

REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

NAME & ADDRESS OF FIRM United Nations Capital Development Fund	DATE: February 26, 2021 REFERENCE: 75798
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Dear Sir / Madam:

We kindly request you to submit your Proposal for the Services of a **Firm Research & Analysis on Innovative Approaches to Financing Electricity Connections for Low-Income Households in Rural Senegal**.

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

Proposals may be submitted on or before **Wednesday, March 31, 2021** and via email to:

United Nations Capital Development Fund
procurement.digital@uncdf.org
cc:uncdf.procurement@uncdf.org

Your Proposal must be expressed in **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 UNCDF 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.

The Technical Proposal and Financial Proposal files **MUST BE COMPLETELY SEPARATE** and sent separately and clearly marked as either “**TECHNICAL PROPOSAL – RFP 75798 Firm Research & Analysis**” or “**FINANCIAL PROPOSAL – RFP 75798 Firm Research & Analysis**,” as appropriate. Each document shall include the Proposer’s name and address.

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 UNCDF 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 UNCDF, 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 UNCDF'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 UNCDF after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNCDF 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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNCDF/UNDP in this link: <http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNCDF 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.

UNCDF'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/>

UNCDF encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNCDF 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.

UNCDF implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNCDF, as well as third parties involved in UNCDF activities. UNCDF 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,

UNCDF Procurement Team
2/26/2021

Description of Requirements

Context of the Requirement	<p>UNCDF has formulated its strategy ‘Leaving no one behind in the digital era’ based on over a decade of experience in digital finance in Africa, Asia and the Pacific. UNCDF recognizes that reaching the full potential of digital financial inclusion in support of the Sustainable Development Goals aligns with the vision of promoting digital economies that leave no one behind. The vision of UNCDF is to empower millions of people by 2024 to use services daily that leverage innovation and technology and contribute to the Sustainable Development Goals. For further detail on UNCDF strategy, refer to this link. UNCDF is implementing its Inclusive Digital Economy strategy in Senegal. As part of the program’s portfolio, UNCDF is partnering with the Millenium Challenge Corporation to launch a study in Senegal to gather and analyse demand-supply data for last mile grid-electricity.</p>
Implementing Partner of UNCDF	N/A
Brief Description of the Required Services ¹	<p>UNCDF’s data and research team conducts sector thematic research on themes such as digital financial inclusion and economies for women, youth, MSMEs, migration and remittances, energy access, and agricultural development to help drive DS policy and innovation. This may include analysis of demand side data (1), by assessing demand side national survey datasets (e.g. FinScope, Findex, Intermedia, Enterprise Development Survey, GEM) and field research implementation and coordination; on the supply side (2), through supply side data, by analysing Big data including anonymized customer and transaction records (loans, savings, payments) for financial service providers and digital platforms (3) on the innovation and policy environment by systematic qualitative assessment of digital finance innovation and policy case studies. UNCDF digital strategy through its data and research will use lean data and digital surveys to reinforce inclusive innovation, inform policy making, and generate market and customer empowerment insights. For further details, please see Terms of Reference in Annex 3.</p>
List and Description of Expected Outputs to be Delivered	(See Terms of Reference)
Person to Supervise the Work/Performance of the Service Provider	The contractor will be supervised by Regional Manager of West Africa, and the Data Management Specialist (Analytics & Research) based in the UNCDF Regional Asia office in Bangkok, with close coordination to the West Africa Data and Research expert.
Frequency of Reporting	The contractor will report on a weekly basis and upon submission of each deliverable. Outputs will be validated by UNCDF. Over the course of the engagement, the contractor will be expected to interact with country and regional leads and with key stakeholders resulting from activities.
Progress Reporting Requirements	(See Terms of Reference)

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.

Location of work	Senegal		
Expected duration of work	Three (3) months		
Target start date	1 April 2021		
Latest completion date	30 June 2021		
Travels Expected	(See Terms of Reference)		
Special Security Requirements	<input checked="" type="checkbox"/> Due to the situation of Covid-19, the Research Institution is requested to detail out on their COVID-19 precautions before conducting and during the survey.		
Facilities to be Provided by UNCDF (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> N/A		
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"/> Not Required		
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars		
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes* <i>*Bidders are required to provide quote/price that indicate both (a) total amount with taxes, and (b) without taxes in their financial offers.</i>		
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNCDF 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"/> Permitted		
Payment Terms	Deliverables	Disbursement	Deliverable Due time
	Signature of the contract + signed NDA + workplan report based on UNCDF existing Inception report, draft surveys and FGD forms in English and French	15%	Month 1 of implementation
	Approved inception report, approved quantitative surveys	20%	Month 1.5

	and KII form, and guides in English and French		
	Draft Research Insights report of both qualitative (FGDs and KIIs) and quantitative surveys in English and French. Mid-term deliverable including report and presentation documents on key findings in English and French Detailed written records of interview and a cleaned survey dataset in English and French. Quantitative survey response dataset	40%	Month 2
	Final deliverables including approved final research insight reports, presentation and dissemination documents in English and French	25%	Month 3
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	All outputs of the Contractor shall be submitted to Regional Manager of West Africa as well as the Data Management Specialist (Analytics & Research) based in the UNCDF Regional Asia office in Bangkok.		
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services		
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 UNCDF 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>Stage 1: Preliminary Examination of Proposals</p> <p><u>Stage 2: Technical Proposal (70%)</u> - See Terms of Reference for allocation of points per criterion</p> <p><input checked="" type="checkbox"/> Bidder's qualification, capacity and experience: 300 points</p> <p><input checked="" type="checkbox"/> Proposed Methodology, Approach, and Implementation Plan: 400 points</p> <p><input checked="" type="checkbox"/> Management Structure and Key Personnel: 300 points</p> <p><u>Financial Proposal (30%)</u></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNCDF.</p>		

UNCDF will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Preliminary Examination of Proposals	<p><u>Memo to Offerors (Criteria for Preliminary Examination of Proposals)</u></p> <p>Preliminary Examination of Proposals will be evaluated on Pass/Fail basis:</p> <ul style="list-style-type: none"> • Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations; • Business Licenses – Registration Papers, Tax Payment Certification, etc. • Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc. ; • Track Record – list of clients for similar services as those required by UNCDF, indicating description of contract scope, contract duration, contract value, contract references; • 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 • CVs of Team Leader and Key Personnel.
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR (Annex 3) <input checked="" type="checkbox"/> General Terms and Conditions (Annex 4)
Contact Person for Inquiries (Written inquiries only)	<p><i>UNCDF Procurement Team</i> <i>procurement.digital@uncdf.org and cc: uncdf.procurement@uncdf.org</i></p> <p>Any delay in UNCDF's response shall be not used as a reason for extending the deadline for submission, unless UNCDF determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information <i>[pls. specify]</i>	

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL²

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery³)

[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 UNCDF in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNCDF 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 UNCDF 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 UNCDF, indicating description of contract scope, contract duration, contract value, contract references;*
- e) 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

² This serves as a guide to the Service Provider in preparing the Proposal.

³ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Output 1	15%	
2	Output 2	20%	
3	Output 3	40%	
4	Output 4	25%	
	Total	100%	

*This shall be the basis of the payment tranches

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

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
II. Out of Pocket Expenses				
III. Other Related Costs				

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

Terms of Reference for Research & Analysis on Innovative Approaches to Financing Electricity Connections for Low-Income Households in Rural Senegal

a. Background Information and Rationale, Project Description

The UN Capital Development Fund makes public and private finance work for the poor in the world's 47 least developed countries (LDCs). UNCDF offers "last mile" finance models that unlock public and private resources, especially at the domestic level, to reduce poverty and support local economic development. UNCDF's financing models work through three channels: (1) inclusive digital economies, which connects individuals, households, and small businesses with financial eco-systems that catalyse participation in the local economy, and provide tools to climb out of poverty and manage financial lives; (2) local development finance, which capacitates localities through fiscal decentralization, innovative municipal finance, and structured project finance to drive local economic expansion and sustainable development; and (3) investment finance, which provides catalytic financial structuring, de-risking, and capital deployment to drive SDG impact and domestic resource mobilization.

UNCDF has formulated its strategy 'Leaving no one behind in the digital era' based on over a decade of experience in digital finance in Africa, Asia and the Pacific. UNCDF recognizes that reaching the full potential of digital financial inclusion in support of the Sustainable Development Goals aligns with the vision of promoting digital economies that leave no one behind. The vision of UNCDF is to empower millions of people by 2024 to use services daily that leverage innovation and technology and contribute to the Sustainable Development Goals. For further detail on UNCDF strategy, refer to this link. UNCDF is implementing its Inclusive Digital Economy strategy in Senegal. As part of the program's portfolio, UNCDF is partnering with the Millennium Challenge Corporation to launch a study in Senegal to gather and analyse demand-supply data for last mile grid-electricity.

UNCDF's data and research team conducts sector thematic research on themes such as digital financial inclusion and economies for women, youth, MSMEs, migration and remittances, energy access, and agricultural development to help drive DS policy and innovation. This may include analysis of demand side data (1), by assessing demand side national survey datasets (e.g. FinScope, Findex, Intermedia, Enterprise Development Survey, GEM) and field research implementation and coordination; on the supply side (2), through supply side data, by analysing Big data including anonymized customer and transaction records (loans, savings, payments) for financial service providers and digital platforms (3) on the innovation and policy environment by systematic qualitative assessment of digital finance innovation and policy case studies. UNCDF digital strategy through its data and research will use lean data and digital surveys to reinforce inclusive innovation, inform policy making, and generate market and customer empowerment insights.

b. Specific Objectives

Energy poverty remains a serious obstacle to the achievement of the Sustainable Development Goals. The lack of access to electricity constrains opportunities for work, education, or operating a business. The poor in rural areas are particularly financially affected as they spend a relatively large portion of their family income on energy costs and often rely on traditional energy sources (fuel, wood, kerosene lamps). The financing of grid and off-grid electricity related solutions through digital finance such as and other forms of mobile money is seen as one of the most promising market solutions to pay for utility bills and reduce energy poverty globally. Yet there is still a lack of evidence on how to reach the last mile with suitable energy solutions that will lead to sustainable usage and reap the clean energy sustainable development benefits.

UNCDF, in partnership with the Millennium Challenge Corporation (MCC), is conducting a research on the role of digital finance as driver for improving access to electricity and electric equipment in Senegal.

We plan to collaborate with Data Analytics Research Institution that can enhance data collection and conduct thematic research towards measuring and monitoring of the client-level outcomes of digital finance and technology interventions on sustainable development goals (SDGs) such as 1 poverty, 4 education, 5 women economic empowerment, 7 clean energy, 8 inclusive growth and decent work. Specific assignments for this project include engagement in data collection and studies on electricity finance access and usage with focus on women and youth empowerment.

The objective of this study is to improve knowledge around how access to electricity finance at the last mile can be leveraged to increase access and productive use of grid electricity and electric equipment in rural areas, particularly for women and youth; scoping both the demand and supply of electricity finance in targeted areas of Senegal, namely Tambacounda, Fatick, Sédhiou, Kolda and Kaolack. The result of the study can be used to inform electricity utilities, financial institutions and other public stakeholders about:

1. The opportunities and potential incentives to trigger supply-side behaviour change adapted to rural women and youth for last mile access to grid-electricity in above mentioned areas.
2. Rural women and youth behaviour with regards to last mile access to grid electricity for productive use and its link to the financial services.

The study will collect and analyse data to trigger a better understanding of consumer behaviour with regards to financing the grid electricity connection, specifically paying for the initial grid connection (interior wiring) and electrified equipment for productive use. The study will also analyse equipment and financial service providers' perceptions and willingness to develop and improve financial services for the poor for electricity access to maximize inclusive connections and productive uses of electricity.

User case

The demand side survey and focus group discussions will address the user case of households and individuals that have or have not connected to the grid electricity in targeted areas of Senegal. The survey will reach last mile⁴ customers (with key focus on women, youth in rural areas) in order to identify user profiles and gain insights on usage patterns of (digital) financial services related to grid electricity usage. The demand side study will focus on:

1. Mapping end customers current use and barriers to use (digital) financial services for electricity payments;
2. Needs and willingness/ability of end customers to pay and to save over time for grid electricity connections and wiring costs;
3. Requirements for customers to overcome barriers in accessing digital financial services for electricity access

The study will look specific into:

Current situation for women and youth in terms of their access to finance, (compared to men and older adults). Understand financial service customer journeys (starting with the demand for connection at the utility) for women and youth customers;

- What products/education/information are necessary, possible and feasible in terms of (digital) finance solutions for electricity access as a specific use-case to serve women and youth;
- Understand women and youth financial management and literacy skills (with digital as a subset of financial skills), make financial decisions, and the channels and people influencing decisions;
- Households' affordability and willingness to pay or save for the connection to the grid including interior wiring and acquisition of electric equipment vs traditional energy resources (fuels, kerosene, wood burning, off grid solar etc) - with focus on youth and women;
- Identify the key barriers and pain points of households to financing a grid connection - with focus on youth and women.

⁴ Last mile or last kilometer is a technical term which is used to refer to the final leg of the electricity connection.

- Identify the financial services preferences for women and youth on savings, direct loan, lease-to-own, or digital payments;
- For those households who have access to the grid, assess financing options, payment modalities and terms.

c. Scope

The Research & Analysis Institution is primarily responsible for design, implementation and dissemination of demand side study on financial services for grid electricity connection and usage in Senegal, with a focus on women and youth in rural areas. The Research & Analysis Institution will mainly implement two research components:

- I. **Focus group discussions (FGDs) and key informant interviews (KIIs)** for 150 respondents, on including (digital) finance and technology, electricity access and usage, women and youth financial inclusion and economic empowerment.
- II. **Quantitative Survey interviews in the field**

The Research Institution will report directly to the Regional Manager of West Africa, and the Data Management Specialist (Analytics & Research) based in the UNCDF Regional Asia office in Bangkok, with close coordination to the West Africa Data and Research expert.

Due to the situation of Covid-19, the Research Institution is requested to detail out on their COVID-19 precautions before conducting and during the survey.

I. **Focus group discussions (150 respondents) and key informant interviews (30)**

This assignment is to undertake research based on focus group discussions (FGD) and key informant interviews (KII) and generate insights on demand and supply of appropriate financial services related to grid electricity connection and productive usage in selected regions in Senegal, Tambacounda, Fatick, Sédhiou, Kolda and Kaolack.

The FGDs and KIIs will focus on different group of household and individuals (such as men and women, youth⁵ and adults, early adopters, late adopters, and non-adopters, sector of productive use, etc) to determine whether there were different perspectives about access to electricity finance at the last mile that can be leveraged to increase access and productive use to grid electricity⁶ and electric equipment in rural areas.

UNCDF aim to target specific qualitative respondent groups of:

- 1) household with grid electricity connection for more than 1 year.
- 2) household with grid electricity connection for less than 1 year.
- 3) household without grid electricity connection.
- 4) household members engaged in productive use of electricity, focus on youth and women
- 5) (female and youth) shop owners and merchants who would provide services and have a separate meter for operations.
- 6) (female and youth) farmers who would use electricity as part of their production processes.

For each of 5 Selected Regions, it is aimed to conduct **6 FGDs with a small group of 5-6 people each, meaning 30-36 respondents per region and 150 respondents in Total. In addition to FGDs, 30 responses from Key informant interviews (KII) is also desired. (In the case of not being able to conduct field interview due to Covid-19, virtual interviews with KIIs can be used as back-up plan.)**

⁵ Defined in Senegal context as people < 35 years of age

⁶ The productive use of electricity is defined as the use of electrical equipment that 1). For households, results in the production of goods or services that are sold from the home, 2) For micro small and medium enterprises (MSMEs), results in the production of goods and services that are sold from an entity that is recognized as separate from the home, distinguished as shop owners. 3) Farmers, on the other hand, may have integrated energy to the production process. (e.g. diesel pumps to extract water from an open source and irrigate their fields, transitioning from a diesel to an electric pump, using electricity to operate cold storage rooms to keep produce fresh, or using electricity to process production like dehulling, roasting nuts.)

Respondents should be grouped together to facilitate sharing. For example, men and women, and youth and adults may be interviewed in separate discussions to ensure their ability to speak freely, as cultural norms may dictate that they must defer to men/older adults.

II. Quantitative survey interviews in the field (2,000 respondents)

This assignment is to undertake a research based on field survey of 2000 respondents and generate insights on demand and supply of appropriate financial services related to grid electricity connection and productive usage in Selected Regions in Senegal, namely Tambacounda, Fatick, Sédhiou, Kolda and Kaolack.

In the case of not being able to conduct surveys in the field due to Covid-19 and related lockdown measures, we advise the applicant to submit also a phone survey plan as a back-up plan. Details about methodology, survey approach, tasks, technology requirements and costs will be required and evaluated with research partner prior to validation of this phone survey back up plan. Applicants are required to include information on back-up plan in their application.

The field survey will focus on 2000 individuals sampled and stratified equally across the 5 selected regions (400 per region). The sample should include representativeness of men and women, youth (equal or below 35 years) and old (above 35 years), early adopters, late adopters, and non-adopters, and possibly sector of productive use- to determine whether there were different perspectives about access to electricity finance at the last mile that can be leveraged to increase access and productive use to grid electricity and electric equipment in rural areas. **We aim to collect completed responses from 2000 respondents (400 for each of the five regions through the field survey).**

The field survey will be designed by the Research Institution in close coordination with UNCDF; key survey topics/ questions include:

1. Household Characteristics (age, sex, number of household members, level of education, occupation, income group).
2. Current access to finance (compared to men and older adults).
 - Understand financial service customer journeys for women and youth customers;
 - Understand financial literacy and management skills (including digital financial literacy and management skills), how they make financial decisions, and the channels and people influencing decisions;
3. Identify the barriers and pain points of households to finance a grid connection - with focus on youth and women.
4. Identify the household cost and benefits of connection and their willingness to pay for electrified equipment/appliances vs traditional energy resources (fuels, kerosene, wood burning, alternative energy sources, etc). The consumptive and productive usage of electricity by the household.
5. The demand for and interest in financial services to pay for the connection to the grid;
 - Financial awareness of energy financing options, including loan, savings, leasing, and digital payments;
 - Women and youth's product preferences such as savings, direct loan, lease- to-own, or digital payments;
 - Assess their financing options, existing payment modalities and terms. Analyse the role of flexible payment and other financing mechanisms as a driver for electricity access.

The research firm will mainly be responsible for the following tasks:

- Proposal of the targeting strategy and survey tools
- Data sourcing: UNCDF will require the research firm to include in their proposal the data source and collection methodology in their applications. This will be one of the selection criteria.
- Development of the sampling methodology

d. Approach and Methodology

Focus group discussions (150 respondents) and key informant interviews (30)

The scope of activities under FGD and KII consists of the following:

- Finalize the sampling of respondents. Categorize the interviewees in different groups such as adopter/non-adopter, productive/non-productive use of electricity, sector, female and youth have control of decision making on financial and energy usage. Develop interview work plan.
- Assign enumerators and facilitators to conduct FGD and KII respectively. Select moderators and interviewers from the areas where they will be conducting the interviews, and of the appropriate gender.
- Review of key documents - project proposal, results framework, and reports.
- Prepare FGD and KII approach and semi-structured interview form in consultation with UNCDF data and research team.
- Translate FGD and KII approach and interview form and guidance into local language.
- Implement Interview Prepare written transcripts of FGDs and KIIs from audio recordings and field notes.
- Analyse the FGD and KIIs data
- Based on FGDs and KIIs, prepare qualitative interview reports with major findings and recommendations. Develop PPT presentation insights report and longer word document insights report.
- Develop word document analysis report

Quantitative survey interviews in the field (2,000 respondents)

The scope of activities for the quantitative survey consists of the following:

- Assign enumerators and facilitators to conduct field survey and participate in orientation on the questionnaire developed.
- Sign NDA as needed
- Review of key documents - project proposal, results framework, and reports.
- Design questionnaire and guidance for the survey. (estimated 60-80 questions of 30-40 minutes interviews)
- Assign enumerators and facilitators to conduct field survey and participate in orientation on the questionnaire developed.
- Plan pre-tests to correct the questionnaire.
- Quantitative surveys will have mainly pre-coded answers, programmed into electronic forms.
- Translate survey questionnaire and guidance into local language.
- Train the interviewers and conduct field surveys necessary to complete representative sample size.
- Compile survey feedbacks, consolidated raw dataset,
- Conduct analysis for key segments (youth and older adults, women and men, and related adopter/non-adopter, productive/non-productive use of electricity)
- Draft final survey report in PowerPoint
- Draft full survey insights report in word document for the research report.

The research firm will mainly be responsible for the following tasks:

- Design of the survey and FGD tools and finalize sampling approach.
- Survey Data collection: implementing quantitative survey (n=2000) with end customers in 5 districts in Senegal and qualitative Focus Group Discussion.
- Product an analytical report combining both the qualitative and quantitative insights reports.

e. Deliverables and Schedules/Expected Outputs

Deliverables	Disbursement	Deliverable Due time
Signature of the contract + signed NDA + workplan report based on UNCDF existing' Inception report, draft surveys and FGD forms in English and French	15%	Month 1 of implementation
Approved inception report, approved quantitative surveys and KII form, and guides in English and French	20%	Month 1.5
Draft Research Insights report of both qualitative (FGDs and KIIs) and quantitative surveys in English and French. Mid-term deliverable including report and presentation documents on key findings in English and French Detailed written records of interview and a cleaned survey dataset in English and French. Quantitative survey response dataset	40%	Month 2
Final deliverables including approved final research insight reports, presentation and dissemination documents in English and French	25%	Month 3

f. Key Performance Indicators and Service Level

The best quality of services delivered will be required to the contractor by UNCDF on the dates stated in the previous section. If UNCDF is not 100% satisfied with the one deliverable, it has the option of terminate the contract.

g. Governance and Accountability

The contractor will be supervised by Regional Manager of West Africa, and the Data Management Specialist (Analytics & Research) based in the UNCDF Regional Asia office in Bangkok, with close coordination to the West Africa Data and Research expert. The contractor will report on a weekly basis and upon submission of each deliverable. Outputs will be validated by UNCDF.

Over the course of the engagement, the contractor will be expected to interact with country and regional leads and with key stakeholders resulting from activities.

h. Facilities to be provided by UNCDF

UNCDF will not provide any facilities.

i. Expected duration of the contract/assignment

The assignment is expected to take place 60 working days within 3 months from the start date. At the completion of the assignment, the contractor will be required to submit a Certificate of Completion of Work justifying the time spent. It is expected that UNCDF may need 2 to 3 weeks to provide comments and approve/accept outputs.

i. Duty Station

Senegal

j. Professional Qualifications of the Successful Contractor and its key personnel

- a) The **Team Leader** must fulfil the following selection criteria.

Professional experience

- At least 15 years of relevant experience of consulting experience on the topics of rural development
- 10 of a demonstrated experience of increasing responsibilities in a field related to financial inclusion, digital economies, women and youth development, or related fields is mandatory
- Prior experience of supervising quantitative household surveys (at least 3 examples shall be provided)
- Demonstrate experience using different knowledge management and sharing platforms such as webinars, conducting workshops, etc
- Experience working with international organizations in particular UN agencies, LDC in Africa and/or government is desirable. Previous experience in Senegal would be an advantage.

Education:

- At least a Master's/ Specialist degree in Economics, Microfinance, Law or other relevant fields. A PhD degree will be an added advantage

Language:

- Fluency in French and English is mandatory. Good command of local languages is a plus.

Competencies and skills:

- Proven ability to manage and effectively lead a global research agenda and research team.
- Demonstrable experience in implementing surveys; strong analytical skills and knowledge of research methodologies and international standards on data collections.

b) The team key personnel must fulfil the following selection criteria:

Senior expert(s)**Professional experience**

- 10 years of relevant experience in designing and implementing quantitative and qualitative research surveys in the areas of financial inclusion, digital economies, rural development with emphasis on women and youth, or related fields.
- 5 years of experience of working on financial inclusion within international organizations in particular UN agencies.
- A relevant experience using different knowledge management and sharing platforms such as webinars and conducting workshops.
- Good knowledge of electricity financing mechanisms in LDC, and Senegal in particular

Education

- Master's degree in statistics, economics, Microfinance, business administration or other related social sciences

Language

- Fluency in written and spoken French and English; proficiency in local languages spoken in Senegal is desirable especially for data collectors.

Competencies and skills

- Knowledge of quantitative and qualitative research methodologies
- Excellent analytical capacity in socio-economic analysis
- Excellent writing and reporting capabilities.

- Good knowledge and substantial field experience with rural communities

Junior expert(s)

Professional experience

- 5 years of relevant experience in qualitative and quantitative research skills; knowledge of household surveys (Questionnaire design, sampling methodology and data analysis) is desirable.
- Strong analytical skills, and ability to rapidly analyse and integrate diverse information from varied sources.
- Prior knowledge and experience in research and research methodology in LDC and in Senegal in particular

Education

- Bachelor's degree in Economics, Statistics, Education or other relevant Social Sciences with a strong quantitative and qualitative analysis focus.

Language

- Excellent oral and written communication skills in English and French are essential. Proficiency in local dialects spoken in Senegal is desirable especially for data collectors.
- Computer literacy

Competencies and skills

- Knowledge of quantitative and qualitative research methodologies
- Excellent analytical capacity in socio-economic analysis
- Excellent writing and reporting capabilities
- Good knowledge and substantial field experience with rural communities
- Ability to listen and collaborate with a wide range of interviewees.

k. Price and Schedule of Payments

Deliverables	Disbursement	Due time
Output 1: Signature of the contract + NDA+ workplan + submitted Inception report plan in English and French	15%	Month 1
Output 2: First deliverable including approved inception report, survey instruments and guides in English and French	20%	Month 1.5
Output 3: Draft Research insights report of both qualitative (FGDs and KIs) and quantitative surveys in English and French Mid-term deliverable including report and presentation documents on key findings in English and French Detailed written records of interview and a cleaned version of textual database in English and French. Quantitative survey response database	40%	Month 2
Output 4: Final deliverables including approved final research insight reports, presentations and dissemination documents in English and French.	25%	Month 3

m. Selection Criteria for The Institution

The selection process will follow a cumulative scoring of 70% technical and 30% financial. The minimum passing score of the technical proposal shall be 70%. Technical proposals will be evaluated based on the

following criteria and corresponding points. Only firms that obtained minimum technical score of 70 points will be included in the financial evaluation.

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	Research organization capability; previous experience on conducting research and analysis on financial inclusion, electricity financing, energy access, women and youth access to electricity	100
1.2	Relevance of specialized knowledge and experience working in (rural) Senegal and West Africa at the regional level and at the country level	100
1.3	Ability and experience to implement quantitative surveys (approx. 2000 surveys) and qualitative interviews (30 FGD) of somewhat similar scope and size in the five selected regions	100
Total Section 1		300

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	The proposal addresses the scope of the research report and approach as outlined in the TOR in a comprehensive way (2000 quantitative surveys and 150 FGD, with a Back-up plan in case of Covid-19 Lockdown)	100
2.2	The proposed qualitative data collection and sampling approach is well-substantiated, structured, and outputs are appropriate in line with the TOR. Timely deliverables are expected for the qualitative focus group interviews with customers. Its insights feeds into the overall research report and quantitative survey.	100
2.3	The proposed quantitative surveys data collection and sampling approach is well-substantiated, structured, and appropriate in line with the TOR. Timely deliverable expected for the quantitative interviews with customers.	100
2.4	Quality assurance procedures and mechanism, guarantee provided by the firm for timely delivery of the data collection, reports and other deliverables.	100
Total Section 2		400

Section 3. Management Structure and Key Personnel		Points obtainable
3.1	Composition and structure of the team proposed. Does the team has sufficient technical expertise to complete the tasks? Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?	100
3.2	Qualifications of key personnel proposed	
3.2 a	Team Leader	100
	- General Experience	
	- Specific Experience relevant to the assignment	
	- Required education	

	- Language Qualifications		
3.2 b	Senior Expert(s)		60
	- General Experience		
	- Specific Experience relevant to the assignment		
	- Required Education		
	- Language Qualifications		
3.2 c	Junior Expert(s)		40
	- General Experience		
	- Specific Experience relevant to the assignment		
	- Required Education		
	- Language Qualifications		
Total Section 3			300

n. Additional References or Resources

- <https://www.uncdf.org/article/4931/global-strategy-leaving-no-one-behind-in-the-digital-era>
- <https://www.mcc.gov/resources/doc/guidance-mcc-guidelines-tredd>