

Renewable Energy for Refugees (RE4R) II - Rwanda

Request for Proposal to provide Renewable Electricity Services for Households and Small Enterprises in Mahama, Kiziba, Mugombwa, Nyabiheke and Kigeme Refugee Camps and Host Community

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

March 2023

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Contact the RE4R Tender Committee for information
RE4Rtender@practicalaction.or.ke



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Introduction

Practical Action – About Us

We are an international development organisation putting ingenious ideas to work so people in poverty can change their world. We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone. We believe in the power of small to change the big picture. And that together we can take practical action to build the future that is free from poverty.

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.

For more information on our work in Rwanda, visit our website:

<https://practicalaction.org/where-we-work/rwanda/>

The Renewable Energy for Refugees (RE4R) II Project

Working in partnership with UNHCR, the UN Refugee Agency and supported by the Sida, the Renewable Energy for Refugees II project will help refugees and their host communities access finance, training, technology and expertise to facilitate renewable energy powering homes, schools, health clinics and businesses, enabling refugees to flourish and move from reliance on aid to economic independence, this builds on the experience gained during the RE4R I implementation. We are aiming to working with 113,570 refugees and 34,070 members of the surrounding host community

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.

The project will be delivered in Rwanda through four interventions:

Intervention I: Renewable electricity services for households and small enterprises

Intervention II: Clean cooking technologies for households (Improved cook stoves and clean fuels)

Intervention III: Renewable energy services for community facilities and larger enterprises (Solar Street Lights)

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

The RE4R II project uses market-based approaches to strengthen local entrepreneurs, businesses and livelihoods within refugee camps and host communities and enhance private-

sector involvement in the humanitarian settings. Through this, we will 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 of the 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.

Intervention Description

Aims of Intervention I

Intervention I (renewable electricity services for households and small enterprises) seeks to improve the quality of life of refugees and host communities by reducing reliance on traditional, non-renewable or secondary technologies (e.g. candles, single-use battery torches, phone lighting) while increasing the quality of service provision (e.g. cheaper, but brighter lighting that lasts longer). This intervention will also provide additional benefits such as providing the freedom to work, study or meet after nightfall, move around safely at night, and generate additional income from selling energy services. This intervention aims to meet the needs of at least 70% of the households including those who already have clean lighting energy at present in Mahama, Kiziba, Mugombwa, Kigeme and Nyabiheke refugee Camps.

Request for Proposals Summary

Through this Request for Proposals, Practical Action is seeking proposals for the delivery of Intervention I (renewable electricity services for households and small enterprises) in accordance with the information and conditions provided in this document. Practical Action is seeking to partner with the organisations that are most suitable to deliver affordable renewable electricity services for households and small enterprises in the five refugee camps and their host communities through the provision of solar home systems (SHS).

Applicants under this RFP are reminded that the RE4R II project will not be buying products directly from companies but will rather be partnering with companies and market actors to facilitate the market for products and services, strengthen existing and emerging markets to increase reach, and specifically, to make products and services available and affordable to refugees and host communities.

Any of the following example elements of Applicant delivery models will be considered eligible for financial support from the RE4R II project under Intervention I, hence making the products affordable to the beneficiaries:

- Supply chain investment and de-risking.
- Last mile 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 energy services and products, which may include delivery 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, etc.
- After sales support for customers, for example including delivery 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 SHS products and services.

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

Request for Proposal Process and Timeline

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

#	Activity	Date
1	Request for proposal issued	15 th March 2023
2	Application for the camp familiarisation visit deadline	28 th March 2023
3	Request for camp access by PA	30 th March 2023
4	Applicants camp familiarisation visits (facilitated by Practical Action)	17 th - 21 st April 2023
5	Proposal submission deadline (Closing Date)	2 nd May 2023
6	Proposal evaluation of by the tender committee	11 th May 2023
7	Shortlisting and notification of Applicants for the presentation workshop	16 th May 2023
8	Presentation workshop, Q&A and product demonstration by Applicants	23 th May 2023
9	Notification of successful Applicants	31 st May 2023
10	Contract negotiation and award complete	5 th June 2023
11	Camp access authorization request	8 th June 2023
12	Start of implementation	22 nd June 2023

Camp Familiarisation Visits

Applicants are invited to participate in a compulsory camp familiarisation visits **17th – 21st April 2023**. Interested 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 28th March 2023 by e-mail to:
RE4Rtender@practicalaction.or.ke

Administration

Proposals must be delivered in hard copies to the RE4R II Tender Committee by 2nd May 2023 at 10.00 (CAT) to the address below, and shall be clearly indicate the RFP reference number:
PA/RWA/RFP/2023/006

Practical Action Rwanda Office
KG 596 St, No 18
Kacyiru Sector
Gasabo District
Kigali, Rwanda.

Proposals shall also be submitted by e-mail: **RE4Rtender@practicalaction.or.ke** on 3rd May 2023

Applicants are requested to submit proposals using the Proposal Response Document provided as Part 4 of this RFP.

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

1 RE4R Assessment Phase Findings

1.1 RE4R Context and Background Information

1.1.1 Introduction

In the first phase of this project (which was undertaken from August to November 2022) a number of assessments and information gathering activities were completed 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 camps and their host communities residents may be and 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.

1.1.2 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.

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	11415	14,532	13,332
Households	15,677	3,119	2283	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 five to seven people, of which two to three are children, and the overall gender ratio within the camps is approximately 46% male and 54% female. Dwellings in the camps are similar in construction to those outside them 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 Tables 2 and 3.

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
Adults		50%	57%	50%	49%	(50) %
Children		50%	43%	50%	51%	50%
Male		46%	46%	45%	46%	47%
Female		54%	54%	55%	54%	53%
Rooms in dwelling		3	3	3	3	3

Table 3: Breakdown of households with single heads or that share responsibilities between two people.

Camp	Percentage of all households					
	All	Mahama	Kiziba	Mugombwa	Kigeme	Nyabiheke
Single head of household	867	307	169	140	156	95
Male	273	140	55	36	28	14
Female	594	167	114	104	128	81
Shared head of household	215	9	37	68	26	75
Mixed (Male & Female)	215	9	37	68	26	75

A breakdown of the occupations of all heads of households is given in Table 4. 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 operates in the five 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 4: 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%

1.1.3 Domestic access to current energy sources

Access to electricity in households in all camps is very low, shown in Table 5. Only a minority of households has access to solar lanterns and the use of additional lighting sources (such as candles, lights on mobile phones and battery-powered torches) is high. The prevalence of solar home systems varies significantly between the camps: High numbers of solar home systems seem to be found in the RE4R camps of Kigeme and Nyabiheke from five camps, while grid connection is experienced in most of the host communities.

Table 5: Breakdown of households primarily reliant on each lighting source, and lighting sources used in addition to the primary source.

Camp	Number of all households				
	Maha ma	Kiziba	Mugombwa	Kigeme	Nyabiheke
Primary lighting source					
None/Non-electric	39	9	73	9	0
Battery Rechargeable	16	19	24	4	2
Solar lantern	99	15	28	11	20
Solar home system	62	6	36	111	107
Grid Connection	55	9	15	19	11
Additional lighting sources in use					
Firewood	2	0	0	0	
Candles	8	12	0	4	3
Mobile phone	3	5	0	4	2

Torch	1	7	0	0	0
Dry cell battery	29	45	29	17	19

The average hours of service received by households primarily reliant on the two main electricity sources (solar lanterns and solar home systems) and non-renewable energy sources are shown in Table 6. Solar lanterns were found to offer a similar but lower number of hours of service in the evening compared to solar home systems, albeit likely at a lower quality and with fewer bulbs, whilst solar home systems provide significantly more hours of electricity service during the day.

Table 6: Average hours of electricity lighting per day, for all households primarily reliant on each technology.

Camp	Average duration of service				
	Mahama	Kiziba	Mugombwa	Kigeme	Nyabiheke
Hours of lighting per evening					
Candles/torches/phones/none	1	1.5	2	0.7	1.1
Solar lantern	3	2	3	1.5	3.5
Solar home system	6	6	4	8	6.3

During the energy needs assessment for the enterprise and communal facilities carried out while planning for this project revealed that lighting was the most common use of energy by community facilities, and therefore can be used as the main indicator for overall electricity access. Two-thirds of facilities reported constant usage throughout the year and around 10% reported variable usage which does not depend on the season, with small numbers reporting seasonal variability. Lighting is required almost all (95-100%) of the day for 40% of facilities, with 15% of facilities requiring lighting most (75-95%) and 23% at least half (50-75%) of the day. Requiring lighting for lower proportions of the day could either come from adequate access to natural lighting or, potentially, differing interpretations of the question (e.g. if a facility operates eight hours per day and needs lighting throughout, this could be considered “less than half the time” of the entire 24-hour day).

From this assessment, it was recommended that lighting is generally required for long periods of the day which, typically, would need to be met via larger-scale energy solutions than (e.g.) solar home systems. Lighting usage is mostly constant throughout the year and does not have seasonal variation, which could be supportive in system design and payment structures.

2 Request for Proposal Information and Conditions

2.1 Definitions

The following definitions apply to this Request for Proposal:

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

2.2 Proposal Contents

Applicants are requested to submit Proposals for the delivery of Intervention I as specified in Part 4 of this RFP, including details for the delivery of renewable electricity services for households and small enterprises in Mahama, mugombwa, kiziba, Nyabiheke and Kigeme Refugee Camps and the surrounding host communities, including:

- Evidence of legal and financial status (supporting documents)
- Details of relevant experience and expertise to implement this project
- Proposed delivery model for each location with details of the services and products that will be offered to refugee and host communities
- Type of support required and the associated budget
- Work plan/schedule for the delivery model, including key dates for set up, delivery, data collection and any supporting activities
- Technical details and specifications for solar home systems and associated products and equipment
- Monitoring and evaluation plans
- Vocational training and employment plans
- Environmental considerations

2.3 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 and stamped.
- One hard copy of the Request for Proposal Response Document and supporting documents are to be submitted.
- Proposals are to be submitted in a sealed envelope on 2nd May 2023, addressed to **Practical Action Tender Committee** using the provided tender box at the address below:

**RE4R Tender Committee
Practical Action Rwanda Office
KG 596 St, No 18
Kacyiru Sector
Gasabo District
Kigali, Rwanda.**

- The envelope shall indicate the RFP reference number: PA/RWA/RFP/2023/006 but no other details relating to the proposal.
- The proposal shall also be submitted to the e-mail: RE4Rtender@practicalaction.or.ke on 3rd May 2023
- Proposals must be received at the address above no later than 2nd May 2023 at 10.00 (CAT). Proposals received after the Closing Date and time will not be considered.
- Proposal prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

2.3.1 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 above. 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 II 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 30 business days from (but not including) the date on which the RE4R II Tender Committee receives the request.

2.4 Proposal Conditions

Proposals will be evaluated by the RE4R II 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.

2.4.1 Exclusion Criteria

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.

2.4.2 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.

2.5 Partner Contract Details

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 delivery model to **deliver renewable electricity services for households and small enterprises in Mahama, Mugombwa, Kiziba, Nyabiheke and Kigeme Refugee Camps**, 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.

Contractors will be required to submit quarterly 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 the adoption of renewable energy solution delivered through market-based approaches in displacement settings. Contractors 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 tentative Contract period will be June 2023 – August 2026

3 Proposal Guide

3.1 Legal and Financial Status Requirements

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

- 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

3.2 Experience and Expertise Requirements

The Applicant and/or sub-contractor or implementation partner must have adequate full-time employees with demonstrated relevant experience and expertise to implement this project. Applicants shall provide details of the experience and qualifications of the key personnel proposed for the project.

Any local sub-contractor or implementation partner proposed by the Applicant, must be in operation for a minimum of 2 years in the supply, distribution, retail, installation, or maintenance of solar home systems or related systems within Rwanda or the surrounding countries. Applicants shall provide details of the experience and qualifications of any sub-contractors or implementation partners proposed for the project.

3.3 Delivery Model Requirements

Applicants will provide a detailed description of the proposed delivery model for each location, including details of how both refugees and host communities will be reached. This should include details of the financial and technical support required from the RE4R II project to deliver each activity, and key dates in the form of a work plan or schedule.

The delivery model should expand on the details provided in the Expression of Interest regarding the Applicant's plans for:

- The overall approach to the delivery of this intervention including details of the services and products that will be offered to refugees and host communities. This should include any particular strategies or activities that will ensure gender and inclusive delivery model that meet the needs of at least the households who at present lack access to reliable sources of electricity or rely on the most basic sources of lighting.
- Supply chain management and logistics
- Proposed locations for any retail outlets, shops, storage areas administration or distribution points.
- The removal of financial barriers that makes the system affordable for customers to access energy services and products through microfinancing or alternative financing mechanisms and a clear demonstration of the sustainability of the model beyond the lifetime of the project
- Market activation and customer engagement activities, including awareness training
- Identified project risks and their mitigation

- Delivery model sustainability beyond the project end date
- After sales support strategy including user training, customer feedback mechanisms, repair and maintenance support and warranty management
- 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, local authorities and the standards of the International Electro-technical Commission (IEC).
 - Upholding the project's commitment to humanitarian principles

3.4 Technical Requirements

Applicants shall supply Solar Home Systems (SHS) of Tier 1 or higher, as defined in the Ministry of Infrastructure Rural Electrification Strategy. Each SHS shall include at least three lamps, phone charging capabilities and a radio. Products supplied are to be quality certified by Lighting Global or a similar authority. Products are expected to have a warranty period of at least three years.

The Proposal will clearly detail the manufacturer, technical specification and quality certification of all components of the solar home systems required and any associated products and equipment, including but not limited to: PV module, control units, batteries, appliances and any other equipment necessary to complete the installation. If the Applicant is not the manufacturer of the solar home system then the Applicant should provide certified details of the system as a whole, and its components where possible, to a similar degree.

The Proposal will also define the methods that will be used for solar home system installation, maintenance and repair, including details of who will complete the installation and how the system installation will be quality assured.

3.5 Monitoring and Evaluation Plan

Applicants should outline plans for monitoring and evaluating the progress and impact of the proposed delivery model noting that successful Applicants will be required to submit monthly/quarterly reports on activities and progress including financial/budget statements. This plan should outline key sales targets, customer feedback mechanisms and activity milestones and it should also outline the associated data collection methods that will be used to track progress against these identified targets and milestones.

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

- Number of solar home systems purchased (disaggregated by sex)
- Rate of payment defaults for solar home systems (disaggregated by sex)
- Details of vocational training conducted (disaggregated by sex)
- Details of awareness training conducted, including user training (disaggregated by sex)
- Customer feedback

3.6 Vocational Training and Employment Requirements

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, support staff) and details of any vocational training programmes that will be delivered, including certification from government competent authorities if applicable.

3.7 Environmental Considerations

Applicants shall include details of appropriate environmental considerations in the Proposal. This may include management of:

- Disposal of packaging and waste
- Compliance with laws and regulations of Rwanda
- Disposal of products and appliances at the end of life, including batteries

4 Request for Proposal Response Document

Organisation Details

<i>Legal name of organisation</i>	
<i>Contact details – first name/last name, office address, email and telephone number.</i>	

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	

Project Experience and Expertise

Provide details of the experience and qualifications of the key personnel proposed for your delivery of the project. If applicable, please provide details of any sub-contractors or

--

implementing partners you propose to engage with for your delivery of the project.

Delivery Model Details

Please provide details of your proposed delivery model for the following locations, including any particular strategies or activities that will ensure that your approach meets the needs of the households including sustainability beyond the project life time in:

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

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Tell us about the products and/or services which will be offered as part of your delivery model, including any variation between products and/or services for different locations, demographic

groups or income levels.

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,

administration or distribution points.

Provide details of how you will ensure your products and services are affordable for the target communities of this intervention through microfinancing or alternative financing mechanisms. Include details of unit costs to the customer, customer payment plans and proposals for how

these mechanisms will be sustained beyond the end of the project.

Tell us how you will engage with potential customers, communities and other stakeholders in the delivery of the project. Include details of any market activation activities or awareness

training.

Provide details of your after sales support strategy including user training, customer feedback mechanisms, repair and maintenance support and warranty management

Schedule

Please provide a schedule or work plan for your implementation of the project across all

locations.

Budget

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 in RwF	Total
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	<i>(suggested activity breakdown below – amend as required to reflect Proposal delivery model)</i>	Mahama	Kiziba	Mugombwa	Nyabiheke	Kigeome	
1	Delivery of SHS to at least 70% of households in each location						
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							
4.2							
4.X							
	Total						

Notes

1. All costs within the budget must be RwF. Applicants operating in another currency must convert 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.

Risk Management

Provide detail on potential risks that could impact the effective delivery of the project. Provide

details of mitigating actions.

Technical Details

Provide a technical summary of the equipment you expect to use and its track record, and/or evidence for its technical performance and suitability.

Provide details on the methods that will be used for solar home system installation, maintenance and repair, including details of who will complete the installation and how the

system installation will be quality assured.

Monitoring and Evaluation Plans

Provide details of your monitoring and evaluation plan. Include your data collection methods, including targets and milestones and how you will meet the minimum requirements.

Vocational Training and Employment Plans

Provide details of your vocation training and employment plans

Environmental Considerations

Provide details of your environmental management process and any particular measures to be implemented on this project

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.

5 Evaluation Criteria

5.1 Evaluation Procedure

The RE4R II Tender Committee will review the Proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one or more of them.

5.2 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, the team on the ground and the key partnerships they are proposing.	10
Delivery model	Assesses how the proposed delivery model aligns with the aims of the intervention and the suitability for the context. Assesses the viability of the delivery model and supporting activities over the lifetime of the project and beyond. Evaluates the technical suitability of the proposed products and services and the methods for quality assurance.	30
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 Intervention I. Assesses the overall financial and technical feasibility of delivering the project and any associated risks. Assessment of the value for money of the Proposal.	20
Community engagement	Assesses how the Applicant will address issues of affordability and inclusivity in the delivery model. Evaluates proposal community engagement activities, commitment to employment creation, after sales support strategy	20
Monitoring and Evaluation	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. Assesses the alignment and value added to the RE4R II Monitoring, Evaluation and Learning Framework	20
	Total	100