gender context in the country, and experience working with government institutions and international organizations supporting gender and development;
- Solid analytical, presentation and facilitation skills;
- Excellent interpersonal, communication and negotiating skills;
- Strong organizational skill
- Fluency in English language, both written and spoken;

##### **Language and other skills:**

- Excellent knowledge of English language, including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff and community): and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

##### **ii. Team Member**

##### **Academic Qualifications:**

- minimum of Master’s degree in gender studies, sociology, environment and/or energy, development studies, international development or other related field of study.

##### **Years of experience:**

- minimum of 10 years of relevant work experience in the areas of rural development, gender analysis, political participation and representation of women, energy;
- Proven track record in gender and rural development analysis and programming;

##### **Required Competencies**

- Demonstrated expertise in gender analysis tools and methodologies, mainstreaming gender in projects and programmes, especially in a rural energy sector context;

- Thorough understanding of the gender context in the country, and experience working with government institutions and international organizations supporting gender and development;
- Deep understanding of the Ethiopian rural energy sector;
- Solid analytical and presentation skills;
- Excellent interpersonal, communication and negotiating skills;
- Fluency in English and Amharic languages, both written and spoken;

#### **Language and other skills:**

- Excellent knowledge of English and local language, including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff and community): and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

### **X. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is 70%
  - b. Financial Criteria weight is 30%

### **XI. LOGISTICAL SUPPORT**

UNDP will provide office space and internet access for the duration of the consultancy. UNDP will also avail a vehicle and driver for travels to meeting venues and for mission outside Addis (if any). UNDP team will also support to facilitate meetings with partners.

### **XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider advised to use a proposed Table of Contents. Hence, your Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

### **XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP and MoWIE. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

### **XIV. ANNEXES TO THE TOR**

The following reference documents will be provided as annexes to the ToR to help consultants gain a better understanding of the assignment. These include: The RET Project Document and RET project mid-term review report.

### **PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA**

Herewith please find the **Standard Technical Proposal Evaluation Criteria** along with respective allocated weight template for Requester's subsequent review. As per the relevance of the proposed criteria it can either:

- a. Redistributed the allocated weight;
- b. Delete specific criteria if you find it irrelevant or less relevant; or
- c. Replace with new criteria along with corresponding allocated weight

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	30%	300
2	Proposed Methodology, Approach and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
<b>TOTAL</b>		<b>100%</b>	<b>1000</b>
<b>Technical Proposal Evaluation (FORM I)</b>			
<b>Expertise of the Firm / Organization</b>			<b>Points Obtainable</b>
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing		50
1.2	General Organizational Capability which is likely to affect implementation		100
1.3	Quality assurance procedure, warranty		30
1.4	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Work for UNDP/ major multilateral/ or bilateral programmes		120
<b>SUB TOTAL</b>			<b>300</b>
<b>Technical Proposal Evaluation (FORM II) Proposed Methodology, Approach and Implementation Plan</b>			
2.1	To what degree does the Proposer understand the task?		30
2.2	Have the important aspects of the task been addressed in sufficient detail?		25
2.3	Are the different components of the project adequately weighted relative to one another?		20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?		55
2.5	Is the conceptual framework adopted appropriate for the task?		65
2.6	Is the scope of task well defined and does it correspond to the TOR?		120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?		85
<b>SUB TOTAL</b>			<b>400</b>
<b>Technical Proposal Evaluation (FORM III)</b>			
<b>Management Structure and Key Personnel</b>			
3.1	<b>Team Leader</b>		
	General Qualification		50
	Suitability for the Project		
	- International experience		25
	- Training experience		10
	- Professional experience in the area of specialization		45
	- Knowledge of region		30
- Language qualification		10	
<b>SUB TOTAL</b>			<b>170</b>
3.2	<b>Team Member</b>		
	General Qualification		40
	Suitability for the project		
	- Professional experience in the area of specialization		45
	- Knowledge of the national context		25
- Language qualification		20	
<b>SUB TOTAL</b>			<b>130</b>
<b>Aggregate</b>			<b>1000</b>