



REQUEST FOR PROPOSAL (RFP)

	DATE: June 4, 2021
	REFERENCE: RFP/NCE/HQ/001/2021

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Market Assessment & Development for Climate Aggregation Platform (CAP) project**.

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

Proposals must be submitted on or before the deadline indicated in the eTendering system.

Bids must be submitted in the online eTendering system in the following link:

<https://etendering.partneragencies.org> using your username and password. If you have not registered in the system before, you can register now by logging in using

Username: **event.guest**

Password: **why2change**

and follow the registration steps as specified in the system user guide.

Your Proposal must be expressed in English and valid for a minimum period of 120 days. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on **“Accept Invitation”**.

In the course of preparing and submitting your Proposal, it shall remain your responsibility to ensure that it submitted into the system by the deadline. The system will automatically block and not accept any bid after the deadline. Kindly ensure that supporting documents required are signed and in the .pdf format, and free from any virus or corrupted files.

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either **“TECHNICAL PROPOSAL”** or **“FINANCIAL PROPOSAL”**, as appropriate. Each document shall include the Proposer’s name and address. The file with the “FINANCIAL PROPOSAL” must be encrypted with a password so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

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 attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

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/business/protest-and-sanctions.html>

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 :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Oliver Waissbein

Oliver Waissbein

PTA-CCM & Energy, BPPS/NCE

6/4/2021

Annex 1

Description of Requirements

Context of the Requirement	<i>Climate Aggregation Platform (CAP) – Market Assessment & Development</i>
Implementing Partner of UNDP	UNDP
Brief Description of the Required Services ¹	<p>Through this Request for Proposals, UNDP, intends to procure services of a qualified and experienced service provider (hereafter the Service Provider) that is expected to deliver the following three tasks under the CAP's Market Development component:</p> <ol style="list-style-type: none"> 1) Task 1 – Development of a Market Assessment Framework and Guidance 2) Task 2 – Regional Market Assessment for East Africa with in-depth assessments for Uganda and Rwanda 3) Task 3 – National Action Plans for Rwanda and Uganda
List and Description of Expected Outputs to be Delivered	<p>Task 1 – Development of a Market Assessment Framework and Guidance</p> <ul style="list-style-type: none"> • Draft Framework & Guidance Note (10-20 pages total) • Final version of the Framework & Guidance Note in a publishable format (10-20 pages total) • Presentation of the Framework & Guidance Note to the National Working Groups in Uganda and Rwanda <p>Task 2 – Regional Market Assessment for East Africa with in-depth assessments for Uganda and Rwanda</p> <ul style="list-style-type: none"> • Proposed outline for Market Assessments (East Africa, Uganda and Rwanda) • Proposed Key Sector/Sub-sectors to be assessed for the given markets • List of proposed stakeholders for consultations (At least 30 per country) • Initial consultation with the National Working Groups in Uganda and Rwanda • Draft version of the Market Assessments • Preliminary findings presented to the National Working Groups. • Final version of the Market Assessments in a publishable format (Approx. 30 pages per assessment) • Presentation of the final Market Assessments to the National Working Groups • Presentation of key findings to a global audience (webinar and/or panel at an international meeting)

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.

	<p>Task 3 – National Action Plans for Rwanda and Uganda</p> <ul style="list-style-type: none"> • Consultation with National Working Groups • Draft National Action Plans for Uganda and Rwanda • Final version of the National Action Plans for Uganda and Rwanda in a publishable format (Approx. 10 pages each) • Presentation of National Action Plans to the National Working Groups & to a global audience (webinar and/or panel at an international meeting)
Person to Supervise the Work/Performance of the Service Provider	<i>As indicated in the TOR</i>
Frequency of Reporting	<i>As indicated in the TOR</i>
Progress Reporting Requirements	<i>As indicated in the TOR</i>
Location of work	<input type="checkbox"/> Exact Address/es [pls. specify] <input checked="" type="checkbox"/> As indicated in the TOR
Expected duration of work	5 Months
Target start date	1 July 2021
Latest completion date	30 November 2021
Travels Expected	Not Required
Special Security Requirements	<input checked="" type="checkbox"/> N/A
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Others as per the TOR
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro

	<input type="checkbox"/> Local Currency																	
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" 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	<table border="1"> <thead> <tr> <th>Outputs</th><th>Percentage</th><th>Timing</th><th>Condition for Payment Release</th></tr> </thead> <tbody> <tr> <td>Completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 1.</td><td>20%</td><td>August 15, 2021</td><td rowspan="4"> 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. </td></tr> <tr> <td>Completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 2.</td><td>60%</td><td>October 31, 2021</td></tr> <tr> <td>Completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 3.</td><td>20%</td><td>November 30, 2021</td></tr> <tr> <td>Total</td><td>100%</td><td></td></tr> </tbody> </table>	Outputs	Percentage	Timing	Condition for Payment Release	Completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 1.	20%	August 15, 2021	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.	Completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 2.	60%	October 31, 2021	Completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 3.	20%	November 30, 2021	Total	100%	
Outputs	Percentage	Timing	Condition for Payment Release															
Completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 1.	20%	August 15, 2021	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.															
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Completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 3.	20%	November 30, 2021																
Total	100%																	
Person(s) to review/inspect/ approve outputs/ completed services and	Global Energy and Finance Advisor, BPPS/Nature, Climate and Energy Unit, in cooperation with the CAP Project Coordinator																	

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.

authorize the disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract for Professional Services
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><u>Technical Proposal (70%)</u></p> <input checked="" type="checkbox"/> Expertise of the Firm 20% <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 30% <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel 20% <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 UNDP.</p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html </p>
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input checked="" type="checkbox"/> Others ⁶ <i>CAP Project Document</i>

⁴ 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.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<p>Contact Person for Inquiries (Written inquiries only)⁷</p>	<p>Please mention the following in the subject while sending any query to UNDP regarding this RFP on or before 11 June, 2021. “Queries on RFP/NCE/HQ/001/2021”</p> <p><i>Paul Mwangi</i> <i>Procurement Analyst</i> gef.procurement@undp.org</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>
<p>Other Information <i>[pls. specify]</i></p>	

⁷ 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.

Annex 2

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸***(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)***

[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, Tax Payment Certification.*
- 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 – at least 3 contracts of similar value and services as those required by UNDP, 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.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

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 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	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	

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

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

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

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

[Designation]

[Date]

Annex 3

TERMS OF REFERENCE

A. Project Title: Climate Aggregation Platform (CAP) – Market Assessment & Development

B. *Project Description*

Background

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.

Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS staff provides technical advice to Country Offices; advocates for UNDP corporate messages; represents UNDP at multi-stakeholder fora, including public-private, government and civil society dialogues; and engages in UN inter-agency coordination in specific thematic areas.

BPPS works closely with UNDP's Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.

As a Global Environment Facility (GEF) Implementing Agency and the Green Climate Fund (GCF) Accredited Entity (together, GEF and GCF are considered 'vertical funds'), UNDP also supports countries in addressing development, climate, and ecosystem sustainability in an integrated manner. The UNDP Nature, Climate and Energy Unit is based in BPPS and is responsible for providing leadership and technical support for, among other areas, delivery of the Environment and Sustainable Development pillar of UNDP's Strategic Plan. The principal areas of work are in environmental mainstreaming, environmental finance, adaptation to climate change, and local governance of resources, including energy.

The **Climate Aggregation Platform (CAP)** is a Nature, Climate and Energy Unit GEF-funded project which, in partnership with the Climate Bonds Initiative, seeks to promote the scale-up of financial aggregation for small-scale, low-carbon energy assets in developing countries. The project aims to advance and raise awareness for innovative solutions to market barriers for financial aggregation. In so doing, the project can contribute to improving the lives of citizens in developing countries, bringing about affordable, reliable and clean energy.

Financial aggregation can be generally understood as a process in which multiple assets are bundled together, which then receive financing, or refinancing, from investors on the basis of the future cash flows from the assets. Financial aggregation for small-scale, low-carbon energy can take a variety of different forms. The CAP

will seek to take a flexible approach to financial aggregation, tailoring its activities to the particular market context and market maturity in the developing country.

The CAP's activities and value proposition will be formulated in terms of a global offer and an in-country offer:

- *Global offer*: global awareness raising, knowledge management products and global network.
- *In-country offer*: an initial two in-country (Rwanda and Uganda) or regional activities, each centered around (i) showcase transactions, likely in partnership with a development bank and/or the private sector, and (ii) tailored market development activities from a menu of services, such as market assessments, standardization efforts and addressing tax/regulatory barriers.

Within the small-scale, low-carbon energy universe, the CAP is agnostic with regard to technology sectors (e.g., solar PV, energy efficiency, electric mobility) and business models (e.g., self-ownership, third party ownership). In practice, the CAP may initially support certain technologies and business models in particular geographic markets, for example PAYGO solar, due to their relatively advanced or promising qualities.

The Global Environment Facility (GEF) has provided initial seed-funding to establish the CAP. UNDP is the project implementing entity and the Climate Bonds Initiative (CBI), as a Responsible Party to UNDP, will implement specific pre-identified activities.

Context of the Assignment

The CAP's primary focus is on advancing solutions to market barriers, and subsequently raising awareness around those solutions. The project seeks to support innovative solutions – Innovative solutions can be understood as new, first-of-a-kind solutions in a particular market. Where possible, the CAP will prioritize innovative solutions which promise high impact, transform and/or disrupt established approaches.

Due to the importance of local context for financial aggregation transactions (e.g., technology, jurisdiction, supply, demand, enabling environment, etc.), the CAP's design is centered around a country-level, transaction-driven model. The CAP's in-country offer is articulated around two components **(1) Showcase Transactions** and **(2) Tailored Market Development** activities.

The CAP's Market Development component is in turn composed of three inter-related activities:

- (i) **National working groups**: Each in-country initiative will establish a country-level working group composed of key stakeholders (e.g., domestic commercial banks, impact investment funds, non-bank financial intermediaries, energy companies, DFIs, government, development partners, etc.). The purpose of the working group will be to guide and inform the CAP's in-country activities, including proposing suitable showcase transactions, and providing inputs into the market assessments, CAP national action plans and CAP market development activities. The working group will also act as a broader forum to facilitate networking, coordination and sharing of information amongst national actors.
- (ii) **Market assessments**: Providing an in-depth analysis, a baseline and a vision (near, medium, long term) for the evolution of financial aggregation in a given market. This document will serve as a reference for policymakers, investors, energy companies, DFIs and other relevant stakeholders interested in the advancement of financial aggregation for small-scale, low-carbon energy assets. This assessment will also inform the development of a national action plan and a set of recommended barrier-removal activities.

- (iii) **Tailored market development activities:** Following the market assessment, a CAP action plan will be developed, setting out a roadmap with specific barrier-removal activities to systematically address the barriers that may be holding back financial aggregation in a given market, enable broader replication and market scale-up. Each action plan will present a ‘menu’ of possible barrier-removal activities which will be tailored to the particular country context. It will clearly define how the CAP will act, and how it will fit in with other domestic and/or global initiatives already taking place.

While all these activities are meant to be interconnected and done in conjunction with the CAP’s global offer and showcase transactions, this RFP’s focus is on procuring services for the delivery of activity (ii) and a portion of activity (iii).

C. *Scope of Work*

Through this Request for Proposals, UNDP, intends to procure services of a qualified and experienced service provider (hereafter the Service Provider) that is expected to deliver the following three tasks under the CAP’s Market Development component:

Task 1 – Development of a Market Assessment Framework and Guidance

While the CAP is a global project, it hinges on in-country activities to bolster its global offer. The in-country activities (showcase transactions or market development) will offer tangible opportunities for information-discovery on domestic barriers to financial aggregation and help identify innovations and solutions to help tackle those barriers.

The CAP will establish National Working Groups and conduct Market Assessments in each of its in-country initiatives. While each Market Assessment and the ensuing National Action Plan and barrier-removal activities will be tailored to the national context, there is a need for a consistent approach to be applied across all markets. What’s more, similar market barriers may be encountered across various markets and there is likely to be some overlap in terms of the private sector actors, technologies or structures involved.

The CAP will therefore coordinate across national working groups, and will promote the sharing of good practice, experiences and solutions across markets. The model is meant to be highly replicable, and with additional funding can be implemented in additional markets.

The Service Provider will hence be required, as a first step, to develop a common framework and step-by-step guidance for conducting market assessments for financial aggregation of small-scale, low-carbon energy assets in developing countries.

This document should define the structure and all relevant elements to be included in the market assessments and the methodology to be applied to conduct such assessments. The Market Assessment should provide an in-depth analysis, a baseline and a vision (near, medium, long term) for the evolution of financial aggregation for small-scale, low-carbon energy assets, in a given market. The Service Provider will develop and propose a methodology and elaborate on the content to be included in market assessments and guidance on their implementation. At a minimum, market assessments should include but not be limited to the following elements:

- 1) Country overview with relevant country data and context – Including relevant recent developments (e.g., economic, COVID related, etc.).

- 2) Mapping of the ecosystem for financial aggregation of small-scale, low-carbon energy assets – Identifying the different market players on the supply and demand sides and their relationships, as well as the key infrastructures and support services, and the enabling environment – Defining the key precursors for financial aggregation.
- 3) Analysis of the Small-scale, Low-carbon Energy Assets Sector (Supply / Sell-side):
 - (i) The sell-side can be understood as the supply of high-quality, credit-assessed, standardized small-scale, low-carbon energy assets seeking financing.
 - (ii) For each country, the market assessment will identify and focus on the most promising technologies, sector(s) or sub-sector(s). This could be off-grid solar PV and PAYGO solar, mini-grids, energy efficiency, electric mobility, productive use appliances (e.g., solar water pumps), etc.¹⁰
 - (iii) The market assessment should provide context for the selected sub-sector(s); identify key industry players; provide market data (e.g., historical sales and revenues, number of businesses in the sector and sub-sectors) and key trends; estimate the size of the market and market penetration of key solutions; quantify the sector's financing needs and the potential pipeline for financial aggregation.
 - (iv) Pay particular attention to aspects relevant to financial aggregation (e.g., credit related practices, credit portfolio quality, profitability, etc.).
 - (v) Identify sell-side barriers, opportunities and trends (In relation to financial aggregation specifically).
- 4) Financial Sector Analysis (Demand / Buy-Side)
 - (i) The market assessment should identify the buy-side actors in the country – In immature financial aggregation markets, the primary buy-side actors are typically domestic commercial banks, impact investment funds and non-bank financial intermediaries, including warehouse vehicles and platforms. Buy-side actors may be assisted by impact and mission-driven actors (asset managers, funds, foundations, family offices) and development finance institutions, who may provide first-loss and credit enhancement. Primary buy-side actors may in turn access further levels of buy-side actors, with banks or institutional investors refinancing their balance sheets, and platforms accessing investors.
 - (ii) Analysis of recent track record of financial transactions (equity, debt) and key investment trends in the particular sector – Highlighting any transactions involving aggregative financing models, securitization or off-balance sheet financing models.
 - (iii) Analysis of the capital market, including securitization and Green Bonds markets.
 - (iv) Identify buy-side barriers, opportunities and trends (In relation to financial aggregation specifically).

¹⁰ The service provider should develop a clear methodology for identifying and selecting the most relevant sector(s) and sub-sector(s) in a given market. This should be done in consultation with UNDP and the National Working Groups.

- 5) Analysis of the key infrastructures, support services and the enabling environment.
- (i) Identifying other relevant actors (e.g., government, regulators, credit rating agencies, securities exchanges, risk analysis platforms, industry associations, development agencies, MNOs, etc.).
 - (ii) Analysis of the enabling environment including relevant policies and regulatory framework (including for asset transfers and SPVs) and looking at the key precursors for financial aggregation of small-scale, low-carbon, energy assets.
 - (iii) Identify barriers and opportunities.
- 6) Identification and analysis of market barriers to financial aggregation – A typical financial aggregation transaction in an early-stage market will face a range of barriers. Table 1, below, provides some examples of such barriers, together with matching public interventions.

Table 1: Typical barriers to financial aggregation of small-scale, low-carbon assets in developing countries¹¹

Barrier		Barrier-Removal Activity
Lack of data on credit-worthiness of end-users (individuals, unrated businesses)	➔	Pilot/promote technology innovations in credit information
Lack of high quality origination assets Fragmented approach to underwriting, contracts, installation and O&M	➔	Work with developers and industry associations on standardization of contracts, KPIs and data sets Test cloud based risk assessment tools
Lack of information on well-designed SPVs Fragmented approach to SPVs, resulting in lack of overall liquidity in market	➔	Share information on successful SPVs, promoting good practice and standardization
Lack of experience and familiarity by financial intermediaries in low-carbon securitization	➔	Financial intermediary education Mock-filings with local securities regulators, credit rating agencies.
FX (currency) risk arising from mismatch of local-currency receivables when securitization is in hard currency	➔	Explore and develop approaches to managing FX (currency) risk
Burdensome securities and tax regulations for low-carbon securitization	➔	Discussion papers, capacity building and dialogue with regulators for securities and tax reform
Lack of institutional investor and commercial bank demand for low-carbon financial aggregation	➔	Awareness-raising and networking with institutional investors and banks

Source: UNDP

- 7) Identify relevant domestic, regional, or global initiatives related to financial aggregation for small-scale, low-carbon energy assets or more broadly access to finance for the energy access sector, or other relevant areas (e.g., an initiative seeking to link PAYGO companies to a Credit Reference System, or a credit risk guarantee facility for the off-grid solar sector).¹²

¹¹ This list is provided as a reference only and does not represent an exhaustive list of barriers and possible barrier-removal solutions. Other market barriers not included here should be identified during the market assessment.

¹² This includes other UNDP projects and initiatives at the country, regional or global level. These can be identified with support from the respective UNDP Country Offices and the UNDP CAP team.

- 8) Section on data and the role of digitalization including key trends and statistics (e.g., mobile money and digital financial services penetration).
- 9) Define a set of key indicators to help assess market readiness and track the evolution of the financial aggregation market in a given country.
 - (i) Provide a baseline for these indicators to help measure the impact of the CAP's activities and other interventions and track the evolution of financial aggregation over the years.
 - (ii) These indicators should reflect the key precursors required for financial aggregation transactions to take place and scale up in a given market.
 - (iii) This could also be used as a means of benchmarking market readiness across different geographies.
- 10) Based on the above, provide a vision (near, medium, long term) for the evolution of financing and aggregative transactions in a given market; quantify the market opportunity and its potential impact.
- 11) The market assessment shall also include:
 - (i) A Gender Assessment and Action Plan which will identify gender mainstreaming opportunities in financial aggregation transactions in the identified sector(s) and sub-sector(s), in the given markets.¹³
 - (ii) An assessment of potential social and environmental risks linked to financial aggregation of small-scale, low-carbon energy assets in the identified sector(s) and sub-sector(s), in the given markets, based on UNDP's Social and Environmental Standards (SES).¹⁴
 - (iii) An assessment of any potential Data Privacy Risks related to financial aggregation of small-scale, low-carbon energy assets through digital platforms or other data enabled solutions in the identified sector(s) and sub-sector(s), in the given markets.
- 12) Include COVID-19 related considerations in the market assessment, for instance:
 - (i) How the pandemic has affected the selected sector(s) and sub-sector(s), e.g., Distributed Renewable Energy (DRE) companies and their customers and the ramifications on demand, credit risk, portfolio performance, etc.
 - (ii) Some investors have shifted their attention on the COVID-19 relief efforts and ensuring the survival of their portfolio companies. Will this lead to a more risk averse approach and a more limited use of innovative financing mechanisms? Or does this create a need for more innovative approaches?
- 13) Market assessments should include:
 - (i) An Executive Summary.
 - (ii) A detailed list of references.
 - (iii) A list of all individuals and/or organisations interviewed, with a summary of the main inputs received.

¹³ The Gender Assessment should be undertaken by a Gender Expert.

¹⁴ **UNDP Social and Environmental Standards (SES):** <https://www.undp.org/publications/undp-social-and-environmental-standards-ses>

- (iv) Diagrams, graphics, tables and relevant data.
- (v) List of abbreviations.
- (vi) Relevant annexes.

- 14) Market Assessments should combine information from multiple sources including: Desk-based research and a literature review; data compiled from relevant existing sources; extensive consultations and interviews with a wide range of stakeholders.
- 15) Market Assessments should be developed in conjunction with the CAP's other global and in-country activities and should be informed and guided by the National Working Groups.
- 16) Market Assessments will be made publicly available.

Task 2 – Regional Market Assessment for East Africa with in-depth assessments for Uganda and Rwanda

Based on the framework and methodology developed under Task 1, the Service Provider will produce a Regional Market Assessment for East Africa including two in-depth country assessments for Uganda and Rwanda. For each country, the market assessment will identify and focus on the most promising technologies, sector(s) or sub-sector(s).

These Market Assessments should provide an in-depth analysis, a baseline and a vision (near, medium, long term) for the evolution of financial aggregation for small-scale, low-carbon energy assets, in a given market (see Task 1 for more details on the expected contents of the Market Assessments).

- The East Africa Market Assessment should provide a more general picture of the financial aggregation market for small-scale, low-carbon energy assets in the region – With a focus on key opportunities, barriers and trends that are common across the region.
- The national assessments should provide an in-depth analysis for the two countries, tailored to the national context and involving extensive consultations with national stakeholders. These will focus on barriers that are more relevant to these specific markets – This will enable the CAP project to propose solutions to these specific barriers.
- Market Assessments should be developed in conjunction with the CAP's other in-country activities and should be informed and guided by the National Working Groups:
 - The Service Provider will organise consultations with National Working Groups and integrate their inputs in the Market Assessments.
 - A draft version of the assessment and/or preliminary findings will be presented to the National Working Groups.
 - The working groups' feedback will be integrated in the final version of the assessments.
- As mentioned in Task 1, Market Assessments should combine information from multiple sources including: Desk-based research and a literature review; data compiled from relevant existing sources; extensive consultations and interviews with a wide range of stakeholders – All consultations should be documented.
- Market Assessments will be made publicly available and will be disseminated to a global audience – The Service Provider will be responsible for all graphic design and developing the web and print layouts for the Market Assessments.

- The Service Provider will present the final Market Assessments to the National Working Groups and will present the key findings to a global audience – This could be done either in the form of a webinar to be organised by the service provider, or as part of a session or panel at a CAP event or an international meeting.¹⁵

Task 3 – National Action Plans for Rwanda and Uganda

Following the market assessment and further consultations with the National Working Groups, the Service Provider will develop a CAP Action Plan for Rwanda and Uganda, setting out a roadmap with specific barrier-removal activities to systematically address the barriers that may be holding back financial aggregation transactions in the sector and sub-sectors assessed in the given market, and enable broader replication and market scale-up.

Each action plan will present a ‘menu’ of possible barrier-removal activities, including the required inputs and budget estimate, which will be tailored to the particular country context¹⁶ – Table 1, above, provides illustrative market barrier-removal activities.

The service provider will identify which, out of those possible barrier-removal activities should be prioritized; identify which institutions would be better suited to take on such activities; any possible links to existing initiatives that aim to tackle such barriers and partners (e.g., an existing initiative seeking to link PAYGO companies to a Credit Reference System) including other UNDP activities at the country, regional or global level¹⁷.

The CAP Action Plans will help define how the CAP can best contribute to the development of the financial aggregation sector for small-scale, low-carbon, energy assets, and how it will fit in with other domestic and/or global initiatives already taking place – Based on the recommendations from the CAP Action Plans and in coordination with the National Working Groups, UNDP Country Offices and other partners, the CAP team will design and implement pilot barrier-removal activities in both countries and/or regionally and identify opportunities to expand the CAP work. UNDP will select which out of the recommended pilot barrier-removal activities will be implemented based on the available budget, the proposed timeline, the value for money, impact and scalability of the activity, and the potential for expanding the CAP work.

- CAP Action Plans will be made publicly available – The Service Provider will be responsible for all graphic design and developing the web and print layouts for the CAP Action Plans in a format to be published on the CAP webpage.
- The Service Provider will present the results of the Market Assessment and final CAP Action Plans to the National Working Groups and to a broader audience in a series of webinars to be organized by the CAP team.

¹⁵ This will take into account COVID 19 restrictions.

¹⁶ Some barrier-removal activities may be specific to a given country while others could be relevant for both countries or to the region as a whole – This should be specified.

¹⁷ This will be done with support from the CAP team and the CAP National Coordinator.

D. Expected Outputs

The selected service provider shall consult all the relevant stakeholders and shall have the entire responsibility to undertake the services described above, to achieve all the objectives of this assignment together with the deliverables listed in Table 2 below, within the timeframe required.

Table 2 - Specific Outputs and Tentative Timeline

	2021				
	Jul	Aug	Sep	Oct	Nov
Task 1 – Development of a Market Assessment Framework and Guidance					
1.1 Draft Framework & Guidance Note (10-20 pages total)					
1.2 Final version of the Framework & Guidance Note in a publishable format (10-20 pages total)					
1.3 Presentation of the Framework & Guidance Note to the National Working Groups in Uganda and Rwanda					
Task 2 – Regional Market Assessment for East Africa with in-depth assessments for Uganda and Rwanda					
2.1 Proposed outline for Market Assessments (East Africa, Uganda and Rwanda)					
2.2 Proposed Key Sector/Sub-sectors to be assessed for the given markets					
2.3 List of proposed stakeholders for consultations (At least 30 per country)					
2.4 Initial consultation with the National Working Groups in Uganda and Rwanda					
2.5 Draft version of the Market Assessments					
2.6 Preliminary findings presented to the National Working Groups.					
2.7 Final version of the Market Assessments in a publishable format (Approx. 30 pages per assessment)					
2.8 Presentation of the final Market Assessments to the National Working Groups					
2.9 Presentation of key findings to a global audience (webinar and/or panel at an international meeting)					
Task 3 – National Action Plans for Rwanda and Uganda					
3.1 Consultation with National Working Groups					
3.2 Draft National Action Plans for Uganda and Rwanda					
3.3 Final version of the National Action Plans for Uganda and Rwanda in a publishable format (Approx. 10 pages each)					
3.4 Presentation of National Action Plans to the National Working Groups & to a global audience (webinar and/or panel at an international meeting)					

E. Institutional Arrangement

All of the above listed tasks shall be performed under the supervision of the Global Energy and Finance Advisor, BPPS/Nature, Climate and Energy Unit, in cooperation with the CAP Project Coordinator, the CAP National Coordinators, the CAP National Working Groups, UNDP Country Offices' staff in Uganda and Rwanda and other relevant UNDP staff.

This assignment should be undertaken in conjunction with the CAP's other in-country and global activities and should be informed and guided by the CAP National Working Groups in Uganda and Rwanda. Furthermore, the selected Service Provider shall consult all the relevant stakeholders at the country, regional and global level to support their work.

The UNDP Team will be available to transfer the specific knowledge on the Project which can be useful for the Contractor. The UNDP Team will consist of:

- a) UNDP Global Energy and Finance Advisor, BPPS/Nature, Climate and Energy Unit
- b) UNDP CAP Project Coordinator
- c) UNDP CAP Uganda National Coordinator
- d) UNDP CAP Rwanda National Coordinator
- e) UNDP CAP Project Analyst

The Service Provider will work from its own facilities. It will be responsible for providing its own working stations (i.e., laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection.

The Service Provider will provide monthly progress reports, during pre-scheduled monthly meetings. The Service Provider is expected to have ongoing interactions with the CAP Project Coordinator and the National Coordinators in Uganda and Rwanda throughout the project period.

F. Duration of the Work

Expected duration of work is **approximately 5 months from the signature of the contract.**

For each deliverable, lead time for the UNDP project manager is up to 10 calendar days to review output, give comments or/and approve report.

G. Duty Station

This assignment is expected to be completed through a combination of (1) technical work at the contractor's premises and (2) remote consultations, meetings and events.¹⁸

¹⁸ Due to COVID 19 restrictions there will be no mission travel.

H. Qualification of the firm

A): Bidder's Qualification, Capacity and Experience (100 points)

The Service Provider should demonstrate its capability and thorough understanding of the work to be carried out, as outlined in the Terms of Reference (ToR), present a clear methodology for implementing the tasks and its ability to mobilize resources and experts in order to successfully complete the assignment. The requirements for this contract are as follows:

- The Service Provider should be a legally registered entity, or consortium of legal entities, provide certificate of incorporation;
- At least 5 years of proven experience (including international experience) in the area of clean energy finance;
- Proven successful completion of at least 3 contracts of similar value, nature and complexity; reference list of the most recently implemented relevant projects should be submitted alongside the offer, including the contact details and statement/confirmation of organizations/clients on the success of similar complexity projects;
- Demonstrated knowledge and practical experience on similar engagements (as Company/Organization or its full-time expert-employees), and experience in working with the United Nations, other international organizations or development agencies;
- Demonstrated experience working in developing country contexts, with experience in East Africa, Uganda and/or Rwanda, and an existing network of relevant stakeholders in the sector, a significant advantage. Provide a list of the number of countries and an existing network of relevant stakeholders in the sector;
- Local presence in East Africa, in particular in Uganda and Rwanda, is highly desirable. Confirm and provide the location;

B): Proposed Methodology, Approach and Implementation Plan (200 points)

- Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?
- Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference
- Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic

C): Key Personnel (200 points)

The prospective service provider is required to assemble a multi-disciplinary team of international and/or national consultants. At a minimum, the team should be comprised of at least 2 members with the following qualifications:

1) Team Leader

- a. Master's or equivalent degree in energy, finance, business administration, economics, or other closely related fields.

- b. Minimum 7 years of relevant work experience, which includes both, project management and coordination and technical knowledge in the energy/climate and finance sector;
- c. Experience working in developing country contexts, with experience in East Africa, Uganda and/or Rwanda, and an existing network of relevant stakeholders in the sector, a significant advantage;
- d. Experience working on similar assignments with the United Nations or other international organizations would be beneficial;
- e. Fluency in English spoken and written.

2) Clean Energy Finance Expert

- a) Master's or equivalent degree in energy, finance, business administration, economics or other closely related fields;
- b) At least 7 years or more professional experience working in the area of clean energy finance (e.g., banking, asset management, fund management, development finance);
- c) Experience and expertise in capital-raising (equity, debt) for low-carbon energy, including with institutional investors and in typical investment activities such as origination, underwriting, deal structuring and risk management;
- d) Experience in financing low-carbon energy projects in Sub-Saharan Africa, with financial aggregation and securitization transaction and digital finance experience a significant advantage, particularly if in the PAYG solar market;
- e) Experience working in developing country contexts, with experience in East Africa, Uganda and/or Rwanda, and an existing network of relevant stakeholders in the sector, a significant advantage;
- f) Experience working on similar assignments with the United Nations or other international organizations would be beneficial;
- g) Fluency in English spoken and written

In addition to the core team members, the service provider is expected to call on the services of other experts as required, including national experts in Uganda and Rwanda and a Gender Expert to conduct the Gender Assessment and Action Plan.

I. Scope of Bid Price and Schedule of Payments

The price of the contract will be a fixed output-based price regardless of extension of the herein specific duration, and must include professional fee inclusive of travel, living allowances, taxes and any other costs related to the delivery under the scope of work of this contract.

Payments of the delivered services will be done according to the following timetable:

- 20 percent of the agreed contract amount upon completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 1.
- 60 percent of the agreed contract amount upon completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 2.
- 20 percent of the agreed contract amount upon completion of all activities and submission and approval of the outputs and reports related to deliverables under Task 3.

J. Recommended Presentation of Proposal

Firms are expected to submit both a Technical and a Financial Proposal:

➤ Technical Proposal:

- Proposed Methodology, Approach and Implementation Plan, including detailed description of implementation methods and milestones to carry out the proposed task;
- Detailed work plan with timelines for the expected Deliverables/Outputs consistent with the timeline of deliverables;
- Demonstration of the capacity of the service provider and the proposed team, including references to similar projects;
- Brief CVs of required professional staff and copies of documental proof of their professional background, etc.

➤ Financial Proposal:

- Detailed budget breakdown per main expenditures (consultancy fees, other related costs, etc.).

Evaluation will be made based on Cumulative Analysis. In this regard, the respective weight of the proposals is:

Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	100
2.	Proposed Methodology, Approach and Implementation Plan	200
3.	Management Structure and Key Personnel	200
	Total	500

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	The Service Provider should be a legally registered entity, or consortium of legal entities, provide certificate of incorporation (pass/fail);	Pass/fail
1.2	At least 5 years of proven experience (including international experience) in the area of clean energy finance;	10
1.3	Proven successful completion of at least 3 contracts of similar value, nature and complexity; reference list of the most recently implemented relevant projects should be submitted alongside the offer, including the contact details and	40

	statement/confirmation of organizations/clients on the success of similar complexity projects.	
1.4	Demonstrated knowledge and practical experience on similar engagements (as Company/Organization and experience in working with the United Nations, other international organizations or development agencies;	20
1.5	Demonstrated experience working in developing country contexts, with experience in East Africa, Uganda and/or Rwanda, and an existing network of relevant stakeholders in the sector, a significant advantage. Provide a list of the number of countries and an existing network of relevant stakeholders in the sector.	20
1.6	Local presence in East Africa, in particular in Uganda and Rwanda, is highly desirable. Confirm and provide the location.	10
Total Section 1		100

Section 2. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another?	50
2.2	Description of the Offeror's approach and methodology for meeting or exceeding the requirements of the Terms of Reference	100
2.3	Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic	50
Total Section 2		200

Section 3. Management Structure and Key Personnel			Points obtainable
3.1	Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services?		40
3.2	Qualifications of key personnel proposed		
3.2 a	Team Leader		90
	- General Experience	30	
	- Specific Experience relevant to the assignment	40	
	- Regional/International experience	10	
	- Language Qualifications	10	

3.2 b	Clean Energy Finance Expert		70
	- General Experience	20	
	- Specific Experience relevant to the assignment	30	
	- Regional/International experience	10	
	- Language Qualifications	10	
Total Section 3			200

Technical Proposal (70%)

- ✓ Expertise of the Firm – 20%
- ✓ Proposed Methodology/Approach - 30%
- ✓ Management Structure and Key Personnel – 20%

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

K. Annexes to the TOR

- CAP Project Document

Annex 4

Declaration

Date:

United Nations Development Programme
Bureau for Programme and Policy Support
304 E. 45th St. 9th floor
NY, NY 10017 USA

Assignment _____

Reference: RFP/NCE/HQ/OO1/2021

Dear Sir,

I declare that is not in the UN Security Council
1267/1989 List, UN Procurement Division List or Other UN Ineligibility List. Yours Sincerely,