

# **Request for Proposal (RFP) to**

## **Conduct Case Study of Selected Solar Mini-grid Project in Gutu, Surkhet**

Alternative Energy Promotion Center

**Renewable Energy for Rural Livelihood (RERL)**

**Khumaltar, Lalitpur, Nepal**

Date: 12 January 2021

S. N.	Subject	Details
1	The name of the Client	Renewable Energy for Rural Livelihood (RERL), Alternative Energy Promotion Center (AEPC) Khumaltar, Lalitpur Nepal
2	Method of selection	Least Cost Based Selection (LCBS)
3	Name of the Task	Conduct Case Study of Solar Mini-grid Project
4	The clauses on fraud and corruption in the contract	As per government and donor's rules and regulation
5	Clarifications may be requested	1 day before the submission date
6	Contact for Clarification	Sabita Awale Contact No: 01-5544146 Email: <a href="mailto:sabita.awale@aepe.gov.np">sabita.awale@aepe.gov.np</a>
7	Language of Proposal	English
8	The validity of the Proposal	<b>60</b> days after the submission date, i.e. until <b>21 March 2021</b>
9	Copies of required Proposal	One (1) Original
10	The proposal submission address	Renewable Energy for Rural Livelihood (RERL), Alternative Energy Promotion Center (AEPC), Khumaltar, Lalitpur, Nepal
11	Information on the outer envelope	Proposal for "Conduct Case Study of Selected Solar Mini-grid Project".
12	RFP Issued Date	12 January 2021
13	Deadline to Submit Proposal	<b>19 January 2021, before 4 P.M.</b>
14	Award	Immediate after evaluation of the submitted proposal
15	Address for Negotiation	Renewable Energy for Rural Livelihood, Alternative Energy Promotion Centre, Khumaltar Height, Lalitpur
16	The task has to commence	Immediate after the signing of contract
17	Other Information	A separate proposal (Both Technical and Financial) should be submitted.
18	Other Provision	As per prevalent Laws of Nepal

# **Terms of Reference (ToR):**

## **Case Study of Solar Mini-grid Project**

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### **1. Introduction**

The Renewable Energy for Rural Livelihood (RERL) is a joint project of Alternative Energy Promotion Centre (AEPCC), Ministry of Energy, Water Resources and Irrigation (MoEWRI) and United Nations Development Programme (UNDP). RERL is providing technical support to AEPCC to implement the Asian Development Bank (ADB) funded South Asia Subregional Economic Cooperation (SASEC) Power System Expansion Project Off-grid Component. SASEC is promoting 4.3 MW mini-hydropower projects (MHP) and 0.5MW Solar/Solar-Wind Hybrid Minigrids (SMG) to increase access to electricity in rural areas for improving the livelihoods of people by promoting economic activities.

### **2. Background**

As of 2020, AEPCC/SASEC has supported rural communities to install and operate 9 SMGs with a total capacity of over 0.5 MW providing electricity access to more than 1600 households (HHs).

This ToR has been prepared to seek consulting services to document entire processes of development of SASEC funded SMG from planning to installation and operation and management of the following SMG;

1. Gutu Solar Mini-grid Project (100 kWp), Chaukune Rural Municipality of Surkhet District

This case study will document the processes and identify strengths and weaknesses that will aid in formulating, planning, designing, and implementing new projects.

### **3. Objectives**

The main objective of the assignment is to prepare a separate case study of SMG. However, the specific objectives are to;

- i) assess the capacity of institutions to develop and manage SMG,
- ii) socio-economic impacts of electricity access in the community,
- iii) point out the successes and shortcomings of the approach and interventions,

### **4. Scope of Work**

The assignment shall include but not limited to:

#### **4.1. Desk study**

- Detailed Feasibility Study (DFS) reports
- Project Completion Report
- Business plan of the cooperative
- Relevant government policies and rules

#### **4.2. Information Collection**

The consultant shall be responsible to collect information on the operational status of SMG, end-uses, management systems in place, sustainability, and consumer satisfaction. Information shall be collected from

- i. Carry out Focused Group Discussion (FGDs) and Key Informant Interview (KII) with;
  - Mini-grid Cooperative Management Board

- Mini-grid Cooperative Manager/Operators
- Women’s saving and credit groups
- Rural municipalities and other stakeholders at a local level
- Productive End Uses entrepreneurs
- Beneficiaries (women, ethnic minorities, etc.)

ii. The case study should also include the key facts and figures, relevant photographs.

The consultant shall prepare template, questionnaires forms, and format to collect information focusing on the followings and get approval from RERL;

- Technical and Institutional Aspects:
  - Demand and supply of electricity (power output, peak demand, energy storage capacity and consumption, etc.)
  - Operation and maintenance (number operational hours, downtime, forced shut down/scheduled load shedding, logbook maintenance, etc.)
  - The technical difficulties faced by the operators and solutions adopted
  - Funds and cost for operation, repair, and maintenance works
  - Inventory management
  - After-sales services and the level of satisfaction
  - Operational and management rules, regulation and policies (related to organization, human resource, administration, financial management and accounting etc.), rule implementation and sanctioning
  - The regularity of Executive Committee and sub-committee meetings and participation
- Economic Aspects:
 

Impacts of the SMG on the local economy, increased business activities, employment generation due to electricity access

  - tariff structure and revenue generation, timely payment, and due amounts and strategies to increase revenue
  - The types and number of productive end-uses connected and their sustainability
  - Monthly income and expenditure
  - Benefits and limitation of prepaid energy meter
- Gender Equality and Social Inclusion (GESI) Aspects;
  - The functional status of women’s saving and credit groups (saving amount, utilization, and effectiveness)
  - Women’s leadership role in the management of the cooperative, whether women’s involvement in saving and credit activities enhanced their participation in the overall management of cooperative and SMG
  - perception of beneficiaries including women and members of marginalized groups on the impact of SMG on their livelihoods

## **5. Qualification of the proposed Human Resource**

The team should be composed of at least the following professionals and support staff as per the requirement:

- i) **Team Leader:** The team leader should have a Master’s degree in social science with 5 years of work experience in the development sector. S/he should have a demonstrated knowledge and experience on undertaking social research, especially impacts of development projects, independently. The team leader will be responsible for hiring subordinate/s, if necessary, coordinating activities, planning, field visits, and writing reports. He or she must have very good interpersonal and communication skills. The report has to be in proper English.

## 6. Deliverables (output)

- Inception reports with detailed methodology including questionnaire, forms, formate checklist, etc., field visit schedule, and date of completion of the assignment.
- One hard copy and one electronic copy of the draft case study reports after the field survey for the review and comments from AEPC/RERL.
- One hard copy and one electronic copy of the final reports.

## 7. Inputs from AEPC/RERL

The following inputs will be made available for completing the assignment:

- Budget to carry out the assignment, relevant AEPC documents, and other available information.
- Inputs to assist the consultant in different stages of the assignment from AEPC/SASEC project and RERL team.
- Provide related documents and reports.

## 8. Timing and Budget

- i) **Timing:** The Consultant shall complete the work, including all reporting within two months from the date of signing the Contract.
- ii) **Budget:** The total study cost should be written clearly both in figure and in word. Budget and payment shall be made as per the agreement. Proposed payment schedule shall be as following:
- **First Instalment:** 30% of the agreement amount immediately after signing the contract
  - **Second Instalment:** 70% of the agreed amount after submission and approval of the final report from AEPC/RERL.

## 9. Selection/Evaluation Process

The selection will be followed based on Least Cost Based Selection (LCBS). The least cost will be selected from the technical pass firm/individual. Criteria for technical selection has been given in Annex I.

## 10. Documents to be submitted by the Firm (Eligibility Criteria)

SN	Documents
1	Copy of Company/Firm Registration Certificate with updated renewal
2	Copy of VAT Registration Certificate
3	Copy of TAX Clearance Certificate of F. Y. 2075/76
4	Latest Signed Resume of resource persons (as per ToR)
5	Financial Proposal with signed cover letter including VAT (as per given format)

## 11. Acceptance of Proposal

All rights are reserved with AEPC/RERL either 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.

## **12. Force Majeure**

Without prejudice to their rights the Government and the service provider shall not be held responsible nor suffer any financial loss should the performance of the contract be delayed or prevented by an event of Force Majeure, which shall include, but not limited to strikes, riots, civil commotion, fire accident or any other incident beyond the control of either party hereto which neither party was aware of or could have foreseen at the time of signing of this contract. In event of an occurrence of the Force Majeure, either party shall notify the other of the event, or during such event, the rights and obligations of either party shall automatically be suspended.

## **Annex -I Evaluation of Technical Proposal**

The following will be the marking of the technical evaluation.

### **A. Technical Proposal**

A score of 50 marks is considered as the total mark for the Technical Proposal. The basis for the evaluation of the technical proposals will be as mentioned below.

<b>1. Relevant experience of firm/individual .....</b>	<b>50</b>
1.1 General Experience of firm/individual.....	10
1.2 Experience of firms particularly on proposed task.....	20
1.3. Qualification and experience of personal.....	20

### **B. Financial Proposal**

Only those firms whose marks of the technical proposal are above 60% would be considered pass and considered for the evaluation of their financial proposal.

### **C. Selection**

The least cost from the successful technical proposal would be awarded the contract.

## Annex-2 Financial Proposal

### Hire Resource Persons/Firm to conduct Case Study of Solar Mini-grid Project

S.N.	Particulars	Quantity	unit	unit rate (NRs)	Amount (NRs)
1	Team Leader (field work)				
2	Research Assistant (field work)				
3	Inception Report				
4	Travel (TL)				
5	Travel (RA)				
6	Report writing				
	Sub -Total NPR				
	Service charge 10%				
	Vat 13%				
7	Air fare				
8	Vehicle Rent				
<b>Total Budget</b>					

All transportation costs will be reimbursed as per the actual basis.

Total Cost in Figures.....

Total in words: .....

Signature of Authority: .....

Stamp of Firm (if applicable).....