
TERMS OF REFERENCE FOR APPOINTING SERVICE PROVIDER(S) TO COMPLETE A SYNTHESIS REPORT ON THE SOUTH AFRICAN PROJECTS FUNDED BY THE ENERGY AND ENVIRONMENTAL PARTNERSHIP PROGRAMME FOR THE SOUTHERN AND EAST AFRICA FOR A PERIOD OF FOUR (4) MONTHS

1. BACKGROUND

- 1.1 The Department of Energy is the South Africa's focal point for the Energy and Environment partnership programme for Southern and Eastern Africa (EEP) since inception in 2010. The EEP is a Programme which promotes renewable energy (RE), energy efficiency (EE), and clean technology investments. The EEP Programme is jointly funded by the Ministry of Foreign Affairs of Finland (lead donor), the Austrian Development Agency (ADA) and the UK's Department for International Development (DFID).
- 1.2 The overall objective of the EEP S&EA is to contribute to the reduction of energy poverty by promoting inclusive and job-creating green economy and by improving energy security in the Southern and East Africa regions while mitigating global climate change.
- 1.3 The final beneficiaries of the EEP Programme include households, communities, health service centres, schools, small and medium enterprises (SMEs) and industries that have access to improved energy services from EEP supported projects.
- 1.4 EEP second phase operates as a challenge fund. To qualify for EEP support projects are expected to demonstrate high innovation in delivering energy services, facilitating technology transfer, encouraging cooperation and local stakeholders' participation in projects. The second phase of the programme commenced in 2013 and it's nearing completion in 2017.
- 1.5 The EEP Phase II management and implementation is coordinated by the KPMG (Finland) EEP Coordination Office (KPMG ECO) based in Pretoria, South Africa. In all the participating countries National Coordinators are appointed from the Ministries of Energy to participate in programme coordination at the country level.

The participation helps to ensure alignment with national policy priorities and programmes while also providing an opportunity to share insights on new energy innovations in a region.

- 1.6 The EEP programme has supported over 37 projects in South Africa totaling 6.5 million euros excluding co-funding from recipients. Projects that have been funded vary from feasibility studies to pilots, demonstration and scale up projects and span across the different renewable energy technologies. Equally beneficiaries range from individual households to community facilities and SMMEs.
- 1.7 Through its knowledge management, KPMG Finland has documented reports on the projects that have been funded under the EEP programme including some of the lessons learned from the various projects. This knowledge can be extracted and consolidated into a single report for South Africa to inform DoE policy decisions, interventions, and plans e.g. programmes that could be designed to assist the Department in its quest to achieve universal access to modern energy services.

2. PROJECT OBJECTIVES

- 2.1 The overall objective of this assignment is to complete a synthesis report on the South African projects that have been funded under the Energy and Environment Partnership Programme for Southern and East Africa. The overall objective will be realized through the following specific objectives:
 - 2.1.1 Identifying and documenting successful case studies of projects that can be replicated on a larger scale;
 - 2.1.2 Highlight lessons learned during implementation from both successful and non-successful or delayed projects. The consultant is expected to provide detailed analysis of how each project was structured, what caused the delays if any or made it unsuccessful, what made it work or successful and advise the Department on which projects could be replicated and the requirements in order to replicate each project;

- 2.1.3 Identify areas of impact and opportunity for government support and intervention;
- 2.1.4 Showcase projects that have already been integrated into government programmes and on the basis of this, investigate opportunities for further funding e.g. through climate funds such as GCF and other technical support;
- 2.1.5 Demonstrate how these projects support the South African government objectives to meet set national targets for renewable energy and energy efficiency as well as global efforts which are encapsulated under the sustainable development goal number seven (7).

3 SCOPE OF WORK

- 3.1 To respond to the main and specific objectives of the assignment, the appointed service provider(s) will be expected to thoroughly undertake the following activities:
 - 3.1.1 Develop an inception report detailing the methodology that will be used to respond to the main and specific objectives of the assignment.
 - 3.1.2 Provide an outline of the report as part of the inception report for discussion and approval by the Department.
 - 3.1.3 Conduct a review of public reports on the overall EEP programme with specific focus on South African case studies.
 - 3.1.4 Conduct selected telephonic interviews with project “developers” to gather additional information that might be required to write case studies
 - 3.1.5 In consultation with the Department, conduct selected site interviews particularly for case studies that will be written in detail and used to extrapolate lessons in the report to validate the information gleaned from reports.
 - 3.1.6 Case studies should be aligned with EEP objectives and designed to cover the different technologies, types of projects, innovation angle and to also highlight the diversity of beneficiaries impacted by the programme etc.
 - 3.1.7 Provide an overview of the financial contribution of the EEP programme to South Africa including the value add from co-financing by the private sector with a view to highlighting the state of readiness of the private sector to assist government to tackle issues of energy access and draw lessons for entrepreneurial support.

3.1.8 Indicate what lessons and insights can be learned from the type of projects that have been funded and supported by the programme in terms of need, economic value etc.

3.1.9 The report must conclude by detailing options and recommendations for government follow up e.g. programmes that can be initiated to ensure that these individual projects and their benefits are multiplied for maximum benefit; required interventions to support entrepreneurship and opportunities available in the market that government can leverage on.

4 EXPECTED OUTPUT

4.1 An inception report providing a clear project plan, methodology, milestones and timelines for completing the assignment successfully.

4.2 Draft Report for review by the Department as well as the EEP Office.

4.3 Final Report with recommendations on how the case studies could be used to develop a programme to be supported by government, particularly the Department of Energy.

5 PAYMENTS

5.1 The DoE will not make an upfront payment to a successful service provider(s).

5.2 Payment will only be made in accordance with the delivery of service (deliverables and milestones) that will be agreed upon by both parties and upon receipt of an original invoice.

5.3 The payment schedule will be negotiated with recommended service provider(s) prior to parties concluding the Service Level Agreement (SLA).

6 REPORTING REQUIREMENTS AND PROGRESS MEETINGS

- 6.1 It is envisaged that the Department of Energy will require an initial meeting with the successful bidder(s) to discuss the inception report to be submitted shortly thereafter.
- 6.2 Progress meeting feedback shall be held every two weeks (fortnight). A plan for progress meetings shall be included in the inception report. The venue for these meetings will be at the DoE head office in Pretoria. Representatives from service provider's organization shall be obliged to attend. Where applicable, conference calls shall be used to substitute face to face meetings.

7 COMPLETION DATE

- 7.1 The duration of the project including completion of all the interviews, report reviews and analysis and final report preparation, shall be four (4) months after signing of the contract with the successful service provider(s).

8 COMPULSORY INFORMATION SESSION

- 8.1 There will be no briefing session.

9 TAX CLEARANCE CERTIFICATE

- 9.1 The potential service provider/s must ensure compliance with their tax obligations.
- 9.2 The potential service provider/s is/are required to submit their unique personal identification number (pin) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status.
- 9.3 Application for tax compliance status (TCS) or pin may also be made via e-filing. In order to use this provision, taxpayers will need to register with SARS as e-filers through the website www.sars.gov.za.
- 9.4 The potential service provider/s may also submit a printed TCS together with the proposal.
- 9.5 In proposals where consortia / joint ventures / sub-contractors are involved, each party must submit a separate proof of TCS / pin / CSD number.
- 9.6 Where no TCS is available but the potential service provider/s is registered on the central supplier database (CSD), a CSD number must be provided.

10 EVALUATION METHODOLOGY

10.1 Cost

- 10.1.1 As part of the bidding process, service providers are requested to provide a quote regarding the work to be undertaken for this project. The service provider should separate the costing from the technical proposal.
- 10.1.2 The total cost must be VAT inclusive and should be quoted in South African currency (i.e. Rand).
- 10.1.3 Detailed costing should be aligned with project activities and project deliverables.

11 BROAD-BASED BLACK ECONOMIC EMPOWERMENT

11.1. Provisions of the Preferential Procurement Policy Framework Act (PPPFA) 2017 and its regulation will apply in terms of awarding points.

11.2. Service Providers are required to submit original and valid B-BBEE Status Level Verification Certificates/Affidavits or certified copies thereof together with their proposals, to substantiate their B-BBEE rating claims.

11.3. Service Providers who do not submit their B-BBEE status level verification certificates/ affidavits or are non-compliant contributors to B-BBEE will not qualify for preference points for B-BBEE.

11.4. In a case of Exempted Micro Enterprise (EME), the latest Affidavit as per **the DTI** requirements must be submitted.

11.5. The table below depicts the B-BBEE status level of contribution:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

12 COMPANY EXPERIENCE

- 12.1 Service provider should demonstrate a track record of completed research reports or monitoring and evaluation reports that are energy related. Success in preparing funding proposals for energy related programmes that can be proven or demonstrated will be an added advantage.
- 12.2 A company profile of the service provider must be provided and if other companies are to be sub-contracted, profiles for all those companies must be submitted. Proposals should also indicate available or allocated human resources per project activities.

13 TEAM LEADER AND TEAM MEMBERS EXPERIENCE

- 13.1 Team leader must have a minimum of five (5) years experience in research and report writing or monitoring and evaluation of energy projects. A traceable record on the development of such projects is required.
- 13.2 Individual team member(s), if any, must have a minimum of three (3) years experience in data collection, research and analysis. A traceable record of developing such projects is required.
- 13.3 Both team leader and team member(s) must be familiar with the South African renewable energy and energy efficiency programme and have experience and understanding of the contribution of donor funding to the South Africa renewable energy market.
- 13.4 Brief CV's of the proposed project team leader and member(s) describing their relevant skills and experience, and roles in the proposed projects must be included in the proposal. **Bidders who fail to attach relevant CV's will forfeit points.** Each CV must not exceed 4 pages.
- 13.5 A reasonable understanding of Government initiatives on renewable energy, energy efficiency and climate change is required.
- 13.6 Good organization, communication and report writing track record is essential.

14 QUALIFICATION

- 14.1 Team leader must possess a minimum of post graduate degree at honours level in any of these fields: energy studies, environmental science, social sciences, economics, and natural science, engineering or development studies.
- 14.2 Team member(s) must possess a minimum of Bachelor's degree in level in any of these fields: energy studies, energy studies, environmental science, social sciences, economics, natural science, engineering or development studies.
- 14.3 Copies of certified certificates for both team leader and team member(s) must be attached to the proposal as proof, **failure to attach these means that the bidders will forfeit points.**

15 CONFIDENTIALITY OF INFORMATION

- 15.1 Names of all team members must be disclosed for prior approval of Department of Energy. Any changes, replacements, and/or additions should be submitted for prior approval to Department of Energy.

16 PROJECT PLAN

- 16.1 Project plan will be required with timelines linked to deliverables to show how the intermediate and final outputs will be met.
- 16.2 The proposed research methodology on how the project will be conducted should be included and this should include how the required data will be collected.
- 16.3 The selected case studies should be identified and agreed upon with the Department of Energy who will be responsible for facilitating access to relevant information through the Energy and Environment Partnership Programme office at KPMG or directly with the developers.
- 16.4 Clarify management structure of the project and assign responsibilities to the team in line with the project plan and deliverables.

17 EVALUATION CRITERIA

17.1 Bids will be evaluated using the 80/20 point system as outlined in the Preferential Procurement Policy Framework Act (PPPFA) of 2017 and its regulations. The proposals will be evaluated in two phases:

Phase 1:

Bidders will be evaluated based on functionality. The minimum threshold for functionality is **70 out of 100 points**. Bidders who fail to meet the minimum threshold will be disqualified and will not be evaluated further for price and BBBEE points

Item No.	Criteria	Weights
1.	<p>Company Experience:</p> <ul style="list-style-type: none"> ❖ The service provider(s) (as a company not individuals) should demonstrate a track record of preparing monitoring and evaluation reports or research report writing. A minimum of 3 energy related reports clearly indicating the project title, client name, brief project description and objective, the date and period for project execution will suffice. ❖ This experience or track record must be supported by three (3) References from clients e.g. signed and dated letters with contact details, position and full names of the client who has signed as proof of the projects executed. The letter must indicate the project name, when the project was executed and results. <p>NB: IT SHOULD BE NOTED THAT PROPOSALS THAT ARE UNCLEAR AND NOT ADHERING TO THESE INSTRUCTIONS WILL FORFEIT POINTS</p>	<p>10</p> <p>5</p> <p>5</p>

2.	<p>Team leader and team members:</p> <ul style="list-style-type: none"> ❖ The Team Leader must have a minimum of five (5) years experience as indicated in paragraph 13.1 above. ❖ A copy of the team leader’s CV (not more than 4 pages) must be attached to the technical proposal as proof detailing the relevant and required experience for this assignment as outlined above. The CV must be clear and indicate his/her designated responsibilities in this assignment. ❖ Individual team member(s) must have a minimum of three (3) years experience as indicated in paragraph 13.1 above ❖ Copies of CV’s of the team members (not more than 4 pages each) must be attached to the technical proposal as proof detailing the relevant and required experience as outlined above. Details of the team members’ CV must be clear and should indicate their designated responsibilities in this assignment. If the CVs of all team members are not attached, the score will be adjusted by a percentage of the number of CVs attached. <p>NB: IT SHOULD BE NOTED THAT PROPOSALS THAT ARE UNCLEAR AND NOT ADHERING TO THESE INSTRUCTIONS WILL FORFEIT POINTS</p>	<p>20</p> <p>7</p> <p>3</p> <p>5</p> <p>5</p>
3.	<p>Qualifications:</p> <ul style="list-style-type: none"> ❖ Team leader must possess a minimum of post graduate degree at honour’s level in any of these fields: energy studies, environmental science, social sciences, economics, natural science, engineering or development studies. ❖ Certified copies of all relevant certificates of the team leader 	<p>20</p> <p>7</p>

	<p>must be attached to the proposal as proof failure to attach these will result in bidders forfeiting points.</p> <p>❖ Team member(s) must possess a minimum of Bachelor's degree in level in any of these fields: energy studies, energy studies, environmental science, social sciences, economics, natural science, engineering or development studies.</p> <p>❖ Copies of relevant certified certificates of all team members must be attached to the proposal as proof, failure to attach these will result in bidders forfeiting points.</p> <p>NB: IT SHOULD BE NOTED THAT PROPOSALS THAT ARE UNCLEAR AND NOT ADHERING TO THESE INSTRUCTIONS WILL FORFEIT POINTS</p>	<p>3</p> <p>7</p> <p>3</p>
4	<p>Project Plan:</p> <p>❖ A clear methodology with milestones and timelines must be indicated in the proposal. The methodology must outline how the planned work will be carried out including how the required data will be collected.</p> <p>❖ Detailed project plan, including timelines for each deliverable.</p> <p>❖ Effective project leadership, project management structure and allocation of tasks that clearly demonstrate the ability of the team to deliver quality work timeously.</p> <p>NB: IT SHOULD BE NOTED THAT PROPOSALS THAT ARE UNCLEAR AND NOT ADHERING TO THESE INSTRUCTIONS WILL FORFEIT POINTS</p>	<p>50</p> <p>25</p> <p>15</p> <p>10</p>
Total		100

For the purpose of evaluating functionality, the following score values will be applicable on each of the criteria:

1=	Very Poor	Will not be able to fulfill the requirements
2=	Poor	Will partially fulfill the requirements
3=	Average	Will be able to fulfill the requirements
4=	Good	Will be able to fulfill better in terms of the requirements adequately
5=	Excellent	Will fulfill the requirements exceptionally

Phase 2: Bidders who complied with the minimum threshold for functionality, i.e. 70 out of 100 points will then be evaluated on the 80/20 point system as outlined in the PPPFA of 2017.

Price	80
B-BBEE status	20

18 FORMAT AND SUBMISSION OF THE PROPOSAL

18.1 All the standard bidding documents (SBD) must be completed in all respects by bidders. Failure to comply will invalidate a bid.

18.2 Bidders are requested to submit two (2) copies if submitted manually: 1 original plus copy of the proposal and bid documents.

19 CLOSING DATE

19.1 Proposals must be submitted to the Department of Energy on or before **the 16th November 2017 at 11H00, at 192 Cnr Visagie & Paul Kruger Streets, Matimba Building.**

19.2 **No late bids will be accepted.**

20 ENQUIRIES

20.1 All technical enquiries to be directed to:

Ms. Nomawethu Qase / Mr. Pheladi Masipa

Tel: +27 12 406 7687 / 7650

Email: Noma.Qase@energy.gov.za / Pheladi.Masipa@energy.gov.za

20.2 All procurement enquiries to be directed to:

Ms. Keitumetse Pitse / Ms. Daisy Maraba

Tel: +27 12 406 7742 / 7748

Email: Keitumetse.Pitse@energy.gov.za / Daisy.Maraba@energy.gov.za