

Call for Proposal for National Organizations to Promote Renewable Energy Access Through Productive Uses of Electricity in Zambia



Post Title	Proposal to Promote Renewable Energy Access through Productive Uses of Electricity (PUE) in Zambia
Agency/ Project Name	UNDP, in collaboration with the Ministry of Energy in Zambia
Country of Assignment	Zambia
Period of assignment/services	7 th October 2024 to 31 st March 2025
Value:	Grant Amounts of up to USD 20,000 Per Organization
Geographical Scope	National Call Across all Provinces in Zambia

(1) INTRODUCTION

Renewable energy mini-grids are integral to Zambia's Nationally Determined Contributions (NDCs), emphasizing the transition to a low-carbon, climate-resilient development pathway. Mini-grids are also pivotal in addressing the electrification and clean cooking needs of rural and peri-urban populations, where the energy access deficits are most significant.

UNDP, in collaboration with the Ministry of Energy in Zambia, **is undertaking a project to explore the alignment between renewable energy mini-grids and the productive uses of electricity (PUE)**. PUE refers to the use of electricity for activities that enhance income and productivity, such as irrigation for agriculture, milling and grinding, refrigeration for food preservation, powering sewing machines, and other market activities (e.g., carpentry and welding). **Therefore, designing mini-grids to support PUE is an effective strategy to ensure the long-term viability of mini-grid projects and encourage user uptake of electricity services.**

In this context, **this Call for Proposals seeks to further understand and test business models that promote the adoption of PUE**. The call is also being coordinated in collaboration with UNDP Zambia's Small Grants Programme (SGP). **Grants will be awarded to organizations (including Civil Society Organizations and Small and Medium-Sized Enterprises in the private sector)** that can demonstrate a business case for advancing PUE community level, either through the use or sale of PUE equipment, or by building the capacity of communities to adopt PUE approaches.

(2) OBJECTIVE

The Grants Programme aims to support relevant organizations that are advancing PUE activities across a range of sectors and electrification contexts in Zambia. The Programme is specifically targeting initiatives that promote PUE in the context of renewable energy mini-grids for local development in rural and peri-urban areas of Zambia.

(3) ELIGIBILITY CRITERIA

The information in this section establishes the criteria for the submission, selection, and implementation of grants projects financed under this grants programme.

3.1 Eligibility of Applicants

To be eligible for a grant, applicants **must**:

- Be a Zambian organization, registered in Zambia for at least 2 years (Proof of registration should be attached).
- Be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary.
- Have a local bank account in the name of the organisation.

3.2. Eligibility of Projects

Only Projects aimed at achieving the objectives (2), focusing on the priority themes as indicated in the Call for Proposals and meeting all other requirements as outlined in the Call for Proposals, are eligible for funding.

3.3 Non-Eligibility of Project Proposal Types

The following types of project proposals are **not eligible** for funding:

- Project proposals concerned only or mainly with individual sponsorships for participation in workshops, seminars, conferences, congresses.
- Project proposals concerned only or mainly with individual scholarships for studies or training courses.
- Credit or loan schemes.
- Project proposals which consist exclusively or primarily of capital expenditure e.g., land, buildings, equipment, vehicles, etc.
- Project proposals which do not demonstrate equal treatment for individuals or groups of people on grounds of their gender, sexual orientation, religious beliefs, or lack of them, or their ethnic origin.
- Cash donations.
- Political parties or religious activities.
- Project proposals that support activities that are not in line with the values of the UN or that provide funding for any criminal activities including but not limited to terrorism.

3.3. Eligibility of project costs: which cost may be considered?

The categories of costs considered as eligible and non-eligible are indicated below. The budget is both a cost estimate and a ceiling for "eligible costs". Note that the eligible costs must be based on real costs based on supporting documents. Costs that do not appear realistic may be rejected.

It is therefore in the applicant's interest to provide a realistic and cost-effective budget in USD.

3.3.1 Eligible direct costs

To be eligible under this Call for Proposals, costs must be directly verifiable and traceable to the activities being implemented.

3.3.2 Contributions in kind

Contributions in kind are not considered actual expenditure and are not eligible costs for reimbursement.

3.3.3 Ineligible costs

The following costs are **not eligible**:

- Debts and provisions for losses or debt.
- Interest owed.
- Salary top-ups and similar emoluments to government employees
- Items already financed in another framework, i.e. existing capacity should not be included in the budget;
- Purchases of land or buildings.

- Currency exchange losses.
- Taxes, including VAT, unless the Beneficiary (or the Beneficiary’s partners) cannot reclaim them, and the applicable regulations do not forbid coverage of taxes; and
- Credit to third parties.
- Credit to third parties.

(4) APPLICATION PROCEDURE

4.1. Application Process

Eligible organizations should prepare a proposal using the templates provided in the Annex (Narrative and Financial). Proponent organizations must ensure their proposed project idea is relevant, innovative, and aligned with the priorities outlined in this call for proposals. Co-financing (in-kind or cash) is mandatory. Applicants are to submit a full project proposal, which will be reviewed by the National Steering Committee of the Small Grants Programme.

Proposals received after the deadline will not be considered. Any request for clarification must be sent by standard electronic communication to the same e-mail address. The UNDP CO Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry.

4.2. Where and how to send the application

Project proposals must be submitted to UNDP Zambia, at: gef.zm@undp.org and copy procurement.zm@undp.org no later than 18/09/2024, 11:59pm, Zambia time.

The subject line should read “**UNDP Support to Productive Uses of Electricity**”.

Incomplete applications will be rejected.

4.3. Deadline for submission of applications

4.3.1 The deadline for the submission of full project proposals is **18th September 2024** as evidenced by the date of receipt of submission email. **Any application submitted after the deadline will be automatically rejected.**

4.3.2 Any request for clarification must be sent by e-mail address to the following email address before 02/09/2024: gef.zm@undp.org

(4.3.3) The Project Staff will respond including an explanation of the query without identifying the source of inquiry.

(4.3.4) In submitting proposals, **the applicant must encode each document with the proper name as per below:**

ANNEX I Letter of presentation

ANNEX II Project Proposal (Technical and Financial)

- a. The technical proposal must not exceed 15 pages. The minimum elements to be included must respond to the technical criteria identified in Sections 3, 4 and 5) of this Terms of Reference (ToR).
- b. The financial proposal should be comprehensive and include a breakdown.

ANNEX III Company Profile

- a. Proof of registration including copies of registration certificate(s);
- b. A clearly defined management structure: Organigram, Management Structure, contact details of the General Manager/Director as well as the process of appointment/nomination.
- c. Experience in relevant fields as indicated in the call for proposals.
- d. Curriculum vitae of the key staff members involved in the implementation of the project, proof of contract/affiliation.

(4.3.5) Technical and Financial Proposals should be submitted through the following email address:

Email: gef.zm@undp.org and copy procurement.zm@undp.org

No later than: 18/09/2024

(5) EVALUATION PROCEDURE

5.1 Technical Evaluation Steps and Criteria

Applications **will be evaluated by the National Steering Committee of the UNDP Small Grants Programme** according to the

following steps and criteria:

Provisional selection: Following the evaluation of eligible full project proposals, a table listing the applications ranked according to their scores is established.

A list of provisionally selected applications is developed, taking into consideration the financial envelope available and the geographical reach and balance. Where applicable, consultation with relevant entities will be made to solicit more information and guidance.

5.1.1 Step one: Eligibility evaluation

The following will be evaluated:

- The submission deadline has been respected:
- The application form including the budget table is duly filled.
- Requested documents are attached to the application.
- The proposal meets the rest of the eligibility criteria as mentioned in section 2 above.

5.1.2 Step two: Technical assessment of full project proposals

The evaluation will be done by the National Steering Committee of the UNDP Small Grants Programme. **The quality of the project proposals will be assessed in accordance with the evaluation criteria.**

(i) Experience	<p>Organization</p> <ul style="list-style-type: none"> • Minimum of 2 years of proven experience in managing and implementing community engagement activities, particularly in productive use of electricity (PUE), local economic development, and renewable energy projects. • Preferred experience in working with marginalized groups such as women, youth, persons with disabilities, and hard-to-reach populations. • Proven linkages and networks with grassroots actors, especially those based in rural and peri-urban areas. • Understanding of local economic, social, and energy dynamics, as well as cultural communication and social mobilization related to PUE. • Demonstrated capability in financial management.
(ii) Registration	<ul style="list-style-type: none"> • Legally Registered Zambian civil society organization, non-governmental organisations, Community based organisation, private sector/small medium enterprises registered in Zambia for at least 2 years, having emphasis on the inclusion of marginalized social groups including women and youth is preferred. • Be directly responsible for the preparation and management of the project, i.e. not acting as an intermediary. • Have a local bank account in the name of the organisation
(iii) Capacity	<ul style="list-style-type: none"> • Demonstrated ability to build upon existing or ongoing community-level activities that promote productive uses of electricity (PUE). • Proven impact on improving social and economic livelihoods within the community. • Commitment to a gender-inclusive approach in project design and implementation. • Capacity for innovation and diversification of economic activities within target communities. • Strong management and operational capabilities with a focus on cost efficiency. • Potential for commercial sustainability and financial self-reliance beyond the grant period.

5.1.3 Scoring

(i) Priority will be given to organizations and enterprises engaged in PUE activities in one of the priority themes outlined in the Call for Proposals and those that have integrated gender equality and social inclusion (GESI) in their activities.

(ii) Proposals will be reviewed against the evaluation criteria shown below

(iii) Proposals should not be more than thirteen (13) pages, not including annexes.

Evaluation Criteria	Points	Score Weight
(i) Evidence of existing or ongoing activities at the community level upon which PUE can be added	15	15%

a. This may include ongoing training and capacity building activities, existing financing approaches that could support financing of PUE equipment, existing partnerships with mini-grid operations, etc.		
(ii) Social and economic impact on livelihoods b. Proposal outlines how women and other vulnerable groups would benefit from the project. Specific links to socio-economic development needs to be demonstrated in the concepts – e.g., potential benefits related to household income, job creation, education, health, and other related socio-economic elements.	15	15%
(iii) Gender inclusive approach c. Proposal outlines the potential benefits for women and girls, either as beneficiaries of project activities, or key contributors to the project’s design and roll-out (e.g., support to female-led enterprises)	15	15%
(iv) Innovation and diversification of economic activities in target communities d. Proposal shows how the project will enable livelihood diversification through the adoption and use of PUE. This could be as a direct result of project activities, or through capacity building and trainings.	15	15%
(v) Partnerships e. Proposals show the organization’s engagement with a broader set of partners, which could be strengthened or enabled through the grant, e.g., community-based activities that have or could be done in partnership with different actors (e.g., communities, government agencies, or the private sector).	10	10%
(vi) Management, operational capacity, and cost efficiency f. Evidence of business operations, including management structure, staff, and operations, especially in local community contexts.	15	15%
(vii) Commercial sustainability/financial self-reliance beyond the grant period g. Proposal shows how the grant will support the overall sustainability of interventions. Examples of this could include, among others: (1) supporting new financing opportunities (e.g., the grant is used as working capital to build inventory instead of simply facilitating one-off purchases of equipment or materials for deployment), (2) capacity building and trainings that new business or livelihood opportunities for women and girls, or (3) securing additional partner engagements or funding from donors to scale initial activities that have been started through the grant.	15	15%
Total points	100	100%

5.2 Financial Proposal: 30%

The budget should be detailed, complete, rational, and realistic, and must not exceed the equivalent of **\$ 20,000 per application to be implemented until 31st March 2025**. This should be **inclusive of administrative costs. Which should not exceed 7.5% of the total proposed amount.**

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<i>100 points in total</i>		
<i>(a) Technical evaluation criteria</i>	70%	Min 70 Points in

		<i>Total</i>
(i) Evidence of existing or ongoing activities at the community level upon which PUE can be added	<i>15</i>	
(ii) Social and economic impact on livelihoods	<i>15</i>	
(iii) Gender inclusive approach	<i>15</i>	
(iv) Innovation and diversification of economic activities in target communities	<i>15</i>	
(v) Partnerships	<i>10</i>	
(vi) Management, operational capacity, and cost efficiency	<i>15</i>	
(vii) Commercial sustainability/financial self-reliance beyond the grant period	<i>15</i>	
<i>(b) Financial evaluation criteria</i>	<i>30%</i>	<i>30 Points in Total</i>

6. DELIVERABLES AND PAYMENT SCHEDULE

The payment of the intervention will be made against three periodic milestones. Apart from the first payment to be made upon signature of the agreement, the second and the third payment will be done against satisfactory progress and financial reports before the date stated below.

The timeline of the project will be until 31st March 2025

N.B. All payments are subjected to the satisfaction of the obligations of the selected applicant under the **Standard MoU for Non-Credit Related Activities**

7. APPROVAL AND AWARD

The provisionally selected project proposals are reviewed by the National Steering Committee of the Small Grants Programme based on which the approval will be granted.

Applicants are informed in writing of the decision concerning their application.

The following documents will be signed as part of the grant agreement between UNDP and grant recipients:

- Standard MoU for Non-Credit Related Activities
- Annex A – Project Proposal Template
- Annex B – Project Budget

8. REPORTING, MONITORING AND EVALUATION

It is the responsibility of grantees to monitor and report on the progress of implementation of their grant projects in accordance with the grant agreement and performance measures included in their proposal.

9. INDICATIVE TIMETABLE FOR PRE-BID/PRE-APPLICATION MEETING

Action	Date
Pre-Application webinar with interested applicants: Join Zoom Meeting Meeting ID: 836 4858 6318 Passcode: 816836	2 nd September 2024 (1400hrs – 1600hrs)
Deadline for submission of full project proposals	18 th September 2024 by 1700hrs Zambian Time.
Estimated start date /project implementation	7 th October 2024

10. APPROVAL

This ToR is prepared by: Liza KIWARA

**AFYWL Fellow
Energy & Environment Unit**

DocuSigned by:
Liza Kiwara 20-Aug-2024
Signature: 3F73BBAAAB29432... Date: _____

Reviewed by: Carol Mwape ZULU

**Programme Specialist
Energy & Environment Unit**

DocuSigned by:
Carol Zulu 20-Aug-2024
Signature: 8308F29AA6B446F... Date: _____

Approved by: James WAKIAGA

Resident Representative

DocuSigned by:
JMwakiga 20-Aug-2024
Signature: 6A49C35EE13D44Z... Date: _____