



**People for development**

## **Invitation to Tender N. AVSI/ITA/ENERGY/CONS/2020-07**

### **Annex 1 - Terms of Reference**

### **Request for services for Decentralized Renewable Energy Solutions**

#### **1. Contracting authority**

The contracting authority of this Tender is AVSI Foundation (“AVSI”), a non-governmental organization, established in Italy in 1972. AVSI Foundation carries out development cooperation and humanitarian projects throughout the world, it operates in more than 33 developing countries, through 2.375 employees, with an annual turnover of approximately 80 million Euro. Its mission is to work with individuals and communities in developing countries to restore dignity and build resilience in the face of poverty and marginalization.

AVSI believes that access to energy is an instrumental right whose achievement is necessary in order to enjoy other rights like: access to quality education, access to health services, access to clean water and industrial development.

AVSI has been offering energy access and energy efficiency services to rural populations in Latin America and Sub-Saharan Africa through the deployment of Decentralized Renewable Energy (DRE) Solutions for the last 10 years and is looking for a consultant/firm to guarantee high level technical support in the implementation of its energy projects throughout the world.

#### **2. Scope of work**

The objective of the present request for services is to provide Fondazione AVSI with technical consulting services to support its action in the sector of Decentralized Renewable Energy (DRE) solutions, including but not limited to, the following activities:

- a) Provide overall technical advisory support on DRE
- b) Conduct Energy need assessments
- c) Conduct engineering design of DRE
- d) Develop business and operation models for the designed DRE
- e) Conduct training courses on DRE technologies, operations, business models
- f) Develop procurement documents and tenders for the installation and/or management of DRE Solutions
- g) Supervise the DRE Solutions installation’s work
- h) Provide any additional technical activities required to deploy DRE

#### **3. Type of collaboration an duration**

The selected consultant/consultancy firm will enter in a framework agreement with the contracting authority of the duration of 24 months starting from the date of the contract award. The Framework agreement will set the conditions for the delivery of consultancy services in the DRE sector, which the contracting authority may solicit within the said period. The contract can be renewed for 1 year upon written agreement between the 2 parties.

#### **4. Consultant Profile**

Applicants can be consultancy firms/companies, individual consultants as well as consortium/joint ventures are not eligible for this assignment.

Each firm/company should provide **2 experts**, selected preferably among its permanent staff or among the partners into the company.

Applicants should meet the following Minimum and Additional requirements: Minimum Requirements should be met by each of the proposed expert, whereas Additional Requirements are an asset.

##### **Minimum Requirements (to be met by each of the proposed experts):**

1. MSc. in environmental/electrical/construction/energy engineering
2. At least 12 years of professional experience, of which at least 5 years in the sector of DRE
3. Proven understanding of off-grid energy sector: at least 4 mini-grid fully developed (implemented up to commissioning) as main technical consultant/manager
4. Experience in DRE projects in East African countries: at least 3 years
5. Experience with profit and no-profit actors in the DRE sector
6. Experience in engineering of DRE
7. Experience in developing business and operations models for DRE
8. Experience in energy need assessments in at least 3 different assessment campaigns in rural areas
9. In-depth knowledge of energy systems and business models for DRE
10. Experience in training both low and medium/high technical profiles in sub-Saharan countries on rural electrification technologies, operations, business models
11. English fluent in speaking and writing

##### **Additional Requirements (met by the proposed team jointly):**

- 1a. Degree/Master or certified high-level course in the field of International Cooperation
- 2.a At least 5 years of professional experience in mini-grids
- 3.a Collaboration in at least 1 solar-PV and 1 hydroelectric mini-grid
- 3.b More than 1 mini-grid implemented up to commissioning as main technical consultant/manager
- 4.a Experience in Uganda, Kenya, Mozambique, Rwanda, Burundi and DR Congo
- 4.b Experience in Latin America
- 5.a Experience in dealing with institutional donors (e.g. governmental agencies, UN agencies, etc.)
- 5.b Experience in at least 1 project funded by the Italian Agency for Development Cooperation
- 6.a Experience in engineering of solar-PV and hydroelectric mini-grids
- 7.a Operation & Maintenance field activities of DRE solutions
- 8.a Energy needs assessments conducted in one or more of the following countries: Uganda, Kenya, Mozambique, Rwanda, Burundi and DR Congo (any additional country within the list will be considered as a plus)
- 9.a Research activity in DRE with at least 2 scientific publications in this sector
- 10.a French fluent in speaking and writing
- 10.b Spanish fluent in speaking and writing
- 10.c Italian fluent in speaking and writing
- 11.a Consultants belonging to the permanent staff or being among the partners into the applying consultancy firm/company.

## 5. Deliverables

Applicants need to show capacity in providing the following deliverables:

| <b>Activity</b>   | <b>Deliverable</b>  |
|---|---|
| - Provide overall technical advisory support on DRE                                     | - Meetings and conference calls in the proposal and development phases                        |
| - Conduct Energy need assessments   | - Final Report<br>- Load profile  |
| - Conduct engineering design of DRE   | - Power system design<br>- Distribution grid layout<br>- Budget                               |
| - Develop business and operation models for the designed DRE                            | - Business plan<br>- Business Canvas  |
| - Conduct training courses on DRE technologies, operations, business models             | - Final report<br>- Attendance list   |
| - Develop procurement documents for the installation and/or management of DRE Solutions | - Terms of Reference<br>- Technical specifications  |
| - Supervise the DRE Solutions installation's work                                       | - Survey reports<br>- Minutes of meetings and e-mails on technical supervision of contractors |
| - Provide any additional technical activities required to deploy DRE                    | - Additional deliverables to be defined as per additional technical activities required       |

## 6. Selection Criteria

AVSI will select the eligible offers that will be considered most advantageous, taking into account the following criteria:

- Company profile: 10%
- Experts' profile: 50%, as detailed hereafter:

|                         |     |
|-------------------------|-----|
| Minimum Requirements    | 12% |
| Additional Requirements | 38% |

- Financial offer: 40%

## 7. Offer content

The offer should contain:

- A financial offer expressed in terms of daily fee, with VAT indicated separately (the fee should not include any transport or per diem costs) differentiated, if applicable, according to the type of services indicated in the ToR;
- The CV of the proposed experts
- The CV of the applying firm/company
- A detailed list of clients/contracts relevant for the present ToR for services provided and geography
- A signed copy of the AVSI Eligibility Declaration (Annex 2);
- A signed copy of the Adherence to the AVSI Code of Ethics (Annex 3);
- A signed copy of the AVSI Child Safeguarding Policy (Annex 4).
- Any relevant quality certification
- Any relevant publication

## 8. Inquiries

All requests for information relating to this Invitation to Tender must be directed to:

Francesca Oliva  
Focal Person for Energy and Social Entrepreneurship Initiatives  
AVSI Foundation  
Via Donatello 5B,  
20131 Milan (ITALY)  
+39 3498829292  
[francesca.oliva@avsi.org](mailto:francesca.oliva@avsi.org)

## 9. Offer submission

Tenders must be sent by express courier or email at the following address:

AVSI Foundation  
Via Donatello 5B,  
20131 Milan (ITALY)  
Ufficio Servizi Generali  
Att. Luca Giacomini  
[luca.giacomini@avsi.org](mailto:luca.giacomini@avsi.org)

Should the attachments consist of large files, applicants are cordially asked to use the platform [www.wetransfer.com](http://www.wetransfer.com)

The deadline for submission is the **31 August 2020 at 11.59 pm (Italian local time)**. Any delay in the submission will result in the immediate exclusion of the Company.