

REQUEST FOR PROPOSAL
to provide improved cook stoves and clean fuels for households in Mahama, Kiziba, Mugombwa, Nyabiheke and Kigeme Refugee Camps and their Host Communities

The Renewable Energy for Refugees, phase II (RE4R II) project delivers renewable energy investments in humanitarian settings, working directly with refugees and host communities.

December 2022

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1. Introduction

Practical Action – About Us

Practical Action is an innovative international development group, putting ingenious ideas to work so people in poverty can change their world. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. We share what works with others, so many more people can change their worlds.

Our vision is for a world that works better for everyone. We believe that:

- Technology is a key enabler of human development; and that technological innovation has the power to propel us into a better world.
- All people should have access to, and a voice in, shaping the technologies that can improve their lives.
- A sustainable future for our planet requires a fundamental shift in the way technology is developed and used.
- Gender equality and the empowerment of vulnerable groups is an important prerequisite to achieving inclusive and sustainable development.

Our mission

To develop and demonstrate practical, technology-based solutions that enable women and men living in, or vulnerable to poverty, to lead dignified lives, ensuring local ownership and that the solutions work in the longer term without us. We aim to inspire change through the widespread adoption of sustainable technologies that work - socially, economically and environmentally, so that more people benefit from our learning.

Our Ambition

Our ambition is that by 2030 we will have transformed the way technology is used to improve the lives of people living in, or vulnerable to, poverty.

With 50 years of expertise, Practical Action has a strong heritage and track record of bringing communities and experts together to find practical, sustainable solutions to enable people to meet their needs, which work for both people and the planet. Technology features in everything we do. Working throughout Africa, Asia and Latin America, Practical Action improves the lives of around one million people every year through improved access to energy, sustainable agriculture, water, sanitation and waste management, and disaster risk reduction. In the context of Rwanda, our ambition is that the needs of rural communities and refugees are integrated in rural energy provision systems to increase opportunities for livelihood diversification and access to social services.

The Renewable Energy for Refugees, phase II (RE4R II) Project

Practical Action secured funding from Swedish International Development Cooperation Agency (Sida) to implement a four-year Renewable Energy for Refugees Project, phase II (RE4R II) in Rwanda, in close partnership with United Nations High Commissioner for Refugees (UNHCR) and Ministry of Emergency Management (MINEMA). The project will use market-based approaches to address the energy needs of households, enterprises and communities in Mahama, Kiziba, Mugombwa, Kigeme and Nyabiheke refugee camps in Rwanda. The project will provide access to affordable and sustainable sources of renewable energy, and improve the lives of both refugees and the communities that host them.

RE4R II draws on Practical Action's considerable experience gained in RE4R I project, but also from other renewable energy programmes in developing countries – working directly with communities to deliver the best energy services and products possible. It also builds on existing tools and methodologies developed through our humanitarian energy work as part of the Moving Energy Initiative and the experiences of UNHCR and government ministries in Rwanda to improve energy access.

The project scope includes using market-based mechanisms to support local entrepreneurs, businesses and livelihoods within refugee and host communities, enhance private-sector involvement in the humanitarian sector, and ensure the long-term financial and environmental sustainability of investments. Fossil fuel options and free distribution of products and services are not covered under the remit of this project. All interventions delivered within the project will use renewable energy technologies and services to meet the climate change and refugee response objectives of UNHCR and the Rwandan Government.

The RE4R II Project implementation has an end date of 31 August 2026.

The project will be delivered in Rwanda through four interventions:

Intervention I: Solar home system for households and small enterprises

Intervention II: Improved cook stoves and clean fuels for households

Intervention III: Stand-alone solar street lights

Intervention IV: Support business to upgrade their operations mainly on the Productive Uses of Energy

Intervention II: Improved cook stoves and clean fuels for households

Aims

By supporting market actors and organisations who are interested in offering improved stoves and renewable biomass fuels into the market in the five refugee camps and their surrounding host communities, the intervention II: Improved cook stoves and clean fuels for households, aims to

reduce refugees' reliance on traditional stoves and fuels (such as firewood and charcoal). By introducing affordable, cleaner and more sustainable alternatives for improved stoves and fuels, it aims to strengthen the use of clean cooking solutions in the camps. It supports the strategies of UNHCR and the Government of Rwanda to increase the use of renewable fuels and reduce reliance on firewood and other unsustainable fuel sources. It aims to support a change in behaviour, towards a shift from the use of firewood and instead to the adoption of clean fuels and advanced cooking technologies. This intervention also aims to minimise the use of the negative coping strategies which refugees' experience: e.g. food/fuel exchange, skipping meals, foraging etc. Ultimately, this intervention aims to have a direct impact on the quality of life, dignity and rights of refugees by reducing the associated negative risks of firewood collection and traditional cooking.

This intervention ultimately aims to move towards a situation where all refugee households who at present lack access to renewable biomass and advanced cooking technologies in Mahama, Kiziba, Mugombwa, Kigeme and Nyabiheke Camps, and in the surrounding host community, are served.

Note: Mahama and Mugombwa camps currently receive LPG, and this intervention will be complementing the LPG offer in these 2 camps.

2. Request for Proposals Summary

Practical Action is seeking to partner with, and provide support for, market actors and organisations who are interested in introducing or expanding their offering of improved stoves and renewable biomass fuels into the market in the five refugee camps and their surrounding host communities.

Through this Request for Proposals, Practical Action is seeking proposals for the delivery stoves and fuels under Intervention II: Improved cook stoves and clean fuels for households in accordance with the information and conditions provided in this document. Applicants will be shortlisted by the RE4R II Tender Committee as the most suitable to deliver stoves and fuel in the five refugee camps and their surrounding host communities.

Proposals are requested from companies, market actors and organisations who fulfil the eligibility requirements outlined in this document. Applicants are reminded that the Practical Action will not be buying products directly but will rather be partnering with companies and market actors and providing financial and technical support. This support intends to strengthen existing and emerging markets for clean cooking products and services in a sustainable way so that the market can continue to function after the end of the project. Applicants are requested to provide details of the business models that will be introduced to the camps, and specifically, how products and services will be available and affordable to refugees and host communities.

Any of the following example elements of proposals will be considered eligible for support:

- Supply chain investment and de-risking.
- Distribution, for example including de-risking support for companies to establish outlets in camps and/or host communities.
- Reducing financial barriers for customers to access clean cooking services and products, which may include business models incorporating micro-financing or alternative financing mechanisms. Direct subsidies for consumers, for example discounts on products, will not be considered unless the sustainability of this model beyond the life of the project can be clearly demonstrated.
- Reducing barriers to access the camps, for example including logistics, skills training, exhibitions or events.
- After sales support for customers, for example including business models supporting repair, maintenance and customer feedback.
- Market activation, for example, including awareness creation, energy literacy and behaviour change communication.
- Training for refugees and host community members, including awareness creation and community-based activities.
- Entrepreneurial capacity building and/or mentoring for camp and host community based last mile entrepreneurs.
- Research, data, evidence, and learning resulting from the uptake of renewable biomass and advanced cooking technology products and services.
- Strategies and initiatives towards achieving/attaining higher tier performance standards¹ and certification for stoves including research, testing and product development

Practical Action may also provide technical support, in the form of information sharing and facilitation with humanitarian actors and other stakeholders in the camps and host community.

This Request for Proposal consists of:

Part 1: RE4R Assessment Phase Findings

¹ <https://www.cleancookingalliance.org/technology-and-fuels/standards/iwa-tiers-of-performance.html>

- Part 2: Request for Proposal Information and Conditions
- Part 3: Proposal Guide
- Part 4: Request for Proposal Response Document
- Part 5: Proposal Evaluation Criteria

Request for Proposal Timeline

The Request for Proposal process will be conducted in the following steps:

#	Activity	Date
1	Request for proposal published	09 December 2022
2	Camp familiarisation visit registration	26 December 2022
3	Applicant camp familiarisation visits (facilitated by Practical Action)	16-20 January 2023
4	Proposal submission deadline (closing date)	31 January 2023
5	Evaluation of proposals by the tender committee	10 February 2023
6	Shortlisting and notification of Applicants for the presentation workshop	14 February 2023
7	Presentation workshop, Q&A and product demonstration by Applicants	21 February 2023
8	Provisional Notification of successful applicants	28 February 2023
9	Final notification of successful Applicants	15 March 2023
10	Partnership set-up, sustainability plan, negotiations and Contract award	21 March 2023
	Submission Camp access authorization request	24 March 2023
11	Start of implementation	Not later than 14 April 2023

Camp Familiarisation Visits

Applicants are invited to participate in camp familiarisation visits 16th – 20th January 2023. Applicants require permission to enter the camps from MINEMA and should submit the name, phone number and copy of the identity card for their site visit representative no later than 26th December 2022 by e-mail to: **RE4R II tender@practicalaction.or.ke** These are compulsory visits, whereby camp and host community set up will be demonstrated and context explained.

Administration

Proposals shall be electronically submitted at e-mail: **RE4Rtender@practicalaction.or.ke** and in hard copy in sealed envelope at **Practical Action Rwanda Office, located at:**

KG 596 St, No 18; Kacyiru Sector; Gasabo District; Kigali - Rwanda.

Applicants are requested to submit proposals using the Proposal Response Document provided as Part 3 of this document. For further information or any queries relating to this Request for Proposals, please contact the RE4R Tender Committee using the details above or the following email address: **RE4Rtender@practicalaction.or.ke**

3. RE4R II Assessment Phase Findings

3.1 Introduction

In the first phase of RE4R II, which was undertaken from August to November 2022, a number of

assessments and information gathering activities were conducted to understand the energy access situation in each of the camps. An excerpt of this assessment is provided in this section to understand what the current needs and expectations of camp residents may be and to inform the development of a viable proposal. Data is presented for each camp (Mahama, Kiziba, Mugombwa, Kigeme and Nyabiheke) and as an aggregate for all camps. The information provided here is accurate to the best of our knowledge but is provisional and may be subject to change after future analysis.

3.2 Demographic Information

The situation in the five camps (Mahama, Kiziba, Mugombwa, Kigeme and Nyabiheke) is characterised by people living in refugee camps embedded into the rural part of the country who need support on energy access, alongside many other priorities. Refugees are primarily from the North Kivu and South Kivu regions of the Democratic Republic of the Congo, and most of the refugees in Mahama are from Burundi, and have typically been situated in the same camps for several years.

More information about the camps is shown in Table 1.

Table 1: Details of Mahama, Kiziba, Mugombwa, Kigeme and Nyabiheke Camps and their host communities.

Camp	Mahama	Kiziba	Mugombwa	Kigeme	Nyabiheke
Established	2015	1996	2014	2012	2005
Population	58,076	16,274	11,415	14,532	13,332
Households	15,677	3,119	2,283	2,714	2,505
Distance to Kigali (km)	143.6	184	145	156	80
Distance to District capital (km)	35	16	18	8	20
Host community					
Sector	Mahama	Rwankuba	Mugombwa	Gasaka	Gatsibo
Sector population (est.)	29,699	37,802	22,712	41,522	30,831
District	Kirehe	Karongi	Gisagara	Nyamagabe	Gatsibo
District population (est.)	417,602	368,287	322,806	341,491	520,146

Households are typically composed of six to seven people, of which 43% to 51% are children, and the overall gender ratio within the camps is approximately 46% male and 54% female. Dwellings in the camps are typically constructed with mudbrick walls and a corrugated metal roof and are usually divided into two or three rooms. The duties of the head of household are most often the sole responsibility of a woman, in around half of all households, although sole male heads of household are common and shared responsibilities between two people are also present. More details are shown in Table 2.

Table 2: Average numbers of camp residents per household segregated by age and gender, and average number of rooms in dwellings.

Camp	Mean for all households					
	All	Mahama	Kiziba	Mugombwa	Kigeme	Nyabiheke
Average number of people in each household	6	6	6	6	7	6
Of which adults	51%	50%	57%	50%	49%	50%

Of which children	49%	50%	43%	50%	51%	50%
Of which male	46%	46%	46%	45%	46%	46%
Of which female	54%	54%	54%	55%	54%	54%
Rooms in dwelling						

A breakdown of the occupations of all heads of households is given in Table 3. The proportion of heads of households in wage earning occupations (such as employees, business owners and day labourers) varies between camps and around half are unemployed or looking for work. A minority are in non-wage earning occupations such as homemaking or voluntary positions with NGOs or in the community. Any wages from occupations augment the system of mobile-based non-conditional cash transfers which currently operates in the four camps; this provides refugees with purchasing power and the opportunity for choice and flexibility in their spending on goods and services, compared to traditional assistance models.

Table 3: Breakdown of the occupations of all heads of households.

Camp	Percentage of all heads of households					
	All	Mahama	Kiziba	Mugombwa	Kigeme	Nyabiheke
Wage earning occupation	25%	22%	26%	36%	15%	24%
Unemployed	36%	42%	28%	30%	36%	41%
Non-wage earning occupation	39%	36%	46%	34%	49%	35%
Homemaker	21%	18%	24%	15%	36%	14%
Volunteer	6%	10%	2%	9%	1%	5%
Studying	0%	0%	0%	0%	0%	0%
Retired	3%	0%	3%	2%	4%	8%
Disabled	5%	4%	8%	2%	6%	8%
Other	4%	4%	9%	6%	2%	0%

3.3 Household Access to Clean Cooking

From the energy needs assessments, it was noted that access to improved cookstoves varies significantly between settings. There is a very high penetration of gas stoves in Mahama camp (100%) and Mugombwa camp (94%), far higher than their respective host communities (5% and 3%). Kigeme camp and host communities are primarily reliant on improved cookstoves (83%, 68%) whilst Kiziba and Nyabiheke camps and host communities are reliant on a mix of improved and basic stoves (mud stoves, three stone fires). The improved cookstoves in Kigeme and Nyabiheke are mainly due to the impact of the RE4R project.

Of the households that reported using a secondary cookstove, the majority across all settings were reliant on either mud stoves or three stone fires. The only exception was in Mahama camp in which respondents were far more reliant on charcoal stoves as their secondary stoves.

The main fuels used to cook by respondents also vary between settings. As expected from the stove usage, residents of Mahama camp most commonly use LPG but few in Mugombwa stated the same (although 36% reported using “Other” as a primary fuel, which might be an error in interpreting the question). There is a high prevalence of charcoal usage in Kigeme, Kiziba, Mugombwa and Nyabiheke camps, and a high prevalence of wood usage in all host communities.

In addition to the non-conditional cash transfers which refugees receive for food and non-food items,

UNHCR also provide cash transfers for energy. The value of the cash transfer for energy varies from household to household and depends on the size of the family (determined by the number of family members registered with UNHCR.) As the cash transfers are unconditional, families may choose to spend the whole amount on the need they see the most urgent or to save their payments in their bank account. The monthly cash transfer amount for each household size is shown in Table 4.

Table 4: Household cash transfer for energy

Family size	Percentage of all heads of households		
	Assistance RWF	Withdrawal fees RWF	Total transfer amount RWF
1	2,200	200	2,400
2	3,600	200	3,800
3	4,800	200	5,000
4	5,800	250	6,050
5	6,800	250	7,050
6	7,600	250	7,850
7	8,400	250	8,650
8	9,200	250	9,450
9	9,800	250	10,050
10	10,400	300	10,700
11	10,800	300	11,100
12	11,400	300	11,700
13	11,800	300	12,100
14	12,200	300	12,500
15	12,600	300	12,900
16	13,000	300	13,300
17	13,400	300	13,700
18	13,600	300	13,900

4. Request for Proposal Information & Conditions

4.1 Definitions

The following definitions apply to this Request for Proposal:

- a) **Applicant** - a person or organisation who responds to the Request for Proposal.
- b) **Partner(s)** – the successful Applicant(s) selected to partner with Practical Action to deliver Intervention II.
- c) **Proposal** – The completed Proposal Response Document and supplied supporting documents.

4.2 Proposal Contents

Applicants are requested to submit Proposals as specified in Part 3 of this RFP, including:

- Evidence of legal and financial status (supporting documents)
- Details of relevant experience and expertise to implement this project, including capacity of production for both stoves and fuel
- Technical performance specifications and certification for stoves and fuel (Specify the Tiers and if possible, demonstrate the plans for your route to higher tiers)
- Proposed business model for each location with details of the products and services that will be offered to refugees and host communities
- Financial support required and the associated budget
- Work plan/schedule for the implementation, including key dates for set up, delivery, data collection and any supporting activities in the camps and their host communities
- Monitoring and evaluation plans
- Vocational training and employment plans
- Environmental considerations
- Sustainability plan
- Maintenance and repair plan

4.3 RFP Administration

Proposals must be received in the following format to be considered:

- All sections of the Request for Proposal Response Document must be completed. Incomplete responses may be treated as void.
- Completed responses and supporting documents must be signed, stamped and scanned
- Proposal budgets must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

4.4 Correspondence

All communications from Applicants to Practical Action relating to the RFP must be in writing and/or e-mail, and addressed to the RE4R Tender Committee. Any request for information should be received at least 5 days before the Closing Date. Responses to questions submitted by any Applicant will be circulated by Practical Action to all Applicants to ensure fairness in the process.

The RE4R Tender Committee shall consider any reasonable request from any unsuccessful Applicant for feedback on its Proposal and, where appropriate, provide the unsuccessful Applicant with reasons why the Proposal was rejected. Where applicable, this information shall be provided within 15 business days from (but not including) the date on which the RE4R Tender Committee receives the request.

4.5 Proposal Conditions

Proposals will be evaluated by the RE4R Tender Committee. Proposals will be evaluated on merit against the evaluation criteria outlined in Part 5. Practical Action ultimately reserves the right throughout this process to select any servicing option that best meets its requirements and to hold discussions with any and all Applicants.

Neither issuance of this RFP nor receipt of Proposals represents a commitment on the part of Practical

Action

All Proposal Response Documents and supporting documentation shall become the property of Practical Action and will not be returned.

Practical Action shall not be responsible for, or in any way liable for, any costs incurred by Applicants in the preparation of any responses or presentations relating to this RFP.

Neither party shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.

4.6 Exclusion Criteria

Organisations blacklisted/suspended by the Rwanda Public Procurement Authority for whatsoever reason, are excluded from the RFP process.

Applicants will automatically be excluded from the RFP process if it is found that they are guilty of misrepresentation in supplying the required information within their Proposal or fail to supply the required information.

4.7 Acceptance of Proposals

Practical Action may, unless the Applicant expressly stipulates to the contrary in the Proposal, accept whatever part of a Proposal that Practical Action so wishes. Practical Action is under no obligation to accept the lowest or any Proposal.

Proposals shall remain open and valid for a period of at least 90 days from the designated Closing Date. Applicants are required to state in their Proposal that it will remain valid for this period. Once a Proposal is accepted during this period, the price quoted must remain unchanged for the entire period of the resulting Contract unless otherwise specified in this RFP.

4.8 Partner Contract

Following the selection and notification of the successful Applicant(s) the Contract for the partnership will be awarded. The Contract shall be for the requested support under the selected business model for Renewable biomass and advanced cooking technologies for households in Mahama, Kiziba, Mugombwa, Nyabiheke and Kigeme Refugee Camps and their host communities, and will be made between the successful Applicant(s) and Practical Action and will be subject to Practical Action's Contract Terms and Conditions which shall include commitments to upholding Practical Action's policies (available on request) for:

- Safeguarding
- Code of Conduct
- Complaints Framework
- Equal Opportunities and Dignity at Work
- Protecting Practical Action from Financial Crime

Practical Action reserves the right to request the successful Applicant(s) and their staff to undergo a security and/or due diligence process.

It is anticipated that Practical Action may enter into multiple Contracts with one or more successful Applicants. How and with which Applicants contracts will be entered into will be at the discretion of Practical Action.

The Contract will be structured on a payment by results basis. Payments will be disbursed in tranches based on the achievement of milestones and deliverables outlined in the Proposal and agreed during Contract negotiation. Non-performance may result in remedial action, payment recovery or Contract termination. Applicants should highlight any concerns in this regard in their Proposal.

Partners will be required to submit regular progress reports including quarterly financial/budget statements with transactions list.

The RE4R II project is committed to ensuring that results achieved through this intervention will inform the wider humanitarian sector, as well as promote further adoption of renewable energy solution delivered through market-based approaches in displacement settings. Partners supported under this intervention will be expected to share information with Practical Action, other project partners and wider stakeholders regarding the project and to participate in the collection and dissemination of data and findings.

The RE4R II Project implementation has an end date of 31 August, 2026

5. Proposal Guide

5.1 Legal and Financial Status Requirements

Applicants must provide evidence for their legal and financial status and must have a registered operation in Rwanda or an established partnership with suitable Rwanda-based sub-contractor or implementation partner. Copies of the supporting documents listed in the Request for Proposal Response Document must be supplied.

5.2 Experience and Expertise Requirements

The Applicant (and/or sub-contractor or implementation partner) must have adequate full-time employees with relevant experience and expertise to implement the proposal. Applicants shall provide details of the experience and qualifications of the key personnel proposed. Applicants will be required to have expertise in both stoves and fuel, and joint ventures are allowed. Applicants shall provide details of the experience and qualifications of any sub-contractors or implementation partners proposed for the project.

Applicants must be in operation already in the supply, distribution, and retail, of clean cooking products and services (stoves and fuel) within Rwanda, and those in operation for more than 1 year will be considered an advantage.

5.3 Product Details and Technical Specification

Applicants shall offer stoves and fuel certified to be of at least Tier 3 performance standard by a testing centre that has an experience using the protocols required for testing cook stoves against IWA Tiers, preferably Rwanda Standard Board (RSB). Applicants offering a Tier 3 product shall provide a development strategy for achieving higher Tier performance standards “route to higher Tier”. Fuel to be offered should have moisture content that does not exceed 12%.

Applicants shall provide a technical specification of stoves offered and quality certification of stove and fuel. If the Applicant is not the manufacturer of the stove and/or fuel then the Applicant should provide details of the manufacturer.

Preferred fuel to be supplied is pellets and/or carbonized briquettes, if non-carbonized briquettes are proposed as an option then a special cook stove should also be proposed to make sure that effective combustion is ensured.

Fuels to be proposed are expected to be with the moisture content that is not greater than 12%.

Products offered shall have a warranty period of at least three years.

The Proposal will also define the methods that will be used for stove maintenance and repair whenever necessary, including details of user trainings to be provided to the customers/beneficiaries.

The Proposal will also define the methods that will be used for stove maintenance and repair whenever necessary, including details of user trainings to be provided to the customers/beneficiaries.

5.4 Business Model Details

Applicants are requested to provide a detailed description of the proposed business model for each

location, including details of how both refugee and host communities will be reached and the quantity of stoves and fuel that will be supplied. This should include details of the financial and technical support required from Practical Action to deliver each activity, and key dates in the form of a work plan or schedule, including key sales targets and activity milestones.

The business model should explain:

- The overall approach to the delivery of this intervention including details of the products and services that will be offered to refugee and host communities.
- Any strategies or activities that will ensure an inclusive business model that meets the needs of all the households who at present lack access to renewable biomass and advanced cooking technologies.
- Supply chain management and logistics
- Proposed locations for any retail outlets, shops, and storage areas administration or distribution points.
- Market activation and customer engagement activities, including awareness training, marketing and customer training.
- The removal of financial barriers for customers to access clean cooking products and services through microfinancing or alternative financing mechanisms and a clear demonstration of the sustainability of the model beyond the life of the project
- After sales support strategy including user training, customer feedback mechanisms, repair and maintenance support and warranty management
- Sustainability beyond the project end date
- Identified risks and their mitigation
- Any specific considerations associated with:
 - Any permits or authorisations required
 - Applicable security considerations
 - Details of compliance with local and international regulations and standards including the applicable laws of Rwanda, including BEST
 - Upholding the project's commitment to humanitarian principles

5.5 Data Management and Reporting

Applicants are requested to provide details of data collection and reporting systems proposed. This should include sales data, after sales data and customer feedback mechanisms and also outline the associated data collection methods that will be used.

As a minimum requirement, Applicants should outline the data collection activities and timeframes required to track:

- Customer details
- Number of stoves and fuel quantity sold
- Customer payment details e.g. deposit, loan/credit, defaults
- Details of vocational training conducted (disaggregated by sex)
- Details of awareness training conducted, including user training
- Customer feedback

5.6 Vocational Training and Employment

Applicants shall include plans to, whenever possible, employ workers from the refugee population within the camps and the host community surrounding the respective camps. Plans should include proposed numbers and roles for employment opportunities (eg. technicians, sales agents, and support staff) and details of any vocational training programmes that will be delivered, including certification from government competent authorities if applicable.

Applicants should also include details of plans to support people whose businesses are reliant on traditional cooking fuels in the camps will be affected by the introduction of the proposed clean cooking solution.

6. Request for Proposal Response Document

Organisation Details

Legal name of organisation	
Proposal contacts details – name, office address, email and telephone number	

Supporting Documentation Checklist

Company Registration Certificate	
Valid Certificate of VAT registration	
Proof of using Electronic Billing Machine (EBM) invoice	
Valid Certificate of Tax Clearance	
Valid Certificate of Clearance from RSSB	
Certificate of bank guarantee	
Certification of the products (Stove & fuel) by RSB or any other relevant body	
Cooperation agreement with REG/EDCL	

Experience and Expertise

Provide details of the experience and qualifications of the key personnel involved in the delivery of your proposal. If applicable, please provide details of any sub-contractors or implementing partners you propose to engage.

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Product Details and Technical Specification

List and provide details for the products (stoves and fuel) which will be offered. Where stoves are listed, please include details of compatible fuels. Include the intended customer group for the product (e.g. household size, household income level) and the proposed price for the customer. Please provide performance, certification and warranty details and if available, please provide technical specifications, drawings and certification as attachments to this document.

Product Details (stove and/or fuel)	Customer group	Price (End User)	Performance Standard and Certification Details	Warranty Details
1				
2				
3				<i>Add more rows if required</i>

Provide details on the sustainability of the fuels proposed. What is the feedstock for your fuel, where is it sourced and how do you guarantee its sustainability.

Business Model Details

Please provide details of your proposed business model for the following locations, including how many stoves and the quantity of fuel you intend to supply:

- Mahama refugee camp in Kirehe District, and its host community
- Kiziba refugee camp in Karongi District, and its host community
- Mugombwa refugee camp in Gisagara District, and its host community
- Nyabiheke in Gatsibo District, and its host community
- Kigeme in Nyamagabe District, and its host community

Provide details of how you will manage the supply chain for each location and logistical considerations. Provide proposed locations for any retail outlets, shops, storage areas, and administration or distribution points

Tell us how you will engage with potential customers, communities and other stakeholders in the delivery of the project. Explain the key benefits of your products and provide details of how you will build awareness and interest for your products and services.

Provide details of how you will ensure your products and services are affordable for the target communities of this intervention through micro-financing or alternative financing mechanisms.

Include details of unit costs to the customer, customer payment plans and methods, and proposals for how these mechanisms will be sustained beyond the end of the project. Include any differences between the payment plans for refugees and the host community.

Provide details of your after sales support strategy including user training, customer feedback mechanisms, repair and maintenance support and warranty management. Specify the location of existing or planned service centres.

Explain the measures you will put in place to ensure you will continue to sell and operate in the camps after the end of the RE4R II project.

Provide details of any risks or operational considerations you have taken account of in your proposal.

Schedule and Budget

Please provide a schedule or work plan for your implementation of the project across all locations in 3 years including key targets and milestones.

Please provide your budget showing details of how the RE4R II funding will be used for the main activities defined in the business model. Include a breakdown by year(s) eg. Year 1, Year 2 and Year 3, and location using the following guide:

#	Activity Description	Year 1					Total
		Mahama	Kiziba	Mugombwa	Nyabiheke	Kigeme	
	<i>(suggested activity breakdown below – amend as required to reflect Proposal delivery model)</i>						
1	Delivery of stove and fuel to allow households access in each location and the host community						
1.1	<i>Supply chain investment</i>						
1.2	<i>Investment in retail outlets, shops, storage areas etc</i>						
1.3	<i>Market activation, customer engagement activities, awareness training</i>						
1.4	<i>Logistics/transport</i>						

1.5	<i>After sales support</i>						
1.X							
2	Delivery of microfinancing (or alternative financing mechanism)						
2.1	<i>(include activity breakdown below)</i>						
2.2							
2.X							
3	Delivery of vocational training and employment						
3.1	<i>(include activity breakdown below)</i>						
3.2							
3.X							
4	<i>Add further activities as required</i>						
4.1							
	Total						

Notes

1. All costs within the budget must be in RwF. Applicants operating in another currency must be converted to RwF at the FX rate and the source and value of any exchange rates should be referenced in the budget.
2. The budget should be shown exclusive and inclusive of any local tax (such as VAT) and duty. Applicable local taxes and VAT should however be itemised separately and shown in the total budget submitted.

Data Management and Reporting

Describe your sales data management and reporting system. Include details of your data collection methods and any customer feedback mechanisms.

Vocational Training and Employment

Provide details of your vocational training and employment plans.

Supplementary Information

Provide details of any other information we should be aware of when evaluating your Proposal

Proposal Validity

Please confirm that your Proposal is valid for at least 90 days from the Closing Date.

7. Evaluation Criteria

Evaluation Criteria and Weighting

Proposals will be evaluated by the RE4R II Tender Committee. Proposals will be evaluated on merit against the evaluation criteria outlined below.

Category	Details of criteria	%
Proposal Completeness	Applicant has completed the Proposal Response Document and provided all supporting documents	Yes/No
Ability of the applicant to deliver the project	Assesses the capability of the Applicant to deliver the proposed project including their experience and expertise and the team on the ground	10
Business model	Assesses how the proposed business model aligns with the aims of the intervention and the suitability for the context. Assesses the viability of the business model and supporting activities over the lifetime of the project and beyond. Assesses how the Applicant will address issues of affordability and inclusivity in the delivery model. Evaluates the technical suitability of the proposed products and services and the methods for quality assurance.	40
Budget, timelines and feasibility of the project	Assess the soundness of the Proposal budget and timelines and if they are realistic and aligned with the aims of the intervention. Assesses the overall financial and technical feasibility of delivering the project and any associated risks. Assessment of the value for money of the Proposal.	30
Data Collection and Reporting	Assesses Applicant's plans for achieving the minimum standards for data collection. Evaluates the suitability of the methods, targets and milestones. Assesses the proposed customer feedback mechanisms.	10
Community engagement	Evaluates proposal community engagement activities and commitment to employment and involvement of refugees in the business model.	10
	Total	100