



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: January 17, 2022
	REFERENCE: DRH/ENERGIE/002/2022

Dear Sir / Madam:

We kindly request you to submit your Proposal **for the Contracting of a firm to carry out a Study for the design of the ECOWREX 2.0 platform and to oversee its implementation.**

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

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/unsccl/duct_english.pdf](https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unsccl/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 ¹	<p>Background of the Project (TOR attached for details)</p> <p>As in many other Sahelian countries, universal access to clean, sustainable and affordable energy in Burkina Faso, Mali and Niger remains a major challenge, especially for the most vulnerable populations. In 2019, 45 million people, or 72% of the population of these three countries, still did not have access to electricity. Clean cooking has even worse indicators with 88% of the population without access.</p> <p>To support the efforts of the three governments towards the provision of sustainable energy services to the most vulnerable populations and to capitalize on the very significant potential of solar energy in the region, UNDP and UNOPS in partnership with ECREEE are implementing, with SIDA funding and under the institutional anchorage of the Liptako-Gourma Authority (ALG), the "Rural Electrification Project through Renewable Energy Systems in the Liptako-Gourma Region - Pilot Phase", for a duration of 3 years (2021 - 2023). This project aims to (i) provide institutional support in the field of rural electrification to ALG and relevant national institutions; (ii) install six photovoltaic mini-grids with batteries in the Liptako-Gourma region (cross-border region between Burkina Faso, Mali and Niger); (iii) support the revision of the regulatory frameworks of the three countries to promote investment in renewable energy; (iv) support the private sector engaged in the development of solar PV mini-grids; (v) support the development of income-generating activities through the provision of clean cooking in the Liptako-Gourma region. The success of this project will condition the implementation of a second phase aiming at intensifying and scaling up these activities, with the contribution of a larger number of partners mobilized to sustainably address the energy crisis in the Liptako-Gourma region.</p> <p>Under the first component of the project on institutional support for access to clean energy, UNDP, in partnership with the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), is seeking to provide support to the governments in the region for more informed decision-making in the energy planning process, through improved access to reliable, accurate and up-to-date data. To this end, the project aims to upgrade the online regional energy information system managed by ECREEE, the ECOWAS Observatory for Renewable Energy and Energy Efficiency (ECOWREX), to make it more instrumental and user-friendly for energy sector planning and coordination both at national and regional levels.</p>
List and Description of Expected Outputs to be Delivered	<p>EXPECTED OUTPUTS / DELIVERABLES</p> <ul style="list-style-type: none"> • Deliverable 1: Inception report with detailed methodology and workplan: • Deliverable 2: Draft feasibility study report: • Deliverable 3: Final feasibility study report:

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.

	<ul style="list-style-type: none"> • Deliverable 4: Innovation challenge package: • Deliverable 5: Tender package for the web development component: • Deliverable 6: Training plan: • Deliverable 7: Monthly monitoring reports: • Deliverable 8: Final report and presentation
Person to Supervise the Work/Performance of the Service Provider	Program specialist
Frequency of Reporting	See below (TOR)
Progress Reporting Requirements	See below (TOR)
Location of work	<input checked="" type="checkbox"/> Ouagadougou, Bamako, Niamey, Praia
Expected duration of work	14 months
Target start date	February 2022
Latest completion date	April 2023
Travels Expected	Possible field missions in Cabo Verde, 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 [pls. specify]
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Home Based
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"/> Franc CFA <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. https://treasury.un.org/operationalrates/OperationalRates.php
Value Added Tax on Price Proposal ²	<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 ³	
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Program Specialist
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	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Expertise of the Firm 20%

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.
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	<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 50% <i>(Details below in the TOR))</i> Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP. Your bid, including a technical bid and a financial bid (password protected), in separate documents
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁵	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁶ <i>[pls. specify]</i>
Contact Person for Inquiries (Written inquiries only) ⁷	Procurement team rsc.info@undp.org 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.
Other Information	Your bid, including a technical bid and a financial bid (password protected), in separate documents

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.

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.

TERMS OF REFERENCE (TOR)
**For the contracting of an international consulting firm to carry out a
study for the design of the ECOWREX 2.0 platform and to oversee its
implementation**



Empowered lives.
Resilient nations.

Job Title: Design of the ECOWREX 2.0 platform and implementation oversight
Type of Contract: International consultancy firm
Duration: 14 months
Start date : 25 February 2022

1. BACKGROUND

1.1. Description of the project

As in many other Sahelian countries, universal access to clean, sustainable, and affordable energy in Burkina Faso, Mali and Niger remains a major challenge, especially for the most vulnerable populations. In 2019, 45 million people, or 72% of the population of these three countries, still did not have access to electricity. Clean cooking has even worse indicators with 88% of the population without access.

To support the efforts of the three governments towards the provision of sustainable energy services to the most vulnerable populations and to capitalize on the very significant potential of solar energy in the region, UNDP and UNOPS in partnership with ECREEE are implementing, with SIDA funding and under the institutional anchorage of the Liptako-Gourma Authority (ALG), the "Rural Electrification Project through Renewable Energy Systems in the Liptako-Gourma Region - Pilot Phase", for a duration of 3 years (2021 - 2023). This project aims to (i) provide institutional support in the field of rural electrification to ALG and relevant national institutions; (ii) install six photovoltaic mini-grids with batteries in the Liptako-Gourma region (cross-border region between Burkina Faso, Mali and Niger); (iii) support the revision of the regulatory frameworks of the three countries to promote investment in renewable energy; (iv) support the private sector engaged in the development of solar PV mini-grids; (v) support the development of income-generating activities through the provision of clean cooking in the Liptako-Gourma region. The success of this project will condition the implementation of a second phase aiming at intensifying and scaling up these activities, with the contribution of a larger number of partners mobilized to sustainably address the energy crisis in the Liptako-Gourma region.

Under the first component of the project on institutional support for access to clean energy, UNDP, in partnership with the ECOWAS Centre for Renewable Energy and Energy Efficiency (ECREEE), is seeking to provide support to the governments in the region for more informed decision-making in the energy planning process, through improved access to reliable, accurate and up-to-date data. To this end, the project aims to upgrade the online regional energy information system managed by ECREEE, the ECOWAS Observatory for Renewable Energy and Energy Efficiency (ECOWREX), to make it more instrumental and user-friendly for energy sector planning and coordination both at national and regional levels.

1.2. Addressing the data challenge to support clean energy access in the Liptako-Gourma region (and beyond)

The unavailability of reliable, up-to-date and geo-referenced energy information is a major obstacle for local and international financiers and investors, policy makers and project developers in the energy sector, in particular for off-grid rural electrification. In most ECOWAS countries, significant data gaps in the energy sector hamper a sound sector planning and project development and financing. Even when data is available, for instance through smart meters and remote monitoring of mini-grids, there is a lack of interface between the data and the investors that could facilitate the analysis of project opportunities and performance, and ultimately attract more investments to scale up interventions. For an industry like the mini-grid sector for instance that is ready to scale, accessing more traditional types of finance is crucial and will only be effectively achieved when the data infrastructure and ecosystem is in place to support the identification, analysis and monitoring of bankable projects in a systematic and reliable manner. This includes relevant data layers, tools and interfaces, but also the necessary capacity and technical knowledge at all levels to continuously build, improve and maintain the data system needed for effective growth of the sector.

While different energy stakeholders have different data needs, there is a growing understanding on the kind of data that are needed to directly support energy planning and development. Today's technologies such as remote sensing, social networks or machine learning provide new opportunities to generate some of this data, in a way that is more granular, accurate, precise, cost-effective and/or up-to-date than ever before. For instance, new ways to estimate energy demand (e.g. using night lights or building footprints detected from satellite imagery) can complement and in some cases even replace the traditional way relying on a crude online map search followed by sending out survey teams on the ground. These traditional techniques are exposed to the challenges of human error and inaccurate surveys and face a limit to how rapidly many communities can be assessed this way.

In addition, pro-active demand stimulation linking to productive use of energy is often seen as a remedy to the problem of low energy demand in rural villages, yet may also rely on a broad range of datasets and analytical capabilities that may potentially be difficult to get. Examples include the distribution of public buildings such as healthcare, education facilities and markets, productive use potential in agriculture or other sectors and vulnerability to climate change which may have middle- to long-term impacts on this potential. Other relevant datasets related to value chains dynamics include availability (and seasonality) of raw products/inputs and transport logistics to nearby markets. Datasets related to digitalization, such as access to mobile networks or availability of Internet of Things (IoT) devices are also important today to assess the feasibility of remote monitoring and the use of advanced business models relying on PAYG technology in a certain area.

Lots of relevant information can also be learnt from data monitored from historic and ongoing energy projects. Interventions can be tracked over time and lessons learned collected about what factors make a certain off-grid system such as a mini-grid successful. This could then be applied to the identification of sites with similar characteristics, be used for the internal M&E of existing projects or to compare the projects performance against each other.

Besides the complexity of the datasets required to address the energy access challenge and the many approaches in which this data can be collected, the way to best aggregate, analyze and visualize this data so that it is useful to the sector remains a key challenge that several tools have already tried to address, with mixed results. It is critical to find sustainable solutions today considering the need to accelerate

energy access to respond to the growing demand. The lack of relevant, up-to-date and geo-referenced energy information inhibits the interest and investment of development actors in the region. Opportunities for sustainable development of the region's energy sector have been and continue to be lost.

1.3. The ECOWAS Renewable Energy and Energy Efficiency Observatory (ECOWREX)

ECREEE, as part of its mandate, developed the ECOWAS Renewable Energy and Energy Efficiency Observatory (ECOWREX) in 2012, as part of the GEF Strategic Programme for West Africa, in cooperation with the United Nations Industrial Development Organization (UNIDO) and with the support of the Austrian Development Cooperation (ADC) and the Spanish Agency for International Development Cooperation (AECID). With additional support from the European Union, a spatial data infrastructure (SDI) has been integrated into the platform to facilitate the creation and sharing of spatial data. ECOWREX is an interactive data portal containing energy statistics for all ECOWAS Member States. As of today, the platform includes about 60,000 data points, dashboards with key performance indicators and energy balances. One of the main outcomes of ECOWREX is the spatial data infrastructure (SDI) for energy planning. Platforms such as HDX, REN21, IRENA, GEOSS and the World Bank's ENERGYINFO are currently harvesting spatial data from ECOWREX. Datasets included in the ECOWREX database mainly originates from Member States, through a designated ECREEE focal point nominated by each ministry in charge of energy. The other datasets are through regional partners and initiatives. ECOWREX is built on open-source frameworks in compliance with OGC standards. At regional level, ECREEE has dedicated staff to manage the data collection and management, with GIS expertise.

Recently, with support from USAID, ECREEE, ERERA (ECOWAS Regional Electricity Regulatory Authority) and WAPP (West African Power Pool) started the process of setting up a common Energy Information System. This system will interact with the various ECOWAS platforms to provide a harmonized database that will facilitate data collection and provide data in a transparent manner to stakeholders and development partners. The pre-feasibility study report undertaken by ECREEE for the implementation of the common Energy Information System recommends in its ECREEE component to strengthen the ECREEE staff, centralize the data collection, quality assurance/quality control process, make the data available to stakeholders and regularly update the information in the GIS system. In particular, the study suggests that the project development actors should be taken into account in the design of the future web platform, that the information should be updated regularly and that the platform should include more interactive functionalities.

Taking into account the project objective and these recent developments, UNDP intends to contract a consulting firm ("the Contractor" in the following) to carry out a study on ECOWREX, which will consist of a technical evaluation of the existing ECOWREX platform and the design of the new platform, to be called "ECOWREX 2.0".

2. SCOPE OF WORK

2.1. Scope and objective

The objective of the contract is to conduct a **technical evaluation of the existing ECOWREX platform (<http://www.ecowrex.org/>) and design the needed improvements to augment its database, analytical capabilities, and usability both at regional and national levels.** These improvements are ultimately expected to facilitate the analysis and monitoring of energy project opportunities and performance – in particular for off-grid rural electrification - and will be of interest to financiers, local and international investors, policy makers and project developers in the energy sector.

While ECOWREX and the related trainings provided by ECREEE to ECOWAS Member States already provide essential services to the sector, in particular planning support to national government agencies responsible for rural electrification, there is a need to upgrade the system in several ways. The Contractor is expected to assess the existing platform and consider improvements in particular in the three following areas:

- a) **Datasets:** Assessing which datasets are currently available in the platform, what are the needed improvements on existing datasets (resolution, larger geographical coverage, etc.) and the needs in terms of new datasets. The Contractor should also assess to which extent missing datasets are readily available in the public domain or would require to be generated and if so, with which level of effort.
- b) **Analytical and visualization capabilities:** Assessing the current capabilities of ECOWREX and what further functionalities would be useful in terms of data aggregation, analysis and visualization to help the energy planning process at national and regional levels, based on the feedbacks from relevant stakeholders.
- c) **Usability:** Besides its datasets and analytical capabilities, the Contractor will assess ECOWREX's usability, focusing in particular on users at national level, and how ECOWREX could best complement existing energy information systems available nationally in Burkina Faso, Mali and Niger, that should be reviewed by the Contractor as well. The assessment should cover in particular data interoperability issues and capacity building needs at national and regional levels. The Contractor will also seek to revisit the current system and processes in place for keeping the data up-to-date and propose improvements to facilitate bidirectional data exchange between ECOWREX and the tools being used at national level. Possible data exchanges with relevant regional or global platforms should be investigated as well.

The Contractor will be expected to study improvements in the abovementioned areas, and **in the interlinkages between them, through desk review and extensive consultations with stakeholders at regional and national levels.**

While improvements on ECOWREX are expected to benefit all ECOWAS Member States, this assignment will **primarily target the 3 countries included in this project (Burkina Faso, Mali, and Niger).** Therefore, tasks included in this assignment that are relevant to the national level (e.g., consultations with national stakeholders, country access to the platform, analysis of relevant datasets and their availability) will primarily target these three countries. Nevertheless, ECREEE and UNDP will facilitate ECOWAS-wide virtual consultations in the course of this assignment and the Contractor is expected to take into account to the extent possible the feedback of all Member States in the design of ECOWREX 2.0.

The Contractor will also be required to review the report of the pre-feasibility studies conducted by ECREEE, WAPP and ERERA, to ascertain that the conceptual design proposed in this study can easily integrate into the overall infrastructure proposed.

2.2. Responsibilities

The work will be structured into **five activities distributed over 14 months**, further described below:

- Activity 1:** Technical evaluation of ECOWREX and design of the improvements for ECOWREX 2.0;
- Activity 2:** Innovation challenge;
- Activity 3:** Technical specifications and tender package for the implementation of ECOWREX 2.0;
- Activity 4:** Supervision of the Web developments;
- Activity 5:** Training and capacity building.

Activity 1 (03 months): Technical evaluation of ECOWREX and design of the improvements for ECOWREX 2.0.

- Conduct a technical analysis of the existing platform in order to present its content and functionalities, strengths and weaknesses, available resources and capabilities. For instance, the Contractor should assess the current scope of the platform, to which extent the intended purposes and functionalities are fulfilled, what are their strengths and weaknesses/limitations, what, based on the experience in the past years, have been the most successful/popular functionalities and which ones have proven less demanded by the users (and why?). What data is currently available in the database and what are their specifications (geographic scope, resolution, time period, etc.)? What are the strengths/limitations of the current IT platform(s)/framework(s) on which ECOWREX is currently built (frontend and backend)? Etc.
- Assess the improvements and user needs to be met by the design of the ECOWREX 2.0 platform. This will involve in particular consultations with the ECREEE personnel in charge of maintaining and promoting the tool and relevant stakeholders from the 3 countries Burkina Faso, Mali and Niger to identify existing energy information systems being used at national level and how ECOWREX could be most useful for national stakeholders, interfacing with their existing national-level tools and processes. Importantly, the assessment should consider the main difficulties faced by the users on the existing ECOWREX system and how these could be overcome. Overall, the assessment should consider at minimum improvements in the datasets available in the ECOWREX database, in the functionalities and in the usability/user-friendliness of the system.
- Carry out the conceptual design of ECOWREX 2.0 by proposing customized solutions for the three parallel tracks of datasets, analytical capabilities and usability. This will include proposing improvements on the ECOWREX platform itself, as well as on the system and processes to keep the data up-to-date and to interact with stakeholders, tools and platforms being used at national level.
- Estimate the resources and processes required to achieve the required improvements.

- Assess the resources and capacities required within ECREEE (software, hardware and human resources) to maintain the improved platform during and after the end of the project.

Activity 2 (03 months): Innovation challenge

Based on the results of Activity 1, the Contractor will be requested to select one identified needed improvement on the platform suitable to be subject to an innovation challenge that could be launched in the region to allow young teams of researchers, energy practitioners and/or digital experts to compete to develop innovative solutions that could then be integrated into ECOWREX 2.0. The Contractor should clearly specify which criteria were used for the selection of the improvement, and also propose two alternative options for the consideration of UNDP and ECREEE. Possible improvements could include, for example, missing data layers that applicants could seek to generate through the application of modelling, machine learning or other forms of advanced analytics.

The Contractor will be asked to:

- Select one identified improvement suitable to be developed in the scope of an innovation challenge.
- Design the innovation and selection process. Develop the call for proposals for the innovation challenge in compliance with UNDP Innovation Challenge policy⁸.
- Organize one webinar/hackathon to inform interested candidates about the challenge and provide support throughout the application process.
- Advise UNDP on the technical evaluation of proposals.

Activity 3 (01 month): Technical specifications and tender package for the implementation of ECOWREX 2.0.

Once deliverables from Activity 1 and Activity 2 will have been reviewed and validated by UNDP and ECREEE (see Section 3), the Contractor will be in charge of working on the technical package leading to the implementation of the agreed improvements. More specifically, the Contractor will be in charge to:

- Develop the technical specifications and tender documents that will be used to contract the web development company responsible for implementing the planned improvements to the online platform ECOWREX, and integrating the winning solution from the innovation challenge.

Activity 4 (05 months): Supervision of the Web developments

A web development company will be contracted from the tender package resulting from Activity 3 to implement the improvements designed in Activity 1. The web development company will be responsible for implementing all of the identified enhancements on ECOWREX, with the exception of those selected for the innovation challenge, for which the web development company will be responsible for integrating the winning product into the upgraded system. The development and implementation of the solution will be punctuated by testing stages, the validation of which will condition the progress of the work. In

⁸ <https://poppp.undp.org/SitePages/POPPSubject.aspx?SBJID=222&Menu=BusinessUnit>
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addition, feedback workshops will be held to regularly collect and integrate end-user feedback on the development of the platform.

The Contractor will be responsible for supervising all the work related to this activity.

Activity 5 (07 months): Training and capacity building

The Contractor will be in charge of developing and implementing a training plan for relevant stakeholders both at regional and national levels (for Burkina Faso, Mali and Niger) in order to use and maintain ECOWREX 2.0. The Contractor will also identify the trainings for which the web development company in charge of implementing the improvements (Activity 4) will need to be involved. It is expected that trainings and capacity building activities will be implemented throughout the entire duration of the assignment, and not left until the end, once the improvements are fully implemented.

3. EXPECTED OUTPUTS AND DELIVERABLES

The Contractor's main deliverables are expected to be:

1. **Deliverable 1 - Inception report with detailed methodology and workplan:**
The inception report should include a detailed methodology to conduct the work and provide the various deliverables according to a detailed timeline, as well as the planned stakeholders consultations. The inception report will be provided, at the latest, 1 week after award of contract.
2. **Deliverable 2 – Draft feasibility study report:**
The detailed draft feasibility study report should include key sections such as assessment of the current ECOWREX platform, conceptual design of the proposed improvements, available and required resources, etc. The report should also include the detailed description of the stakeholders' consultations conducted and present the proposed improvement to be subject to an innovation challenge and the rationale for its selection, including two alternative options. This report is expected 11 weeks after award of contract.
3. **Deliverable 3 – Final feasibility study report:**
This final version of the report should incorporate comments received by UNDP, ECRREE and other relevant stakeholders on Deliverable 2. The report is expected 13 weeks after award of contract.
4. **Deliverable 4 – Innovation challenge package:**
This package will include the detailed call for proposals for the agreed improvement to be subject to an innovation challenge. This package will be submitted 17 weeks after award of contract.
5. **Deliverable 5 – Tender package for the web development component:**
This package should include the technical specifications and tender documents for the contracting of the web development company that will be in charge of the development of the agreed improvements, and integration of the winning solution of the innovation challenge in the platform. This deliverable should be submitted no later than 29 weeks after award of contract.
6. **Deliverable 6 – Training plan:**
A training plan encompassing all trainings and capacity building activities to be submitted no later than 37 weeks after award of contract.

7. **Deliverable 7 – Monthly monitoring reports:**

Monthly reports to monitor the work of the web development company in charge of developing the improvements on the platform throughout the web development company's mission (expected to last 5 months). These monthly monitoring reports are therefore expected after 41, 45, 49, 53 and 56 weeks.

8. **Deliverable 8 – Final report and presentation:**

A final report as well as a PowerPoint presentation detailing the main results of the mission, no later than 54 weeks after award of contract. This report should also include as annexes all training materials that were developed in the scope of this 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

These activities will be carried out under the supervision of UNDP Sub-Regional Hub for West and Central Africa in Dakar, and in close collaboration with ECREEE based in Praia, Cape Verde.

5. DURATION OF THE WORK

The mission will have a maximum duration of 14 months. The estimated period of the mission is from 25 February 2022 to 25 April 2023.

Activities	Deliverables	Number of working days	Deadlines	% of Payment
1. Technical evaluation of ECOWREX and design of the improvements for ECOWREX 2.0	Deliverable 1 : Inception report	5	05 days after signing the contract	5%
	Deliverable 3 : Feasibility Study Report	45 (incl. 15 days on mission)	03 months after signing the contract	25%
2. Innovation challenge	Deliverable 4 : Innovation challenge package	10	04 months after signing the contract	20%
3. Technical specifications and tender package for the implementation of ECOWREX 2.0.	Deliverable 5 : Tender package	5	07 months after signing the contract	15%
4. Training and capacity building	Deliverable 6 : Training plan	5	09 months after signing the contract	10%
5. Supervision of the Web developments	Deliverable 7 : Monthly update reports	20	Each month from the signature of the contract of the company in charge of the implementation until 14 months after signing the contract	15%

	Deliverable 8 : Final report and presentation	5	14 months after signing the contract	10%
Total		95 working days		

The workplan is expected to unfold as follows:

	MONTHS													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1. Technical evaluation of ECOWREX and design of the improvements for ECOWREX 2.0														
2. Innovation challenge														
3. Technical specifications and tender package for the implementation of ECOWREX 2.0														
4. Supervision of the Web developments														
5. Training and capacity building														

6. DUTY STATION

The assignment will be mostly home-based. The three (3) national consultants in Burkina Faso, Mali and Niger are expected to be based in Ouagadougou, Bamako and Niamey respectively throughout the duration of the contract in order to be able to conduct on-site local consultations. The Contractor can propose field missions to the ECREEE headquarters in Praia, Cap Verde, as necessary. 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	Ouagadougou	3
2	Niamey	3
3	Bamako	3
4	Praia	6

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 especially with regards to data analytics and design and/or development of digital platforms (including GIS platforms), including at least three (3) years in the clean energy sector, 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.
- Experience in the sub-Saharan region is an asset.
- Language qualifications (French and English required).
- Experience working on projects and programmes from the UN System an asset.

The Contractor's team will be composed of a Technical Solutions Architect (acting as Team Leader), an Expert in Energy Access, and 3 national Energy Experts in Burkina Faso, Mali and Niger respectively, meeting the requirements listed below. The Technical Solutions Architect 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. In case none of the five members of the team listed below have a strong GIS expertise, it is required that a GIS expert with experience in the energy sector is added to the team.

7.2. Required team qualifications

1. Technical Solutions Architect /Team Leader (1 Expert)

The Technical Solutions Architect /Team Leader will have the following minimum qualifications and experience:

Education:

- Master's degree or higher in a relevant field, such as data science, computer science, engineering or related discipline.

Experience:

- Minimum 7 years' experience in designing and/or developing data technology solutions required. Specific experience in the clean energy sector is an asset.
- Work experience on designing or improving geospatial information platforms is an asset.
- Demonstrated leadership, facilitation and coordination skills, with ability to manage technical teams, engage with stakeholders, design participatory processes and form strategic partnerships and alliances.
- Work experience in the ECOWAS region is an asset.
- Language qualifications (French and English required).

2. Energy Access Expert (1 Expert)

The Energy Access Expert should have the following minimum qualifications and experience:

Education:

- Master's degree or higher in a relevant field, such as energy, engineering, renewable energy, environmental sciences, or related discipline.

Experience:

- Minimum 5 years of demonstrable experience in the technical area of renewable energy, climate change mitigation or a closely related area. Specific experience in decentralized renewable energy, rural electrification or similar is an asset.

- Experience in provision of technical advice on off-grid renewable energy/electrification policy, strategy, roadmaps and plans for rural electrification an asset.
- Experience in energy related data, including its collection and analysis, is an asset.
- Work experience in the ECOWAS region is an asset.
- Language qualifications (French and English required).

3. National Energy Experts in Burkina Faso, Mali and Niger (3 Experts)

The National Energy Experts should have the following minimum qualifications and experience:

Education:

- Master's degree or higher in a relevant field, such as energy, engineering, renewable energy, environmental sciences, or related discipline.

Experience:

- Minimum 5 years of demonstrable experience in the technical area of renewable energy, climate change mitigation or a closely related area. Specific experience in decentralized renewable energy, rural electrification or similar is an asset.
- Experience in provision of technical advice on off-grid renewable energy/electrification policy, strategy, roadmaps and plans for rural electrification an asset.
- Language qualifications (French required, English an asset).

8. EVALUATION CRITERIA

	Evaluation criteria	Rating
1	Bidder's qualification, capacity and experience	20
1.1	Relevance of (at least 5 years) experience with regards to data analytics and design and/or development of digital platforms, including GIS platforms, including at least 3 years in the energy sector.	10
1.2	Experience in managing more than two (2) similar contracts (1 point per contract on top of minimum 2 required)	3
1.3	Experience in managing similar contracts in the region of Sub-Saharan Africa (1 point per contract)	2
1.4	Experience working with UN and other development partners (1 point per contract)	2
1.5	Are the proposed risk mitigation measures proportionate to the nature and complexity of the assignment	3
2	Proposed methodology, approach, and implementation plan	30
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"> - Clarity and presentation. - Coherence and logical organization of activities. - Relevance (absence of generic or unnecessary text) 	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	8

	with tasks' 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
3	Management Structure and Key Personnel	50
3.1	Composition and structure of the team proposed, with clear reporting lines, accountability and responsibilities.	5
3.2	Mandatory experts	
3.2a	Technical Solutions Architect / Team Leader (1 Expert)	14
	<ul style="list-style-type: none"> Relevance of education beyond Master's degree in a relevant field, such as data science, computer science, engineering, or a related discipline 	3
	<ul style="list-style-type: none"> Relevance of experience (at least 7 years of demonstrable experience) designing and/or developing data technology solutions in the clean energy sector 	6
	<ul style="list-style-type: none"> Demonstrated leadership, facilitation and coordination skills, with ability to manage technical teams, engage with stakeholders, design participatory processes and form strategic partnerships and alliances 	3
	<ul style="list-style-type: none"> Experience working in Sub-Saharan Africa, preferably in the ECOWAS region 	2
3.2b	Energy Access Expert (1 Expert)	13
	<ul style="list-style-type: none"> Relevance of education beyond Master's degree in a relevant field, such as energy, engineering, renewable energy, environmental sciences, or a related discipline 	2
	<ul style="list-style-type: none"> Relevance of experience (at least 5 years of demonstrable experience) in the technical area of renewable energy, climate change mitigation or a closely related area in particular in decentralized renewable energy, rural electrification or similar 	5
	<ul style="list-style-type: none"> Experience in provision of technical advice on off-grid renewable energy/electrification policy, strategy, roadmaps and plans for rural electrification 	2
	<ul style="list-style-type: none"> Experience in energy related data, including its collection and analysis 	2
	<ul style="list-style-type: none"> Experience working in Sub-Saharan Africa, preferably in the ECOWAS region 	2
3.2c	National Energy Experts (3 Experts)	18 (3*6 points)
	<ul style="list-style-type: none"> Relevance of education beyond Master's degree in a relevant field, such as energy, engineering, renewable energy, environmental sciences, or a related discipline 	3 (3*1 point)
	<ul style="list-style-type: none"> Relevance of experience (at least 5 years of demonstrable experience) in the technical area of renewable energy, climate change mitigation or a closely related area in particular in decentralized renewable energy, rural electrification or similar 	9 (3*3 points)
	<ul style="list-style-type: none"> Experience in provision of technical advice on off-grid renewable energy/electrification policy, strategy, roadmaps and plans for rural electrification 	3 (3*1 point)
	<ul style="list-style-type: none"> Knowledge of English 	3 (3*1 point)
	Total 1+2+3	100

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[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, contract 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.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ 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 if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	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 (working days)

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]*