



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: May 6, 2020
	REFERENCE: UNDP/RFP/04/2020

Dear Sir / Madam:

We kindly request you to submit your Proposal to **formulate a concept note on formulation of 'National Solar Mini-Grid Programme for Low Carbon Economic Development for Green Climate Fund Readiness & Preparatory Support Programme (GCFRSP)**. The detailed Terms of Reference (ToR) is attached as Annex 4.

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

Proposals may be submitted on or before **1700 hours (Nepal Standard Time), Thursday, May 28, 2020** and via email to procurement.np@undp.org.

The technical and financial proposals should be in separate email messages mentioning the following subject lines:

Technical Proposal: UNDP/RFP/04/2020- Technical Proposal- {Bidder's Name}

Financial Proposal: UNDP/RFP/04/2020- Financial Proposal- {Bidder's Name}

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.

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.

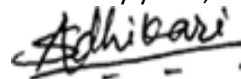
UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures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

Thank you and we look forward to receiving your Proposal.

Sincerely yours,



Shiva Prakash Adhikari
Procurement Associate, UNDP Nepal
5/6/2020

Description of Requirements

Context of the Requirement	To execute the activities under Outcome 4 which aims to provide technical support in development of a concept note for AEPC of their proposed project 'National Solar Mini Grid Programme for Low Carbon Economic Development'. The concept note will be prepared in accordance with GCF's concept note template. The team of experts from the firm will closely work with the senior management team and technical staffs at AEPC and will report to the Project Manager and will ensure working closely with the Climate Finance Unit/Ministry of Finance and UNDP Country Office during the assignment period.
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	Formulate a concept note on formulation of 'National Solar Mini-Grid Programme for Low Carbon Economic Development for Green Climate Fund Readiness & Preparatory Support Programme (GCFRSP)
List and Description of Expected Outputs to be Delivered	<p>The selected organization is expected to complete the following outputs:</p> <p>Output 1: Formulation of a baseline, identification of sectoral and structural barriers, and background analysis of the concept note</p> <p>Output 2: Conduct pre-feasibility assessment that outlines theory of change and showcases alignment with GCF's investment criteria</p> <p>Output 3: Concept Note for Project Preparation Facility Prepared</p>
Person to Supervise the Work/Performance of the Service Provider	Project Manager
Frequency of Reporting	<i>As per the ToR</i>
Progress Reporting Requirements	As per the ToR
Location of work	<input checked="" type="checkbox"/> Kathmandu, Nepal
Expected duration of work	50 days spread over three months
Target start date	June 2020
Latest completion date	September 2020

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

Travels Expected	N/A
Special Security Requirements	<input checked="" type="checkbox"/> Others: Follow the safety measures of COVID-19, as required.
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others: Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Company Registration Certificate	<input checked="" type="checkbox"/> Required
Company Profile	<input checked="" type="checkbox"/> Required
Latest Tax Clearance Certificate	<input checked="" type="checkbox"/> Required
VAT/PAN Registration	<input checked="" type="checkbox"/> Required (in case of the companies and firms)
List of projects completed (please indicate contract value and duration)	<input checked="" type="checkbox"/> Required
List of major clients with detailed contact address for last two years	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of the proposed team including the individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> Local Currency: Nepalese Rupees (NPR.)

Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input type="checkbox"/> must be exclusive 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 ³	Outputs	Percentage	Timing	Condition for Payment Release	
	Submission of Inception Report (Delivery 1)	20%		Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.	
	Submission of Stock Taking Report (Delivery 2) and Pre-Feasibility report (Delivery 3)	35%			
	Submission of Report on Financial Analysis (Delivery 4), Analysis Report (Delivery 5) and Draft Concept Note (Delivery 6)	35%			
	Submission of Final Concept Note & Completion Report (Delivery 7)	10%			
Person(s) to review/inspect/ approve outputs/complete d services and authorize the	Program Officer				

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

disbursement of payment	
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 criteria 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>Technical Proposal – 1000 points</p> <input checked="" type="checkbox"/> Expertise of the Firm - 200 points <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan- 350 points <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel- 450 points
	<p>Financial Proposal – 300 points</p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) UNDP (this template is also utilised for Long-Term Agreement ⁴ and <i>if LTA will be signed, specify the document that will trigger the call-off. E.g., PO, etc.</i>) <input type="checkbox"/> Other Type/s of Contract
Contract General Terms and Conditions ⁵	<input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input checked="" type="checkbox"/> General Terms and Conditions for de minimi contracts (services only) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁷ <input checked="" type="checkbox"/> Detailed TOR – Annex 4 <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁹	<p><i>Procurement Unit</i> <i>UNDP Nepal</i> <i>Email: query.procurement.np@undp.org</i></p> <p>Written inquiries must be submitted mentioning RFP Ref: UNDP/RFP/04/2020, on or before 5:00PM, 18 May 2020. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: http://www.np.undp.org/content/nepal/en/home/operations/_procurement.html. Inquiries received after the above date and time shall not be entertained.</p> <p>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</p>
Other Information <i>[pls. specify]</i>	<p>The Financial evaluation will be carried out only for the technically qualified submission that pass the minimum technical score of 70% (700 points) of the obtainable score of 1000 points in the evaluation of the technical proposals.</p> <p>The Financial Proposal and the Technical Proposal <u>MUST BE COMPLETELY SEPARATE</u> and each of them must be submitted individually with different subject line as mentioned above. Failing to submit the Technical and Financial Proposals in separately will be treated as non-responsive.</p>

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁸ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁹ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of firm/Organisation submitting proposal	20%	200
2	Proposed Work Plan and Approach	35%	350
3	Personnel	45%	450
			1000

I. Expertise of firm / organization submitting proposal (Points obtainable 200 Points)	
1.1 Reputation of Organization and Staff (Competence / Reliability)	20
1.2 Litigation and Arbitration history	10
1.3 General Organizational Capability which is likely to affect implementation (i.e. loose consortium, holding company or one firm, size of the firm / organization, strength of project management support e.g. project financing capacity and project management controls)	25
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 specialized skills.	15
1.5 Quality assurance procedures, warranty	25
Sub total (1.1 to 1.5)	95
1.6 Relevance of: (Points -105)	
- Specialized Knowledge	40
- Experience on Similar Programme / Projects	60
- Work for UNDP/ major multilateral/ or bilateral programmes	5
Sub Total for 1.6	105
Total for Expertise of firm / organization submitting proposal (I)	200
II. Proposed Work Plan and Approach (Points obtainable 350 Points)	
2.1 To what degree does the Offeror understand the task?	40
2.2 Have the important aspects of the task been addressed in sufficient detail?	30
2.3 Are the different components of the project adequately weighted relative to one another?	30
2.4 Is there evidence that the proposal been prepared based on an in-depth understanding and prior knowledge of the project environment?	60
2.5 Is the conceptual framework adopted appropriate for the task?	60
2.6 Is the scope of task well defined and does it correspond to the TOR?	70
2.7 Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	60
Total for Proposed Work Plan and Approach (II)	350
III. Personnel (Points obtainable 450 Points)	
3.1 Policy Expert / Team Leader	
General experience qualification as per ToR and experience in working as Project Lead	20
Track record of leading multi-disciplinary team and developing concepts/proposals	35
Professional Experience in the area of specialization	45
Language Qualifications	10
Sub Total for Team Leader	110

3.2 Renewable Energy Expert (Solar)	
General education qualification as per ToR	20
Experience in project formulation and technical inputs on RE	40
Professional experience and substantive knowledge in the area of specialization	30
Language Qualifications	10
Sub Total for Renewable Energy Expert	100
3.3 Environmental and Social Safeguard Expert (National)	
General education qualification as per TOR	15
Experience in Environmental and Social Safeguard for RE projects	25
Professional Experience in the area of specialization	35
Language Qualification	5
Sub Total for ESS Expert	80
3.4 Economist/Investment Analyst	
General education qualification as per TOR	15
Experience in Economic/Investment analysis on RE projects	25
Professional Experience in the area of specialization	35
Language Qualification	5
Sub Total for Economic/Investment Analyst	80
3.3 GESI/IP Expert	
General education qualification as per TOR	15
Experience in GESI/IP for RE sector	25
Professional Experience in the area of specialization	35
Language Qualification	5
Sub Total for GESI/IP Expert	80
Total for Personnel (III)	450
Grand Total (A+B+C)	1000

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL¹⁰

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹¹)

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

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, Latest 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.*

D. Cost Breakdown per Deliverable*

¹⁰ This serves as a guide to the Service Provider in preparing the Proposal.

¹¹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1.	Submission of Inception Report (Delivery 1)	20%	
2.	Submission of Stock Taking Report (Delivery 2) and Pre-Feasibility report (Delivery 3)	35%	
3.	Submission of Report on Financial Analysis (Delivery 4), Analysis Report (Delivery 5) and Draft Concept Note (Delivery 6)	35%	
4.	Submission of Final Concept Note & Completion Report (Delivery 7)	10%	
	Total	100%	

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

E. Cost Breakdown by Cost Component:

SN	Activities	Unit	Rate	No. of Days	Total NPR
A	Key Human Resources				
1	Team Leader / Policy Expert (National)	1		40 days	
2	Renewable Energy Expert (Solar – National)	1		25 days	
3	Environmental and Social Safeguard Expert (National)	1		15 days	
4	Economist or Investment Analyst (National)	1		25 days	
5	GESI / IP Expert	1		10 days	
	Sub Total A				
B	Other costs (if any)				
1	Travel Cost for 2 visits in any one of the province	Lumpsum			
2	Consultation meeting	Lumpsum			
	Sub Total B				
C	Total (A+B)				
D	VAT 13%				
	Grand Total (C+D)				

N. B. Administrative and other associated costs, if any, should be built into the above headings proportionately.

Proposal will be disqualified if it does not follow the above price schedule format.

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

General Terms and Conditions of Contract

Terms of Reference (TOR) to formulate a concept note on formulation of 'National Solar Mini-Grid Programme for Low Carbon Economic Development'

Type Consultancy Firm (National)

Location: Kathmandu with possible travel to province (2 travel mission i.e. one for consultation and one for sharing validation in any one of the provinces)

Project: Green Climate Fund Readiness & Preparatory Support Programme

Additional Category Resilience and Climate Change

Starting Date: June 2020

Duration: 50 days spread over three months

BACKGROUND

Government of Nepal has taken various initiatives in devising appropriate policies, programme, and institutional and financial arrangements to achieve long term solution to address the climate risks. Ministry of Finance has been effectively and efficiently planning to access resources from Green Climate Fund (GCF) and managing public investments on climate change through national system. Ministry of Finance is designated National Designated Authority (NDA) for GCF and implemented a first phase of GCF readiness initiative, funded by the Government of Germany (BMU) since 2016 to build core institutional capacity and accelerate direct access to the Fund through national entities.

To continue and strengthen the current efforts to effectively and efficiently plan for, access, manage, deploy and monitor climate financing through GCF, a second phase of readiness support was approved by the GCF Secretariat for Nepal with UNDP as delivery partner. This GCF Readiness and Preparatory Support (GCF RPS) project aims to i). Enhance national ownership process beyond the NDA and engage the inter-ministerial technical committee and other stakeholders for a wider and stronger national ownership; and ii). Strategically and systematically build the national capacity at various levels to ensure that the knowledge, processes and mechanisms are transferred to the extent possible and thus contributing to sustainable capacity building efforts. The project will target private sectors and capacity building across the government, both of which will require significant preparatory work before GCF financing will be possible at scale. The readiness activities will build up on key achievements, outputs and learnings from previous readiness efforts towards wider engagement of national stakeholders in the GCF process. Some of the key activities proposed interventions under the Readiness & Preparatory Support includes supporting under five key outcomes of the GCF Readiness & Preparatory support in Nepal includes i). Country capacity strengthened; ii). Stakeholders engaged in consultative processes; iii) Direct access realized; iv) Access to finance and v) Private sector mobilization.

On February 2019, the GCF approved the accreditation of Alternative Energy Promotion Center (AEPC), a nodal agency of the Government of Nepal for the promotion and development of renewable energy and energy efficiency in Nepal. Since its establishment in 1996, AEPC has focused in both on-grid and off-grid technologies and promotes local private stakeholders for innovation, implementation and operation of projects. And with this accreditation, AEPC can access up to USD 50 Million in GCF funds for low-carbon, climate resilient development projects and programmes in Nepal.

Thus, in accordance to the decision by the NDA, the Readiness Programme will provide technical and financial support to AEPC for the development of a concept note on the proposed project idea on 'National

Solar Mini Grid Programme for Low Carbon Economic Development. The proposed project aims for the development of solar mini grid systems that are robust and will provide uninterrupted, reliable and affordable energy service to communities. The proposed project will aim at enabling locals to build, operate and maintain these systems. The system is also expected to guarantee a minimum of Tier-3 level electricity access to households along with post-installation support delivery. The systems will promote energy efficiency and pre-paid metering to improve revenue generation and operation/maintenance through the business models proposed within this concept to encourage private sector investment.¹² The project concept has been shared with the NDA in the recent GCF's Programming Conference held in Songdo in mid-August 2019.

Therefore, a consultancy firm will be procured to provide technical support in development of a concept note for AEPC of their proposed project '*National Solar Mini Grid Programme for Low Carbon Economic Development*'. The concept note will be prepared in accordance with GCF's concept note template.¹³ The team of experts from the firm will closely work with the senior management team and technical staffs at AEPC during the entire assignment period. The team of experts will report to the Project Manager and will ensure working closely with the Climate Finance Unit/Ministry of Finance and UNDP Country Office.

OBJECTIVES OF THE ASSIGNMENT

The purpose of the assignment is to provide technical support to AEPC towards formulation of a concept note for GCF on their proposed project concept on '*National solar mini-grid programme for low carbon economic development*'. The specific objectives include;

- Take stock of project baseline, climate change scenario, sectoral and structural barriers and alignment with national policies and priorities;
- Conduct pre-feasibility assessments to provide theory of change, project components and showcases alignment with GCF's investment criteria;
- Prepare a detailed project concept note for project preparation facility along with the Project Preparation Facility (PPF) application;

SCOPE OF WORK

The firm, upon signing contract with UNDP Nepal, will work under the supervision of the Project Manager and in close association with the Ministry of Finance and UNDP Country Office in producing the deliverables specified below. During the assignment, the firm is expected to work closely with the senior management and technical staffs of AEPC during the preparation and design phase of the concept note. The section below elaborates detailed scope of the work, activities to be implemented and responsibilities of the consultant.

Output 1: Formulation of a baseline, identification of sectoral and structural barriers, and background analysis of the concept note

Inception Report

The inception report will have a well-defined timeline, a clear conceptual framework and methodology in-line with the delivery targets outlined in the ToR. The conceptual framework will provide clear step-wise approach linking it with the expected outputs for this consultancy along with effort for coordination and identification of risk and mitigation measures.

Review of policies and stock taking report

The firm will also review all existing climate change related national and sectoral policies along with reports prepared by the BMU funded programme on engagement strategy and the draft country programme and pipeline. The firm will review and familiarize all policies, process and procedures of GCF pertaining to funding proposal development including GCF's standards, investment criteria, strategic impact areas, and

¹² AEPC. 2019. AEPC's Entity Work Plan submitted to Green Climate Fund

¹³ https://www.greenclimate.fund/documents/20182/574712/Form_01_-_Concept_Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8

result frameworks towards development of criteria for project pipeline preparation. The review shall basically be focused to (but not limited to):

- i. National Climate Change Policy (2019)¹⁴
- ii. Nationally Determined Contribution (2016)¹⁵
- iii. Renewable Energy Subsidy Policy 2016
- iv. Renewable Energy Subsidy Delivery Mechanism 2016
- v. White Paper-2018 by Ministry of Energy Water resource and Irrigation
- vi. Environment and Social Safeguards Policy of AEPC
- vii. National Adaptation Programme of Action to Climate Change (NAPA)¹⁶
- viii. National Framework of Local Adaptation Plans for Action (2011)¹⁷
- ix. Environment Friendly Local Governance Framework (2013)¹⁸
- x. Priorities of Environment and Climate Change in Nepal (2017)
- xi. 15th Plan Approach Paper¹⁹
- xii. National Communication Document (2004²⁰, 2014²¹, 2017²²)
- xiii. Governance and Strategic Plan of Green Climate Fund²³
- xiv. Governing Instrument for the Green Climate Fund²⁴
- xv. GCF Impact Areas²⁵
- xvi. Country Programme Guide (Initial Draft)²⁶
- xvii. GCF Readiness & Preparatory Support Programme Project Document²⁷
- xviii. GCF Handbook for Nepal (2017) published by Ministry of Finance
- xix. Draft GCF Engagement Strategy for Nepal report submitted by GCF Readiness (BMU)
- xx. Draft GCF Country Programme and Project Pipeline report submitted by GCF Readiness (BMU)
- xxi. Sustainable Development Goals, Status and Roadmap: 2016-2030 (2017)²⁸
- xxii. Needs Assessment, Costing and Financing Strategy for Nepal's Sustainable Development Goals (2019)
- xxiii. Initial investment framework: activity specific sub-criteria and indicative assessment factors²⁹
- xxiv. Identification of results areas where targeted GCF investment would have the most impact³⁰
- xxv. GCF Investment Criteria Indicators (2019)³¹

¹⁴<http://www.climatenepal.org.np/main/downloadFile.php?fn=fcy7m8j1h3v.pdf&ft=application/pdf&d=publication>

¹⁵<https://www4.unfccc.int/sites/ndcstaging/PublishedDocuments/Nepal%20First/Nepal%20First%20NDC.pdf>

¹⁶<https://unfccc.int/resource/docs/napa/npl01.pdf>

¹⁷<https://www.mofe.gov.np/download/National%20Framework%20on%20Local%20Adaptation%20Plans%20for%20Action.pdf.22f5ea44eb04bdef06d4b1a394b3cd5c>

¹⁸<http://www.mofald.gov.np/sites/default/files/Resources/EFLG-2013.pdf>

¹⁹[https://npc.gov.np/images/category/15_plan_approach_paper_\(Draft\)1.pdf](https://npc.gov.np/images/category/15_plan_approach_paper_(Draft)1.pdf)

²⁰<https://unfccc.int/resource/docs/natc/nepnc1.pdf>

²¹<https://unfccc.int/resource/docs/natc/nplnc2.pdf>

²²http://mofe.gov.np/noticefile/Nepal%E2%80%99s%20GHG%20Inventory-Final_version_1562308551.pdf

²³<https://www.greenclimate.fund/who-we-are/about-the-fund/governance>

²⁴https://www.greenclimate.fund/documents/20182/1246728/Governing_Instrument.pdf/caa6ce45-cd54-4ab0-9e37-fb637a9c6235

²⁵<https://www.greenclimate.fund/how-we-work/funding-projects>

²⁶https://www.nab.vu/sites/default/files/documents/Guidance%20to%20Country%20Programmes_20160426.pdf

²⁷ Nepal's Readiness Proposal 2017. https://www.greenclimate.fund/documents/20182/466992/Readiness_proposals_-_Nepal_UNDP_NDA_Strengthening_and_Country_Programming.pdf/

²⁸ GoN/NPC 2017. Nepal's Sustainable Development Goals Status and Roadmap:2016-2030 (http://sdg.npc.gov.np/media/resources/items/19/bSDG_Report_final_version.pdf)

²⁹https://www.greenclimate.fund/documents/20182/239759/Initial_investment_framework_activity-specific_sub-criteria_and_indicative_assessment_factors.pdf/771ca88e-6cf2-469d-98e8-78be2b980940

³⁰https://www.greenclimate.fund/documents/20182/1270184/GCF_B.21_Inf.04_-_Identification_of_results_areas_where_targeted_GCF_investment_would_have_the_most_impact.pdf/c91c907b-1d40-e1f5-2cc4-98ac82add67e?version=1.0

³¹https://www.greenclimate.fund/documents/20182/1424894/GCF_B.22_05_-_Investment_criteria_indicators.pdf/3bd307ff-d213-266a-de74-bbb28cda2bc0?version=1.0

- xxvi. GCF Indigenous Peoples Policy (2018)³²
- xxvii. GCF Environmental and Social Policy (2018)³³
- xxviii. GCF Investment Risk Policy (2018)³⁴

Climate Change Scenario

The firm will review available peer-reviewed publication and journals on climate scenarios and vulnerability to take stock of climate scenario and vulnerability profile of Nepal. The stock taking analysis should include medium and long term climate scenarios for Nepal while the vulnerability profile must provide climate drivers, risk, impact and key vulnerabilities and its impacts on economic growth, productive sectors, ecosystems and vulnerable social groups like women, indigenous peoples, and minorities. A review of the GHG emission profile of renewable energy systems along with identification of mitigation measures along with technological interventions will also be outlined. The analysis should also outline how the proposed project contributes to national policies and priorities.

Identification of Barriers

The firm will stock take on the root causes and barriers i.e. social, gender, fiscal, regulatory, technological, financial, ecological, institutional etc) for development and promotion of solar mini-grids. Close consultation and meetings will be conducted to understand the cause and barriers with relevant stakeholders in close association with AEPC.

Consultation and Workshop

The firm will undertake a series of consultation meetings and round table dialogues at the national level to get input from relevant stakeholders i.e. national or sub-national stakeholders during the process of development of the concept note. The consultations will be organized in close coordination with AEPC and the NDA.

Output 2: Conduct pre-feasibility assessment that outlines theory of change and showcases alignment with GCF's investment criteria

Theory of Change

Based on the barriers identified for development of solar mini-grids, the firm will have described the expected sets of components/outputs and sub-components/activities to address the above barriers identified to address the expected outcomes. As a rationale, the firm will develop a 'theory of change' and provide information on how it serves to shift the development pathways towards low-emissions in line with GCF's ambition. In addition, the firm will also address how the proposed activities in proposal are consistent and in accordance with the national regulatory and legal frameworks.

Social and Environmental Screening

A social and environmental screening of the concept note will be conducted once the components and activities are identified. This will be used towards identification of ESS category for the proposed projects in accordance with AEPC's ESS policy. In addition, appropriate mitigation measures will also be recommended for the components.

Institutions and implementation arrangement

The firm will need to address on why AEPC as a direct access entity is fit as executing entity to undertake the proposed concept. The firm will also propose an implementation arrangement at the national and sub-national level as well as identify other executing entities and other relevant partners during implementation of the project. The implementation arrangements with executing entities and relevant partners will also be identified and outlined. An overview of the key financial and operational risk and any mitigation measures will also be proposed.

Design and Conduct Economic and Financial Analysis

³²<https://www.greenclimate.fund/documents/indigenous-peoples-policy>

³³https://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Environmental_and_Social_Policy.pdf/aa092a12-2775-4813-a009-6e6564bad87c

³⁴https://www.greenclimate.fund/documents/20182/574763/GCF_Policy_-_Investment_Risk_Policy.pdf/21ddea0f-6ed0-2a55-c772-525f9be3d512

The analysis will be led by the International Financial/Economic Expert and supported by national investment consultant in the design the approach and methodology for economic and financial analysis for the proposed project outputs of the two project concepts. The analysis will provided a strong argument of the efficiency and effectiveness of the proposed outputs that will also justify two core mitigation indicators i.e. i). Estimated cost per tCO₂ eq. (total investment cost/expected lifetime emission reductions) and ii). Expected volume of finance to be leveraged as a result of the GCF's financing, disaggregated by public and private sources.³⁵ The international consultant will lead technical analysis on the finalization and revisions as required and incorporation towards justification of the efficiency and effectiveness on the project outputs. The analysis will outline financial instruments to be used will also be outlined along with detailed breakdown of the estimated costs in accordance to the financial instrument as well as co-financing.

Indicative Financing/Cost of Financing

The firm will also provide an overview of the cost of financing from GCF and co-financing. The financial instrument to be used will also be outlined along with detailed breakdown of the estimated costs in accordance to the financial instrument. The firm will outline three components i.e. 1). Financing by Components, 2). Justification of GCF fund and 3). Sustainability and Replicability³⁶ in accordance to GCF's mandate.

- **Financing by Components:** will provide an estimate of the total cost per components with disaggregated source of financing;³⁷
- **Justification of GCF Fund:** will explain why the project concept seeks GCF funding and why it is not funded by domestic or private sectors. Justification will also be necessary on financing instrument adopted. In case of grants and reimbursable grants, this is mandatory.
- **Sustainability and Replicability:** will address how the proposed project sustainability will be ensured post-GCF's support.

³⁵ Page 12; <https://www.greenclimate.fund/sites/default/files/document/gcf-concept-note-user-s-guide.pdf>

³⁶ https://www.greenclimate.fund/documents/20182/239759/GCF_Concept_Note_User_s_Guide.pdf/64866eea-3437-4007-a0e4-01b60e6e463b; Pg 12

³⁷ *ibid*

Analysis of alignment with GCF's investment Criteria

The firm will conduct an analysis of how the proposed concept is expected to perform or align against the GCF's six investment criteria i.e. impact potential, paradigm shift, sustainable development, needs of recipients, country ownership and efficiency and effectiveness. The firm will provide an elaborated description on all six investment criteria and the applicable relevant sub-criteria and indicative assessment factors.

Output 3: Concept Note for Project Preparation Facility Prepared

Concept Note Prepared and Shared

On the basis of the pre-feasibility study, the firm will prepare the concept note on the 'national solar mini-grid' on the basis of the GCF's template for concept note.³⁸ The firm will submit the Concept Note that is well articulated, with clear, concise and properly citation. The draft of the concept note will be shared to AEPC and NDA for their review and inputs. The inputs will be internalized and the final version will be shared to the NDA for its review and endorsement.

DELIVERABLES AND SCHEDULE OF PAYMENT

The specific deliverables are outlined below:

Stage of work – Consultant (Policy)	Deliverables	Roles		Payment Schedule
		Lead	Supporting	
Inception Report: with that provides a broad outline of working approach, work plan for the consultancy, effort for coordination and identification of risk and mitigation measures	Submission of Inception Report (within day 5)	Team Leader	RE	20 % payment after approval of inception report.
Stock taking Report: will take stock of climate change scenario and identification of barriers and ESS screening.	Submission of Stock taking report (within day 10)	Team Leader	RE/ESS/EC	35% payment after submission of reports and proceedings
Pre-feasibility Study (Project Rationale & Institutional Arrangement): A report describing components of proposed project and expected outcomes along with rationale that outlines theory of change, proposals alignment with national regulatory and legal framework and institutional arrangements. A mission to proposed project site to be implemented.	Submission of pre-feasibility report (within day 15)	Team Leader	RE/EC/ESS	
Pre-Feasibility Study (Indicative Financing): will provide an outline of indicative financing or cost of financing proposal along with economic and financial viability of proposed outputs..	Submission of Report on financial analysis (within day 20)	Intl. Finance/Economics Expert	EC	35% payment after submission of reports and proceedings

³⁸[https://www.greenclimate.fund/documents/20182/574712/Form_01 - Concept Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8](https://www.greenclimate.fund/documents/20182/574712/Form_01_-_Concept_Note.docx/18570723-5f7c-44c9-aacb-8c68fe99fce8)

Analysis of Expected Project Results with GCF's investment Criteria: Technical analysis of estimated expected impacts and its alignment with GCF's investment criteria.	Submission of analysis report (within day 30)	Team Leader	RE/IFEC/EC	
Draft Concept Note Prepared & Shared: Concept note in line with GCF's requirement shared with the NDA and AEPC for their technical inputs. A sharing at sub-national level will be coordinated with AEPC.	Submission of draft concept note (within day 40)	Team Leader	RE/ESS/EC	
Submission of Final Concept Note: Concept note will include pre-feasibility study and theory of change (incl. diagram).	Submission of final concept note and completion report (within day 50)	Team Leader	RE/EC	10% payment after submission of final report
Note: TL- Team Leader; RE- Renewable Energy Expert; ESS- Environmental & Social Safeguard Expert; EC- Economist; IFEC – Intl. Finance/Economics Expert.				

The detailed report must be submitted in English. Both hard and soft copies of all the report including the supporting materials must be submitted. The reports, data and images must be in an editable format.

ROLES & RESPONSIBILITIES

The consultancy firm will be working under the overall guidance and supervision of the Project Manager of the GCFRPS Programme. The firm will work closely with Alternative Energy Promotion Center (AEPC) during the entire assignment along with relevant stakeholders during the concept note preparation and once finalized. The Readiness Programme will be responsible for facilitating meetings and consultations during the preparation of the concept note.

TECHNICAL TEAM COMPOSITION AND EXPERIENCE

The consultancy will be undertaken by a multi-disciplinary team procured through different firms who will provide required input on the concept note preparation. The delivery of the outputs of this assignment will be the responsibility of the Team Leader/Policy Expert who will be supported by Renewable Energy Expert (Solar), Environmental and Social Safeguard Expert and Economist. The Intl. Finance/Economics Expert will be mobilized to lead Output 2 and provide technical guidance on the economic and financial analysis to assess efficiency and effectiveness of the concept note.

The qualification, roles and responsibilities and working engagements demanded by the consultancy is provided below.

S. N.	Resource Person	Qualification and Work experience	Roles & Responsibilities	Working Days
1.	Team Leader / Policy Expert (National)	<ul style="list-style-type: none"> - Master's degree or PhD in public policy, economics, climate change, climate finance, public finance management and /or relevant fields; - At least 7 years of work experiences in the issues of public policy, economic analysis, climate policy, climate finance and policy 	<ul style="list-style-type: none"> - Responsible to lead overall design, consultation, documentation, and presentation/communication related to assignment; - Responsible for synthesizing policies and drafting policy papers on climate change, adaptation, climate finance and GCF's policies; 	40 days

S. N.	Resource Person	Qualification and Work experience	Roles & Responsibilities	Working Days
		<p>analysis or in the relevant field with government, UN agency or development partners;</p> <ul style="list-style-type: none"> - Demonstrated experience of at least 3 in designing, technical research on project proposal formulation; - Demonstrate track record of similar assignment for project formulation for GCF, GEF and other climate funds; - Track record of leading multi-disciplinary team in complex assignment with experience in liaising and coordination with government agencies; - Strong writing and communication skills; 	<ul style="list-style-type: none"> - Lead stakeholder consultations engaging multiple stakeholders resulting in constructive engagement strategies - Experience of conducting stakeholder consultations engaging multiple stakeholders resulting in constructive engagement strategies - Familiarity with Nepal's Climate related policies and priorities, and the Green Climate Fund. 	
2.	Renewable Energy Expert (Solar – National)	<ul style="list-style-type: none"> - Master's Degree in electrical/electronic/mechanical engineering, and renewable energy; - Minimum 5 years of proven experience in survey, design, implementation and evaluation of solar energy systems; - Demonstration of experience and knowledge on solar energy, RE policies; - Excellent analytical, technical research and consultations for formulation of projects proposals; - Demonstrated experience of at least 3 in designing, review and technical research on project proposal formulation; - Proven experience in GHG emissions accounting and monitoring, reporting and verification schemes in the energy sector; - Experience in working with a multi-disciplinary team and stakeholders; 	<ul style="list-style-type: none"> - Conduct detailed analysis of the off-grid/on-grid solar energy installations and renewable energy systems; - Review and synthesize national policies, plans and priorities on climate change as well as sectoral plans on renewable energy systems (solar); - Analysis of GHG emissions accounting, monitoring and reporting; - Provide technical input on energy systems and its viability in terms of technology and mobilization of resources; 	25 days

S. N.	Resource Person	Qualification and Work experience	Roles & Responsibilities	Working Days
3.	Environmental and Social Safeguard Expert (National)	<ul style="list-style-type: none"> - Master's degree in Environmental Science, Social Science, Natural Resource Management or Climate Change or related field - At least 5 years of practical experience, knowledge and expertise in Environmental and Social Safeguards in energy/renewable energy projects; - Proven experience in drafting /review of at least 3 assignments environment and social safeguard framework for large size projects on renewable energy. Priority will be given for the experience in solar mini-grid; - Familiarity with social and environmental safeguards procedures and guidelines, including GCF, International Development Banks and UNDP - Good working relationship with the networks of government and relevant sectors 	<ul style="list-style-type: none"> - Review and analysis of GCF's Environmental and Social Policy for renewable energy projects; - Conduct Environmental and Social Screening of the proposed projects to ensure its compliance with AE's mandate; - Prepare an Environmental and Social Management Plan for the proposed projects; 	15 days
4.	Economist or Investment Analyst (National)	<ul style="list-style-type: none"> - Master's degree in energy economics, environmental economics, economics or finance or related discipline; - Minimum 5 years' work experience in in developing and implementing economic and financial assessment on renewable energy systems and transportation sectors; - Proven experience in advisory services to government and/or public entity on formulation of policy and economic analysis on renewable energy projects; - Proven experience in drafting technical reports on renewable energy technologies and policies for at least 3 similar assignments; 	<ul style="list-style-type: none"> - Review policies on investment on off-grid renewable energy systems; - Work closely with the International Financial/Economic Experts towards designing of the cost benefit analysis and drafting of investment framework, - Review and synthesis on opportunities of mobilization of GCF's financing instrument and alignment with the financial mechanism of GoN towards leveraging fund from GCF; - Conduct technical support to identify indicative financing or cost of financing proposed concept; - Conduct economical and financial viability of the proposed 	25 days

S. N.	Resource Person	Qualification and Work experience	Roles & Responsibilities	Working Days
		<ul style="list-style-type: none"> - Good working relationship with the networks of government and relevant sectors - Experience in developing GEF and or Green Climate Fund proposals is desirable 	<p>projects outlining its linkages to project sustainability;</p>	
5.	GESI / IP Expert	<ul style="list-style-type: none"> - Masters degree in social sciences, communication, international development or relevant subject matter - Minimum 7 years of work experience in working GESI and indigenous peoples' related issues particularly on climate change; - Proven track record of extensive research on GESI and IPs and policy level analysis and inputs; - Proven experience on design, monitoring and evaluation and review of at least 3 similar assignments; - Work experience in an international organization is an advantage, as is knowledge of UNDP policies and procedures; 	<ul style="list-style-type: none"> - Provide technical inputs on GESI and Indigenous Peoples' on the concept note; - Review and assess knowledge resources and document on climate change impacts affects men, women and vulnerable groups of national and sectoral policies pertaining to GESI and IPs; - Facilitate consultation and discussions with stakeholders including government agencies, groups and associations on GESI and IP related matters; 	10 days
<p>Note: Intl. Finance/Economics Expert will be mobilized through separate consultancy procurement and will be required to provide inputs on economic and financial analysis to assess efficiency and effectiveness of the concept note.</p>				

COMPETENCIES OF SERVICE PROVIDER

- At least operation for 5 years in project formulation and experience in technical research to support project formulation;
- Proven record of agency in design and preparation of 3 similar assignments including drafting funding proposals for GCF, GEF, etc;
- Multi-disciplinary team should demonstrate the ability to work with each other towards undertaking this consultancy;
- Demonstrate the analytical capacity and demonstrated ability to process, analyse and synthesise complex, technical information from different disciplines by the members of the team to produce high quality reports;
- Experience working with and in partnership with government line agencies in the field of renewable energy;

DURATION OF THE ASSIGNMENT AND REMUNERATION

The duration of the contract is for the period of 50 days spread over three months upon signing of the contract. It is proposed that the Request for Proposal (RFP) should cover the technical, cost for at least two travel missions in the proposed site and out of pocket cost i.e., the cost of human resources and includes expense estimation. The cost of consultation meetings/workshops/trainings will be covered by the GCF Readiness Programme including venue, stationary and necessary training/workshop supplies.

WORKING ARRANGEMENTS

The contractors will be given access to relevant information necessary of execution of the tasks under this assignment. The contractor will be responsible for providing his/her own working station (i.e. laptop, internet, phone, printer/scanner etc. and must have access to a reliable internet connection).

EVALUATION METHOD

Applicants will be evaluated on the basis of 'Combined Scoring Method' will be used in selection of the consultancy firm where the technical proposal (i.e. expertise of the firm, methodology, qualification and expertise of the key personal) will be weighted a maximum of 70%, and the combined with the financial proposal offer which will be weighted maximum of 30%.