



## REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: <b>January 20, 2022</b>
	REFERENCE: <b>DRH/ENERGIE/001/2022</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for the **Contracting of a firm for the Study to establish the baseline situation on cooking energy and an intervention strategy for the promotion of clean cooking in the Liptako-Gourma region.**

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

Proposals may be submitted on or before **Friday, February 18, 2022 , 4:pm, Dakar Time** and via email only to the address below:

**United Nations Development Programme  
Dakar Regional HUB  
Procurement Unit**

**[rcd.soumissions@undp.org](mailto:rcd.soumissions@undp.org)**

Your Proposal must be expressed in **French or English**, and valid for a minimum period of 90 days.

**Your bid, including a technical bid and a financial bid (password protected), in separate documents**

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

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

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

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

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

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions 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/unscoc/conduct\\_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf)

Thank you and we look forward to receiving your Proposal.

Sincerely yours,  
**Deputy Representative**  
**Resident/Operations**

1/20/2022





## Description of Requirements

Context of the Requirement	Terms of Reference (TOR) attached
Brief Description of the Required Services <sup>1</sup>	<p>Background of the Project (TOR below for details)</p> <p>Worldwide, 2.6 billion people still rely on inefficient traditional stoves to cook and heat their homes. Women and children typically bear the burden of cooking activities, spending long hours collecting cooking fuel or cooking in smoky kitchens. These activities expose them to indoor air pollution, which causes more than 4 million premature deaths per year worldwide (WHO), mainly among women and children under five (600,000 of them in Africa)<sup>2</sup>. At the regional level, the ECOWAS region is characterized by a low rate of access to efficient and clean cooking solutions and a high dependence on traditional biomass for cooking. According to the region's energy balance, about 78% of total energy demand comes from traditional biomass with more than 90% of the rural population using wood and charcoal for domestic cooking in most Member States<sup>3</sup>. Fuelwood and charcoal are in most cases unsustainably produced and inefficiently used. Over-reliance on traditional biomass contributes to forest loss and land degradation, causes health problems, exacerbates social problems (gender inequality and poverty) and contributes to climate change.</p> <p>This situation particularly affects Burkina Faso, Mali and Niger, along with other countries in the Sahel. Access to clean, sustainable, and affordable cooking energy in these three countries remains a major challenge. As a result, the energy balance of the three countries is dominated by biomass which covers about 80% of their energy needs. In addition, the three countries are particularly vulnerable to the effects of climate change, which worsens the socio-economic situation of the populations. These factors are multiplied in the Liptako-Gourma area, a cross-border region between Burkina Faso, Mali and Niger facing a multidimensional crisis marked by extreme poverty, growing insecurity and lack of economic opportunities especially for women and the youth.</p> <p>The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), a technical partner of the project, will accompany this study. ECREEE launched the West Africa Clean Cooking Alliance (WACCA)<sup>4</sup> Initiative in October 2012 to promote widespread distribution of efficient, affordable, sustainable and safe cooking equipment and fuels to the ECOWAS population by 2030. WACCA aims to achieve this goal through a variety of interventions that address the technical, economic, social and institutional barriers to the adoption of clean cooking solutions in the region.</p>
List and Description of Expected Outputs to be Delivered	<p><b>EXPECTED OUTPUTS / DELIVERABLES</b></p> <p>The firm shall produce the following deliverables:</p> <ul style="list-style-type: none"> <li>• Deliverable 1: Inception report with literature review.</li> <li>• Deliverable 2: First draft report of the study on the baseline situation on cooking energy and the intervention strategy for the promotion of clean cooking in the Liptako-Gourma region - First follow-up meeting.</li> </ul>

<sup>1</sup> 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.

<sup>2</sup> [https://uneplive.unep.org/media/docs/assessments/Fact\\_sheet\\_air\\_pollution.pdf](https://uneplive.unep.org/media/docs/assessments/Fact_sheet_air_pollution.pdf)

<sup>3</sup> <https://www.ecowrex.org>

<sup>4</sup> West African Clean Cooking Alliance

RFP- Support to rural electrification by renewable energy systems in the Liptako-Gourma region - Pilot phase

	<ul style="list-style-type: none"> <li>• Deliverable 3: Second draft report of the study on the baseline situation on cooking energy and the intervention strategy for the promotion of clean cooking in the Liptako-Gourma region.</li> <li>• Deliverable 4: First draft report on environmental and social impact assessments and environmental and social management plans for the proposed intervention strategy - Second follow-up meeting.</li> <li>• Deliverable 5: Second draft Report on Environmental and Social Impact Assessments and Environmental and Social Risk Management Plans for the proposed intervention strategy.</li> <li>• Deliverable 6: Final report including (i) the baseline study on cooking energy and the intervention strategy for the promotion of clean cooking in the Liptako-Gourma region and (ii) the environmental and social impact study and the environmental and social management plan for the proposed intervention strategy.</li> </ul>															
Language of the Proposal	<b>French or English</b>															
Person to Supervise the Work/Performance of the Service Provider	<b>Program Specialist</b>															
Frequency of Reporting	<i>See below (TOR)</i>															
Progress Reporting Requirements	<i>See below (TOR)</i>															
Location of work	<input checked="" type="checkbox"/> Burkina Faso, Mali and Niger <table border="1" data-bbox="427 1361 1190 1585"> <thead> <tr> <th>Trip</th><th>Itinerary</th><th>Number of working days</th></tr> </thead> <tbody> <tr> <td>1</td><td>Mali (Mopti region),</td><td>3</td></tr> <tr> <td>2</td><td>Niger (Tillabéri region)</td><td>3</td></tr> <tr> <td>3</td><td>Burkina Faso (commune of Dori),</td><td>3</td></tr> <tr> <td>4</td><td></td><td></td></tr> </tbody> </table>	Trip	Itinerary	Number of working days	1	Mali (Mopti region),	3	2	Niger (Tillabéri region)	3	3	Burkina Faso (commune of Dori),	3	4		
Trip	Itinerary	Number of working days														
1	Mali (Mopti region),	3														
2	Niger (Tillabéri region)	3														
3	Burkina Faso (commune of Dori),	3														
4																
Expected duration of work	18 weeks															
Target start date	February 2022															
Latest completion date	July 2022															
Travels Expected	Possible field missions in Burkina Faso, Mali and Niger.															
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training <input type="checkbox"/> Comprehensive Travel Insurance <input type="checkbox"/> Others <i>[pls. specify]</i>															
Facilities to be Provided by UNDP (i.e., must be)	<input checked="" type="checkbox"/> Home Based															



excluded from Price Proposal)	
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 See TOR below for details on requirement of key personnel
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Other * For any offer submitted in other currencies, the UNDP rate on the day of the deposit will be applied for conversion.  <a href="https://treasury.un.org/operationalrates/OperationalRates.php">https://treasury.un.org/operationalrates/OperationalRates.php</a>
Value Added Tax on Price Proposal <sup>5</sup>	<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"/> 90 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 <sup>6</sup>	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the	Program Specialist

<sup>5</sup> VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

<sup>6</sup> UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

disbursement of payment	
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <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 UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<p><b><u>Technical Proposal (70%)</u></b></p> <input checked="" type="checkbox"/> Expertise of the Firm <b>20%</b> <input checked="" type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan <b>30%</b> <input checked="" type="checkbox"/> Management Structure and Qualification of Key Personnel <b>50%</b> <i>(Details below in the TOR)</i> <p><b><u>Financial Proposal (30%)</u></b></p> <p>To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.</p> <p><b>Your bid, including a technical bid and a financial bid (password protected), in separate documents</b></p>
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions <sup>7</sup>	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: <a href="http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html">http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</a>
Annexes to this RFP <sup>8</sup>	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others <sup>9</sup> <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) <sup>10</sup>	<p>Procurement team  <a href="mailto:rsc.info@undp.org">rsc.info@undp.org</a></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>

<sup>7</sup> 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.

<sup>8</sup> Where the information is available in the web, a URL for the information may simply be provided.

<sup>9</sup> A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

<sup>10</sup> 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.

Other Information	Your bid, including a technical bid and a financial bid (password protected), in separate documents
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## TERMS OF REFERENCE (TOR)

### Study to establish the baseline situation on cooking energy and an intervention strategy for the promotion of clean cooking in the Liptako-Gourma region



Empowered lives.  
Resilient nations.

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<b>Job Title:</b>	Baseline situation on cooking energy and intervention strategy for the promotion of clean cooking in the framework of the project "Support to rural electrification by renewable energy systems in the Liptako-Gourma region - Pilot phase"
<b>Type of Contract:</b>	International consultancy firm
<b>Duration:</b>	18 weeks
<b>Location:</b>	Home-based with possible field missions in Burkina Faso, Mali and Niger.
<b>Start date :</b>	25 February 2022

## 1. BACKGROUND

Worldwide, 2.6 billion people still rely on inefficient traditional stoves to cook and heat their homes. Women and children typically bear the burden of cooking activities, spending long hours collecting cooking fuel or cooking in smoky kitchens. These activities expose them to indoor air pollution, which causes more than 4 million premature deaths per year worldwide (WHO), mainly among women and children under five (600,000 of them in Africa)<sup>11</sup>. At the regional level, the ECOWAS region is characterized by a low rate of access to efficient and clean cooking solutions and a high dependence on traditional biomass for cooking. According to the region's energy balance, about 78% of total energy demand comes from traditional biomass with more than 90% of the rural population using wood and charcoal for domestic cooking in most Member States<sup>12</sup>. Fuelwood and charcoal are in most cases unsustainably produced and inefficiently used. Over-reliance on traditional biomass contributes to forest loss and land degradation, causes health problems, exacerbates social problems (gender inequality and poverty) and contributes to climate change.

This situation particularly affects Burkina Faso, Mali and Niger, along with other countries in the Sahel. Access to clean, sustainable, and affordable cooking energy in these three countries remains a major challenge. As a result, the energy balance of the three countries is dominated by biomass which covers about 80% of their energy needs. In addition, the three countries are particularly vulnerable to the effects of climate change, which worsens the socio-economic situation of the populations. These factors are multiplied in the Liptako-Gourma area, a cross-border region between Burkina Faso, Mali and Niger facing a multidimensional crisis marked by extreme poverty, growing insecurity and lack of economic opportunities especially for women and the youth.

The consequences of the population's heavy reliance on biomass for cooking include:

- Negative impact on women's and children's health due to indoor air pollution that causes respiratory problems associated with smoke.
- Physical inconvenience/aggression, abduction of people (youth, women, children) and risk of snake bites when collecting wood over long distances, accentuated by the security situation in the three countries.

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<sup>11</sup> [https://uneplive.unep.org/media/docs/assessments/Fact\\_sheet\\_air\\_pollution.pdf](https://uneplive.unep.org/media/docs/assessments/Fact_sheet_air_pollution.pdf)

<sup>12</sup> <https://www.ecowrex.org>



- Women spend a lot of time collecting firewood, which results in a lack of time for income-generating activities.
- Continued degradation of forests and ecosystems, leading to loss of biodiversity.
- Contribution to greenhouse gas emissions. Sub-Saharan Africa is estimated to account for one-third of global wood energy emissions, or 0.3 to 0.8 billion tonnes of CO<sub>2</sub> equivalent per year<sup>13</sup>.

It is in this context that UNDP and UNOPS are implementing, with funding from the Swedish Agency for International Cooperation and Development (SIDA) and under the institutional anchorage of the Liptako-Gourma Authority (ALG), the "Rural Electrification by Renewable Energy Systems Project in the Liptako-Gourma Region - Pilot Phase" (the "Project" in the following) The project will last for three years (2021 - 2023) to support the efforts of the three governments to provide access to sustainable energy for the vulnerable populations of this area. The project aims to (i) provide institutional support in the field of rural electrification and support the revision of the regulatory framework of the three countries to promote investments in renewable energy; (ii) install six photovoltaic mini-grids with batteries in the Liptako-Gourma region; (iii) support the private sector engaged in the development of mini-grids; and (iv) promote the creation of income-generating activities through the use of energy services brought to the communities by the project, including clean cooking solutions.

The success of this project will condition the implementation of a second phase aimed at scaling up these activities, with contributions from a larger number of partners and donors mobilized to fight the energy crisis in Liptako-Gourma.

Thus, under the project component aimed at supporting the development of income-generating activities in the cross-border regions of Liptako-Gourma, UNDP is seeking to procure the services of an international consulting firm (the "firm" in the following) to establish the baseline situation on cooking energy and an intervention strategy for the promotion of clean cooking in Liptako-Gourma.

The ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), a technical partner of the project, will accompany this study. ECREEE launched the West Africa Clean Cooking Alliance (WACCA)<sup>14</sup> Initiative in October 2012 to promote widespread distribution of efficient, affordable, sustainable and safe cooking equipment and fuels to the ECOWAS population by 2030. WACCA aims to achieve this goal through a variety of interventions that address the technical, economic, social and institutional barriers to the adoption of clean cooking solutions in the region.

## 2. SCOPE OF WORK

### 2.1. *Scope and objective*

The overall objective of the mission is to establish the baseline situation on cooking energy and an intervention strategy for the promotion of clean cooking in the Liptako-Gourma region.

The specific objectives are, without being exhaustive:

- Conduct a literature review on access to clean cooking solutions in Burkina Faso, Mali and Niger and more specifically in the Liptako-Gourma region.
- Evaluate the need for clean cooking solutions and the most suitable technologies.
- Determine the level of access of the populations of the study area to clean cooking technologies at the household, institutional and income generating levels.
- Identify local initiatives already in place to promote access to clean cooking technologies.

<sup>13</sup> <https://www.cairn.info/revue-afrique-contemporaine-2017-1-page-201.htm>

<sup>14</sup> West African Clean Cooking Alliance



- Identify the difficulties encountered by existing local initiatives and the barriers to greater penetration of clean cooking solutions.
- Assess the financial capacity and willingness to pay of users for clean cooking solutions in the project's target communities.
- Identify relevant interventions to support clean cooking solutions in the Liptako-Gourma region, as well as priority locations to conduct these activities.
- Conduct an environmental and social impact assessment and management plan (including gender considerations) for identified interventions in accordance with the national environmental and social standards, and the ones from UNDP.

This consultancy will establish the baseline situation in the project region, identify optimal solutions in each country and recommend interventions to implement these solutions in the second and third year of project implementation. The scope of the study covers clean cooking solutions for domestic and institutional uses (health centers, schools, prisons, military camps, etc.) and productive activities (restaurants, dairies, dibiteries, etc.), in urban and rural areas.

## **2.2. Responsibilities**

The selected firm will be required to perform the following tasks.

### **2.2.1. Assessment of the cooking demand**

This activity will consist in analyzing the baseline situation in terms of cooking and identifying the demand for clean cooking solutions through a desk review and field consultations. This assessment should allow to highlight, among others

- The types of cooking solutions currently in use and their energy efficiency, their design and technical characteristics, the type of fuel (wood, charcoal, LPG, bioethanol, biogas, etc.) and its source, the percentage of the population using them (taking into account stacking behaviours), the price of each solution, the quantity of fuel used per solution and per user (household, community centers and productive activities), the performance of the different solutions in terms of energy efficiency and health/air pollution, the differences observed between urban and rural areas, and any other parameter that would allow for a better characterization of the baseline situation for cooking in the Liptako-Gourma region.
- The ability to pay of users (households, community centers/institutions, productive activities) in urban and rural areas and the existing mechanisms to improve this ability to pay (microcredits, subsidies, etc.); the accessibility of these mechanisms for the target population as well as the challenges encountered.
- The distribution of roles within households, community centers/institutions and productive activities:
  - Who is in charge of fuel supply?
  - Who is responsible for using the cooking solutions?
  - Who has the authority to decide on a change of cooking solution?
  - etc.

### **2.2.2. Assessment of the supply of cooking solutions**



This activity will identify the current supply of clean cooking solutions in the region, the enabling environment, support for the promotion of these solutions, challenges and lessons learned, through a literature review and field surveys. It will in particular aim to provide answers to the following questions:

- To what extent do the regulatory and policy frameworks in Burkina Faso, Mali and Niger integrate and support the issue of clean cooking, in particular private sector engagement?
- Who design and sell today's clean cooking solutions? What is the supply and distribution chain?
- What are the business models of manufacturers? What are the main challenges and risks they face (access to finance, technical capabilities, ability and willingness to pay for target customers, etc.)?
- What are the possible support mechanisms for producers (subsidies, technical support)? Are there any innovative financing mechanisms already experimented in the region (e.g., results-based financing)?
- What are the current or recent projects in the target area? What are the lessons learned? Who are the key actors in this field (government, development partners, NGOs, etc.)?

### **2.2.3. Development of an intervention strategy to promote clean cooking in the Liptako-Gourma region**

Based on the previous analysis, and data on project resources that will be provided to the firm by the project team, the firm will propose an intervention strategy to support clean cooking solutions in the Liptako-Gourma region, as well as the priority locations to conduct these activities (3 intervention sites expected, if possible one in each country) To this end, the firm will provide the following information:

- What types of clean cooking energy solutions are appropriate for the context studied? Present separately the solutions that are already used in the area (even marginally, for example, in other projects in the region) and the solutions that are not yet used in the region but show good potential for adoption in the region.
- On this basis, which solutions should be supported? It will be important to justify the criteria used to choose the priority solutions selected.
- How do these solutions perform in terms of energy efficiency and health/air pollution?
- Which economic/business models should be promoted to ensure sustainability and replicability?
- What are the optimal sites for interventions?
- What are the expected impacts, in terms of clean cooking access and enabling a broader set of SDGs (e.g. health, employment, etc.)? These impacts should be quantified to the extent possible.
- What support mechanism(s) should be used to support supply and demand and ensure that solutions are affordable and meet the needs of target populations?
- Which financial institutions (e.g., microcredit institutions, banks) is showing interest in participating in the project and in designing preferential financial instruments to support the proposed initiatives?
- To which extent will these interventions be scalable? It is expected that the proposed interventions demonstrate models (in particular involving the private sector) that could be scaled up later on, should additional funding become available. The Contractor is therefore expected to clearly outline the scalability potential and recommended scale-up strategy for the proposed interventions.

Once these elements are identified, the firm will develop a detailed "action plan" of activities to be carried out in the second and third years of the project to achieve the set objectives, including a detailed budget, work plan, etc. It will also identify other sources of funding that could be used to scale up this action (such



as for instance the World Bank/ESMAP, the Africa Development Bank, the Austrian, Spanish, Swedish and Grand Duchy of Luxembourg cooperation).

#### **2.2.4. Completion of an environmental and social impact assessment and environmental and social management plan for the proposed intervention strategy**

In order to ensure the integration of environmental and social considerations (including gender) and particularly the involvement of the communities in the project activities, the firm will conduct, for each of the three identified intervention sites, an environmental and social impact assessment and will develop an environmental and social management plan in accordance with the relevant national regulations and the UNDP environmental and social standards<sup>15</sup> for the activities proposed within the framework of the intervention strategy mentioned in the previous paragraph.

### **3. EXPECTED OUTPUTS AND DELIVERABLES**

The firm shall produce the following deliverables:

#### **1. Deliverable 1: Inception report with literature review.**

Following the kick-off meeting and a literature review on clean cooking in Burkina Faso, Mali and Niger with a focus on the Liptako-Gourma region, the firm will provide an inception report that will include the methodology, detailed work plan, survey tools, draft outline of the final report, etc. The report will also include the results of the literature review. To this end, a number of documents will be provided to the firm at the start of the assignment, in particular the concept note and the WACCA regional action plan framework.

Delivery time: 1 week after signing the contract.

#### **2. Deliverable 2: First draft report of the study on the baseline situation on cooking energy and the intervention strategy for the promotion of clean cooking in the Liptako-Gourma region - First follow-up meeting.**

This first draft report will include the results related to the identification of demand (Paragraph 2.2.1 above), supply (Paragraph 2.2.2 above) and the development of the relevant intervention strategy for the project for the promotion of clean cooking in Liptako-Gourma (Paragraph 2.2.3. above). It will not yet include the environmental and social impact assessment nor the environmental and social management plan for the proposed intervention strategy.

The draft report (in Word format) should be accompanied by a PowerPoint presentation summarizing the main findings. The firm will present its results at an initial scoping meeting with the project partners.

Delivery time: 7 weeks after signing the contract.

#### **3. Deliverable 3: Second draft report of the study on the baseline situation on cooking energy and the intervention strategy for the promotion of clean cooking in the Liptako-Gourma region.**

This second draft report will incorporate comments received by project partners (ALG, ECREEE, UNDP, UNOPS) and other relevant stakeholders on the first draft report delivered (Deliverable 2).

The draft report (in Word format) should be accompanied by a presentation in PowerPoint

<sup>15</sup> [https://info.undp.org/sites/bpps/SES\\_Toolkit/Pages/Homepage.aspx](https://info.undp.org/sites/bpps/SES_Toolkit/Pages/Homepage.aspx)



format summarizing the main findings.

Delivery time: 10 weeks after signing the contract.

**4. Deliverable 4: First draft report on environmental and social impact assessments and environmental and social management plans for the proposed intervention strategy - Second follow-up meeting.**

This deliverable will include the environmental and social impact studies and the environmental and social management plans for the 3 proposed intervention sites (Paragraph 2.2.4 above), following the validation of Deliverable 3.

Draft reports (in Word format) should be accompanied by presentations in PowerPoint format summarizing the main findings.

The firm will present its results at a second scoping meeting with the project partners.

Delivery time: 14 weeks after signing the contract.

**5. Deliverable 5: Second draft Report on Environmental and Social Impact Assessments and Environmental and Social Risk Management Plans for the proposed intervention strategy.**

This second draft report will incorporate comments received by project partners (ALG, ECREEE, UNDP, UNOPS) and other relevant stakeholders on the first draft report delivered (Deliverable 4).

Draft reports (in Word format) should be accompanied by presentations in PowerPoint format summarizing the main findings.

Delivery time: 16 weeks after signing the contract.

**6. Deliverable 6: Final report including (i) the baseline study on cooking energy and the intervention strategy for the promotion of clean cooking in the Liptako-Gourma region and (ii) the environmental and social impact study and the environmental and social management plan for the proposed intervention strategy.**

This final report will be made up of Deliverables 3 and 5 after consistency check and taking into account any last comments received on these deliverables.

Both reports (in Word format) should be accompanied by two PowerPoint presentations summarizing the main results.

Delivery time: 18 weeks after signing the contract.

The consultants will produce the reports in **French**. However, the final report should include a summary of the results in English as well. The validation process of each deliverable will consist of an iterative review of the draft conducted by UNDP, ECREEE and other relevant project partners, and the incorporation of comments received on the draft by the Contractor within a given period of time.

## **4. INSTITUTIONAL ARRANGEMENTS**

The Contractor will be under the direct supervision of the Regional Energy Advisor of the UNDP Dakar Hub. It will also work in close collaboration with the Programme Manager at ECREEE, the Coordinator of the WACCA initiative, relevant UNDP and UNOPS colleagues at regional and national levels in Mali, Niger and Burkina Faso, as well as the Liptako-Gourma Authority (ALG).

## 5. DURATION OF THE WORK

The mission will have a maximum duration of 18 weeks including the period of presentation of deliverables and writing of reports. It is expected that this consultation will start in February 2022 and end in July 2022 (4.5 months).

Activities	Deliverables	Number of working days per deliverables	Deadline	% of Payment
1. <u>Inception</u>	<b>Deliverable 1:</b> Inception report with literature review	5	1 week after signing the contract.	5%
2. <u>Baseline assessment and design of the intervention strategy</u>	<b>Deliverable 2:</b> First draft report of the study on the baseline situation on cooking energy and the intervention strategy for the promotion of clean cooking in Liptako-Gourma	30 (incl. 9 days on mission)	7 weeks after signing the contract.	30%
	<b>Deliverable 3:</b> Second draft report of the study on the baseline situation on cooking energy and the intervention strategy for the promotion of clean cooking in Liptako-Gourma	8	10 weeks after signing the contract.	15%
3. <u>Environmental and social studies</u>	<b>Deliverable 4:</b> First draft report on environmental and social impact assessments and environmental and social management plans for the proposed intervention strategy	17	14 weeks after signing the contract.	25%
	<b>Deliverable 5:</b> Second draft environmental and social impact assessment and environmental and social management plans for the proposed intervention strategy	5	16 weeks after signing the contract.	10%
4. <u>Conclusion</u>	<b>Deliverable 6:</b> Final report including (i) the baseline study on cooking energy and the intervention strategy for the promotion of clean cooking in Liptako-Gourma and (ii) the environmental and social impact assessment and the environmental and social risk	5	18 weeks after signing the contract.	15%



	management plan for the proposed intervention strategy			
	<b>Total</b>	<b>70 working days</b>	<b>18 weeks</b>	<b>100%</b>

## 6. DUTY STATION

This consultancy will be mainly home-based, with possible field missions to Mali (Mopti region), Niger (Tillabéri region) and Burkina Faso (commune of Dori), subject to the health directives related to COVID-19 and security protocols. The planning and organization of field missions will be the responsibility of the firm. It is requested to include the travel expenses in the financial offer.

Trip	Itinerary	Number of working days
1	Mali (Mopti region),	3
2	Niger (Tillabéri region)	3
3	Burkina Faso (commune of Dori),	3

## 7. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

The Contractor and its team of consultants involved in this procurement process shall adhere to the minimum eligibility and qualification requirements stated in the RFP document.

### 7.1. Contractor's qualifications and experience

The Contractor will have the following minimum qualifications and experience:

- At least five (5) years of relevant experience in the clean energy sector, some of which related to clean cooking, required.
- Minimum two (2) contracts of similar value, nature and complexity satisfactorily implemented as contractor or sub-contractor over the last 5 years, plus statement of satisfactory performance and clients' contact details (name, telephone number, email) who may be contacted for further information on those contracts in table format, required.
- Experience in working with public authorities, the private sector and/or umbrella organizations required.
- Experience in conducting environmental and social safeguards studies in the energy sector, an asset.
- Relevant experience in energy policy and/or regulatory analysis; energy data collection, processing and analysis and/or entrepreneurship and community development, an asset.
- Experience in the sub-Saharan region, in particular in the Liptako-Gourma region, an asset
- Experience working with multilateral organizations and the UN system, particularly experience demonstrating familiarity with UNDP policies and procedures and practices, an asset.
- Availability to start the consultation immediately after signing the contract.

- Language qualifications (French and English required).
- Sensitivity to the context of the project and to aspects related to gender and people living with disabilities.

The Contractor's team will be composed of an International Energy/Clean Cooking Expert (acting as Team Leader), an International Expert in Environmental and Social Safeguards, and 3 national Energy Experts in Burkina Faso, Mali and Niger, meeting the requirements listed below. The International Energy/Clean Cooking Expert will act as the Team Leader. S/he will ensure the coordination of the work to deliver all the expected outputs within the given timeline

## 7.2. Required team qualifications

The Contractor will mobilize a team of experts with the qualifications described below.

1. One (1) International Energy/Clean Cooking Expert - Team Leader	
Education	Master's degree or higher in a relevant field in energy, sustainable development, environment, engineering, finance, or a similar field.
Experience	<ul style="list-style-type: none"> <li>- At least 7 years of professional experience required in the design, development and/or implementation of clean energy projects, a significant part of it being related to the promotion of clean cooking solutions in Africa.</li> <li>- Demonstrated experience in working on the financing and risks of clean energy projects in developing countries.</li> <li>- Demonstrated experience designing/working on Public Private Partnerships, an asset.</li> <li>- Demonstrated leadership, facilitation and coordination skills, with ability to manage technical teams, engage with stakeholders, design participatory processes and form strategic partnerships and alliances.</li> <li>- Experience in Burkina Faso, Mali and/or Niger and in particular in the Liptako-Gourma region, an asset.</li> </ul>
Language	French and English required
2. Three (3) National Energy Experts (one per country for Burkina Faso/Mali/Niger)	
Education	Bachelor's degree or higher in a relevant field in energy, sustainable development, environment, engineering, finance, or a similar field.
Experience	<ul style="list-style-type: none"> <li>- At least 5 years of professional experience required in the design, development and/or implementation of clean energy projects, preferably related to the promotion of clean cooking solutions in Burkina Faso/Mali/Niger.</li> <li>- Relevant experience in energy policy and/or regulatory analysis; energy data collection, processing and analysis and/or entrepreneurship and community development, an asset.</li> <li>- Experience in the Liptako-Gourma region, an asset.</li> </ul>
Language	French required, English an asset.



<b>3. International Expert in Environmental and Social Safeguards</b>	
Education	Master's degree or higher in a relevant field in environmental and social management or a related discipline
Experience	<ul style="list-style-type: none"> <li>- At least 7 years of professional experience required in the field of environmental and social management with at least 5 environmental and social impact assessments and/or environmental management plans of clean energy projects in Africa.</li> <li>- Demonstrated experience in the development of gender analysis and/or gender action plans required.</li> <li>- Experience in clean cooking related projects, an asset.</li> <li>- Experience in Burkina Faso, Mali and/or Niger and in particular in the Liptako-Gourma region, an asset.</li> </ul>
Language	French and English required

In addition to the principal experts mentioned above, the Contractor may propose the mobilization of any other expert whose qualification is deemed useful for the proper conduction of the mission.

## 8. EVALUATION CRITERIA

	Evaluation criteria	Rating
<b>1</b>	<b>Bidder's qualification, capacity and experience</b>	<b>20</b>
1.1	Relevance of (at least 5 years) experience in the clean energy sector, some of which related to clean cooking.	10
1.2	Experience in managing more than two (2) similar contracts (1 point per contract on top of minimum 2 required)	2
1.3	Experience in conducting environmental and social safeguards studies in the energy sector	2
1.4	Relevant experience in energy policy and/or regulatory analysis; energy data collection, processing and analysis and/or entrepreneurship and community development	1.5
1.5	Experience in managing similar contracts in the region of Sub-Saharan Africa (1 point per contract)	2
1.6	Experience working with UN and other development partners (1 point per contract)	1.5
1.7	Are the proposed risk mitigation measures proportionate to the nature and complexity of the assignment	1
<b>2</b>	<b>Proposed methodology, approach, and implementation plan</b>	<b>30</b>
2.1	The suggested approach is meeting or exceeding the requirements of the Terms of Reference, as demonstrated by the addressing of all crucial issues and a sound understanding of the tasks at hand.	10
2.2	The technical proposal is sound, as assessed by the following criteria: <ul style="list-style-type: none"> <li>- Clarity and presentation.</li> <li>- Coherence and logical organization of activities.</li> <li>- Relevance (absence of generic or unnecessary text)</li> </ul>	5
2.3	The calendar of activities (work plan) is realistic, complete, properly sequenced, resource efficient and it identifies the critical path for the timely delivery of the study. It is balanced (level of effort is concomitant with tasks'	8



	scope and complexity) and blends an appropriate level of different types of activities (desk-review, consultations, etc.).	
2.4	The proposal identifies key risks (including but not limited to COVID sanitary situation in relevant countries and associated travel restrictions, political and security issues, etc.) as well as realistic mitigation measures.	7
<b>3</b>	<b>Management Structure and Key Personnel</b>	<b>50</b>
3.1	Composition and structure of the team proposed, with clear reporting lines, accountability and responsibilities.	5
<b>3.2</b>	<b>Mandatory experts</b>	
<b>3.2a</b>	<b>International Energy/Clean Cooking Expert - Team Leader (1 Expert)</b>	<b>15</b>
	<ul style="list-style-type: none"> <li>Relevance of education beyond Master's degree in a relevant field, such as energy, sustainable development, environment, engineering, finance, or a similar field</li> </ul>	3
	<ul style="list-style-type: none"> <li>Relevance of experience (at least 7 years of demonstrable experience) required in the design, development and/or implementation of clean energy projects, a significant part of it being related to the promotion of clean cooking solutions in Africa</li> </ul>	6
	<ul style="list-style-type: none"> <li>Demonstrated experience in working on the financing and risks of clean energy projects in developing countries, and on Public Private Partnerships</li> </ul>	2
	<ul style="list-style-type: none"> <li>Demonstrated leadership, facilitation and coordination skills, with ability to manage technical teams, engage with stakeholders, design participatory processes and form strategic partnerships and alliances</li> </ul>	2
	<ul style="list-style-type: none"> <li>Experience working in Burkina Faso, Mali and/or Niger and in particular in the Liptako-Gourma region</li> </ul>	2
<b>3.2b</b>	<b>International Expert in Environmental and Social Safeguards (1 Expert)</b>	<b>12</b>
	<ul style="list-style-type: none"> <li>Relevance of education beyond Master's degree in a relevant field in environmental and social management or a related discipline</li> </ul>	2
	<ul style="list-style-type: none"> <li>Relevance of experience (at least 7 years of demonstrable experience) in the field of environmental and social management with at least 5 environmental and social impact studies and/or environmental management plans of clean energy projects in Africa</li> </ul>	4
	<ul style="list-style-type: none"> <li>Relevance of experience in the development of gender analysis and/or gender action plans</li> </ul>	2
	<ul style="list-style-type: none"> <li>Experience in clean cooking related projects</li> </ul>	2
	<ul style="list-style-type: none"> <li>Experience working in Burkina Faso, Mali and/or Niger and in particular in the Liptako-Gourma region</li> </ul>	2
<b>3.2c</b>	<b>National Energy Experts (3 Experts, one per country for Burkina Faso/Mali/Niger)</b>	<b>18 (3*6 points)</b>
	<ul style="list-style-type: none"> <li>Relevance of education beyond Bachelor's degree in a relevant field in energy, sustainable development, environment, engineering, finance, or a similar field</li> </ul>	3 (3*1 point)
	<ul style="list-style-type: none"> <li>Relevance of experience (at least 5 years of demonstrable experience) in the design, development and/or implementation of clean energy projects, preferably related to the promotion of clean cooking solutions in Burkina Faso/Mali/Niger</li> </ul>	9 (3*3 points)



	<ul style="list-style-type: none"> <li>• Relevance of experience in energy policy and/or regulatory analysis; energy data collection, processing and analysis and/or entrepreneurship and community development</li> </ul>	3 (3*1 point)
	<ul style="list-style-type: none"> <li>• Experience working in the Liptako-Gourma region</li> </ul>	1.5 (3*0.5 point)
	<ul style="list-style-type: none"> <li>• Knowledge of English</li> </ul>	1.5 (3*0.5 point)
	<b>Total 1+2+3</b>	<b>100</b>

## FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL<sup>16</sup>

*(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery<sup>17</sup>)*

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

### B. Proposed Methodology for the Completion of Services

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

### C. Qualifications of Key Personnel

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

<sup>16</sup> This serves as a guide to the Service Provider in preparing the Proposal.

<sup>17</sup> Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes



- 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 [list them as referred to in the RFP]	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
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]:**

**Financial offer based on the duration of the mission : 18 weeks,**

This consultancy will be mainly home-based, with possible field missions to Mali (Mopti region), Niger (Tillabéri region) and Burkina Faso (commune of Dori), subject to the health directives related to COVID-19 and security protocols. The planning and organization of field missions will be the responsibility of the firm. It is requested to include the travel expenses in the financial offer.

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

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