

Renewable Energy for Rural Livelihood (RERL)

TERMS OF REFERENCE

Develop a Knowledge Product based on the Best Practices and Learnings of RERL

1. Background

The Renewable Energy for Rural Livelihood (RERL) project is funded by Global Environment Facility (GEF) and United Nations Development Programme (UNDP) and executed by Alternative Energy Promotion Centre (AEPC) under the Ministry of Energy, Water Resources and Irrigation (MoEWRI) of GoN. The main objective of RERL was to support AEPC to remove barriers for scaling up lesser disseminated larger renewable energy systems such as mini hydro, large micro hydro and large solar PV systems. RERL has been supporting the development of sustainable implementation modalities such as demonstration of mini hydro, large solar PV and mini grid projects, private sector involvement for financing and attainment of financial sustainability through promotion of productive energy uses. The GEF RERL was initiated in 2014 and completed in 2019.

2. Rationale for the development of the Knowledge Product

UNDP has been supporting AEPC to promote renewable energy since 1996 through different projects. The five years' GEF RERL made remarkable contribution to the sector in (i) creating conducive policies for promotion of RE in the federal context, (ii) grid interconnection of renewable energy systems, (iii) demonstration of financially viable and technically sound mini hydro, large solar PV and mini grid projects by attracting bank financing and (iv) commercial operation of micro hydropower projects (MHP). These experiences need to be properly documented and disseminated to a large audience so that the initiatives are taken forward further to the logical conclusion. In this regard, RERL plans to produce two knowledge products that will help document the experiences gained during project implementation and provide way forward for promotion of RE in the country.

3. Objectives and Scope of Work

The overall objective of the assignment is to produce two knowledge products based on the experience of project implementation including successes and lessons. The knowledge products are (i) Project Completion Report, and (ii) an informative booklet on interventions in renewable energy.

1. **Project Completion Report:** The project has drafted its completion report which documents all its activities, rationale, achievements and recommendations. The consultant shall review the draft Project Completion Report and interact with project personnel to extract relevant information for preparation of the knowledge product. The consultant shall be responsible for;
 - a. Editing/rewriting and compiling of draft report ensuring flow of language, grammar and overall structure of the report
 - b. Layout designing and formatting
 - c. Formatting photo, tables and graphs as needed
 - d. Printing (specifics as outlined in the following table)
 - e. Produce an interactive electronic version of the report

A. The Technical Specifications for the Project Report:

1.	Description of Work	Designing & Printing of Book
2.	Quantity	200
3.	Size	A4 (Full Bleed)
4.	Colour Scheme	4 colour all through
5.	No. of pages	48
6.	Binding	Stitch Binding
7.	Proof Reading	It will be the sole responsibility of the consulting firm
8.	Paper	Min. 150 gms maplitho paper
9.	Cover	200 gms art board Paper with mat lamination

2. **Infographic Booklet on interventions in renewable energy:** Based on the review the consultant shall develop a draft framework outlining the knowledge product containing (i) context, (ii) process, (iii) changes observed, (iv) key lessons learned, and (v) way forward for the followings;
- o RE Promotion in the Federal Context
 - o Grid Interconnection of RE systems
 - o De-risking RE Investment
 - o Solar PV in Nepal
 - o Commercial Operation of Micro Hydropower Plant
3. RERL has already drafted content for the above topics. The consultant shall be responsible for;
- a. Editing/rewriting and compiling of draft report ensuring flow of language, grammar, informative presentation of the contents.
 - b. Creatives : Ideas and concepts
 - c. Develop high quality & appealing artworks, illustrations/info-graphics as needed
 - d. Graphic designing - layout designing, formatting
 - e. Formating Photo, tables and graphs
 - f. Printing (specifics as outlined in the following table)
 - g. Produce an interactive electronic version of the report

B. The Technical Specifications for the Infographic Booklet :

1.	Description of Work	Designing & Printing of Book
2.	Quantity	500
3.	Size	A4 (Full Bleed)
4.	Colour Scheme	4 colour all through
5.	No. of pages	32
6.	Binding	Stitch Binding
7.	Proof Reading	It will be the sole responsibility of the consulting firm
8.	Paper	Min. 200 gms art-board paper
9.	Cover	250 gms art-board paper with mat lamination

4. Qualification Criteria for Consulting Team/ Firms:

The consulting team/firm shall comprise of the following professionals;

- i. **Team Leader:** The incumbent shall have at least 10 years' of demonstrable experience in media and should have produced relevant products for INGOs in Nepal.
- ii. **English Language Expert:** Should have 10 years of experience with Master's degree with excellent command of English Language and experience in

writing project progress, completion report, brochures, booklet, etc in the English Language.

iii. **Graphic Design Expert** : Must have at least 5 years of experience specializing in tools like Adobe InDesign, Adobe Illustrator and Adobe Photoshop.

- The consulting team/firm must be a VAT registered company and must have tax clearance certificate of fiscal year 74/75
- Samples and evidence of products designed and produced by the team leader shall carry highest points for evaluation
- Writing sample and evidence in the form of reports written by the English Language Expert.

5. Duration

The total duration of the assignment will be two months (60 days) from signing of the contract.

6. Deliverables (output)

The consultant undertaking the development of knowledge product for RERL is expected to deliver the following:

- 6.1. RERL Project Completion Report (print version and interactive electronic version)
- 6.2. Information Booklet on “RERL Interventions in Renewable Energy” (print version and interactive electronic version)
- 6.3. Soft copy of text and working files of design elements, layout etc.

7. Guides to Consultant/ Bidding Firms

The consultant shall work very closely with RERL and UNDP Communication Unit and relevant professionals to make sure that both the parties have the same understanding of the scope of work through out.

8. Terms of Payment

The payments will be delivery-based on progress submitted by consultant as follows:

Installments	Milestone	Payments
1st	Contract Signing	20% of the total contract amount
2nd	Delivery and acceptance of the final products	80% of the total contract amount

9. Submission of Proposals

The consultant is required to submit signed, complete and sealed technical and financial proposal in two separate envelopes clearly marked "TECHNICAL PROPOSAL" and "FINANCIAL PROPOSAL" in the relevant envelope. The sealed envelopes containing the technical and financial proposal shall be placed in an outer envelope and sealed. The outer envelope shall compulsorily include the submission address, name of assignment and the bidder's name and address.

10. Documents to be submitted by consultant

- Sealed Technical Proposal with signed cover letter
- Copy of Company/Firm Registration Certificate with updated renewal
- Sealed Financial Proposal (as per Annex B) with signed cover letter with copy of the VAT Registration Certificate
- Copy of Tax Clearance Certificate of F. Y. 2074/75
- Original signed CV and copy of citizenship certificate of proposed individual consultants
- Other relevant documents including but not limited to proof of expertise of the firm in the form of documentation of previous experience in carrying out similar works (to be included as part of the technical proposal)

11. Duties and Taxes

The consultant shall pay all tariffs, duties, other taxes or charges levied by the GoN at any stage during the execution of the work.

12. Acceptance of proposal

All rights are reserved with AEPC/RERL to approve or disapprove any proposal without giving any reasons whatsoever. If needed, the consultant will be asked for modifications and presentations of the proposal before approval.

13. Selection/Evaluation Process

The selection is based on the quality of technical proposal by applying the Quality Based Selection (QBS) approach. The technical proposal should include all technical parameters related to the study such as information acquisition, study framework and methodology, innovativeness, working schedule, CV of the consultant etc.

The Technical Proposal will carry a total score of 1000 points. The financial proposal of highest ranked bidder in the technical evaluation will be opened. If the quoted price is within the estimated budget, the contract will be awarded to the highest ranked bidder. If the quoted price exceeds the estimated budget, the bidder will be invited to negotiate the contract. If the highest ranked bidder refuses or is unwilling to carry out the assignment within the estimated budget for whatsoever reasons, the financial proposal of the next highest ranked bidder in the technical evaluation will be opened and similar process for contract award shall be followed. The same procedure shall be followed until the contract is agreed with one bidder. However, the opening of the financial proposal will be limited to bidders who receives a minimum of 70% in the technical evaluation.

ANNEX A: PROPOSAL EVALUATION

A.1 Technical Proposal

The Technical Proposal will be evaluated for a maximum of 700 points. The basis for the evaluation of the technical proposals is mentioned below.

Summary of technical proposal evaluation form	Score weight	Point obtainable
• Expertise of the consulting firm	40%	400
• Methodology and approach to carry out the proposed tasks	20%	200
• Qualification and experience of personnel	40%	400
Total		1000

Form 1: Criteria for evaluation of expertise of the firm

S.N	Criteria	Obtainable points	Company/Firm				
			A	B	C	D	E
1.	General Experiences of firm	100					
2.	Experience on media, production and publication fo various knowledge products	300					
Sub Total		400					

Form 2: Criteria for evaluation of approach, methodology and appropriateness

S.N	Criteria	Obtainable points	Company/Firm				
			A	B	C	D	E
1.	Understanding of scope of work	75					
2.	Proposed approach and methodology	50					
3.	Time management and resource planning	75					
Sub Total		200					

Form 3: Criteria for evaluation of proposed human resources

Team Composition	Criteria	Obtainable points	Company/Firm				
			A	B	C	D	E
Team Leader	• General expertise	50					
	• Similar experiences	100					
English Language Expert	• General expertise	50					
	• Similar experiences	100					
Graphic Design Expert	• General expertise	75					
	• Similar experiences	25					
Total		400					

ANNEX B: FINANCIAL PROPOSAL FORMAT

SN	Particulars	No.	Quantity	Unit	Unit Rate (NPR)	Amount (NPR)
1	Personnel costs					
a	Team Leader			Man days		
b	English Language Expert			Man days		
c	Graphic Design Expert					
2	Design costs					
a	Project completion report					
b	Infographic booklet					
5	Printing costs					
a	Project completion report					
b	Infographic booklet					
6					
	Total					
	Overhead					
	VAT (13%)					
	Grand Total					

In words.....

Name:

Signature:

Stamp:

Should you have queries on the notice, please forward an email clearly mentioning your queries at email rerl@aepc.gov.np. Although efforts will be made to respond to such queries as soon as possible, kindly set aside ample time for us to furnish responses to your queries. Proposals must be personally delivered to the address given below by before 9 December, 2019

Alternative Energy Promotion Centre (AEPCC) Renewable Energy for Rural Livelihood (RERL) Programme Address: Khumaltar, Lalitpur Telephone: +9771-5539390, 5539391 Facsimile: +9771-5542397, 5539392 Website: www.aepc.gov.np