



## REQUEST FOR PROPOSALS (RFP)

# DEVELOPMENT OF A SPATIAL PLATFORM TO SUPPORT CLEAN COOKING IN NEPAL

### **Summary**

The United Nations Foundation's Clean Cooking Alliance (CCA) is accepting proposals for the Development of a Spatial Platform to support the Government of Nepal (GoN) to achieve clean cooking for all in Nepal by 2030. The availability of relevant location-specific data and tools can play a significant role in supporting data-driven planning, coordinating, and decision-making to support the uptake and adoption of clean cooking throughout the country. This Request for Proposals (RFP) solicits proposals to build an online, open-source, and interactive spatial platform to support the uptake and adoption of clean cooking in Nepal.

### **Background of the Clean Cooking Alliance**

The Clean Cooking Alliance (CCA) works with a global network of partners to build an inclusive industry that makes clean cooking accessible to the three billion people who live each day without it. Established in 2010, CCA is driving consumer demand, mobilizing investment to build a pipeline of scalable businesses, and fostering an enabling environment that allows the sector to thrive. Clean cooking transforms lives by improving health, protecting the climate and the environment, empowering women, and helping families save time and money.

### **Objective**

CCA is issuing this RFP to build an online, open-source, and interactive spatial platform to support the GoN to achieve clean cooking for all in Nepal by 2030. The spatial platform will aim to integrate and analyze geospatial datasets related to clean cooking services, allow data-driven planning, coordination, and decision-making to support the uptake and adoption of clean cooking throughout the country.

### **Scope of Work and Deliverables**

The GoN has prioritized energy access as a vital step to improve population welfare, economic prosperity, and energy sovereignty for the country. Recently, the GoN announced the years 2018 to 2028 as the 'Decade of Energy and Hydropower' to realize the dream of 'Prosperous Nepal, Happy Nepali.' In line with the vision, the GoN has set specific targets in the energy sector. By 2022, the GoN intends to provide 100

<sup>1</sup>Government of Nepal, Ministry of Energy, Water Resources and Irrigation. 2018. Current Status and the Roadmap for the Future. White Paper. Kathmandu.

<sup>2</sup>Government of Nepal, Ministry of Population and Health. 2017. Biomass Energy Strategy. Kathmandu.

percent electricity access for all in Nepal and plans to initiate an 'electric stove in every household' program.<sup>1</sup> Similarly, the GoN is committed to ensuring the availability of modern clean energy in all households currently using solid biomass: promoting three million improved cookstoves, installing 600,000 domestic biogas plants, and reaching the annual production of 20,000 metric tonnes of pellets and briquettes by 2030.<sup>2</sup>

Under the established federal government system, the local governments are directly involved in developing, implementing, managing, and monitoring clean cooking plans and policies. Alternative Energy Promotion Center (AEPC), as the lead national-level government agency, now plays a vital role in supporting local governments and coordinating among the three levels of the government (federal, provincial, and local) towards promoting clean cooking throughout the country.

It is envisioned that this spatial platform will support AEPC's efforts on clean cooking (e.g., electric cooking, improved cooking stoves, biomass densification, biogas plant) by:

- Promoting a holistic approach toward clean cooking;
- Supporting with federal level strategic planning and policy-making;
- Allowing the federal level to make informed region-specific investments and decisions;
- Functioning as a "data repository" by providing a one-stop platform to share location-specific data and knowledge; and
- Assisting in nationwide communication, coordination, and collaboration in the clean cooking sector.

In the initial phase, the platform's focus will be to support AEPC's efforts around electric cooking. This will be followed by the platform's development to support other clean cooking efforts by AEPC.

The platform's development will be done in close partnership with AEPC, CCA, and the World Resource Institute (WRI). AEPC will play a key role in ensuring that the platform serves to meet the priorities and needs of the GoN, providing the support needed for the platform development (e.g., assist with data access, support coordination with key stakeholders to gain advice), and facilitating with testing and disseminating the platform among users. Close collaboration between CCA and WRI will bring together expertise in clean cooking and energy access planning towards developing an effective platform to support clean cooking in Nepal. Specifically, WRI's experience in the development of the Energy Access Explorer will facilitate the platform's development.

This effort on the platform development will begin with a scoping phase. This scoping phase will be undertaken in close partnership among AEPC, CCA, and WRI. During the scoping phase, WRI, in close collaboration with CCA, will work closely with AEPC towards identifying the priorities and needs of the GoN, defining the features and functions of the platform, outlining the data needs and sources, and planning for the development of the platform. Below are some of the envisioned functions of the platform:

- Visualize and assess the potential market using location-specific data on supply (e.g., resources and infrastructure available), demand (e.g., demographics and usage), and relevant macroenvironment present (e.g., finance, active stakeholders);
- Plan market expansion based on evidence-based, comprehensive planning (e.g., explore linkage, identify demand concentration, recognize the suitable mix of cost-effective technologies for a specific region);
- Assess the status, opportunities, and gaps present by region to allow for location-specific planning and decision making; and
- Share location-specific data and knowledge to create alignment across all levels of government (e.g., plans, activities and programs, active stakeholders, priorities, and investment).

The scoping phase will ensure the platform meets the needs and priorities of the GoN in the clean cooking sector. After the scoping phase, the selected Consultant will be engaged, and they will initiate the next phase. This phase will consist of the following activities toward the development of the spatial platform:

### **Data Collection and Processing**

The Consultant will lead the effort in collecting the data from identified sources based on the scoping phase. The Consultant will be responsible for processing, integrating, and managing the data collected. Data integration will follow a standard format and be stored on a cloud storage service as defined in the scoping phase. The Consultant will ensure effective data management (e.g., standardized data processing and documentation, metadata development).

### **Building the Spatial Platform for Clean Cooking**

Based on the defined functions and features, the spatial platform for clean cooking for Nepal will be built by leveraging, when feasible, the open-source code available from WRI's Energy Access Explorer. High priority will be given toward ensuring that the platform is user-friendly and intuitive regarding navigation and functionality. The selected Consultant should also develop and implement a plan to ensure the platform's effective long-term maintenance and functionality (e.g., associated human resource and cost for the next ten years, channel to keep the data updated).

Using Nepal as a test case, this effort will develop a general framework for creating a platform that can be customized for different geographies based on the needs and priorities. In the future, CCA and its partners may replicate similar efforts in other geographies based on the effective development and implementation of the Nepal platform.

During the platform's development, the Consultant, in collaboration with WRI, should indicate how data and analysis incorporated in the platform could be integrated with WRI's Energy Access Explorer.

Throughout the platform building process, the selected Consultant and CCA will co-host webinars for key stakeholders to gain advice, provide updates on the progress, and share learnings on the platform to support the clean cooking sector. Some of these webinars should focus specifically on the Nepali audience, while others should capture international audience's input.

All Consultant submitting proposals must showcase a clear plan for building the platform on time and within budget. The plan described in the proposal should explain how data collection and management will be conducted under the current scenario on the ground. The proposal should clearly define steps for testing and disseminating the platform among users. An overview of a general plan for ensuring the platform's long-term functionality of the platform should be presented. CCA has a strong preference for proposals that include in-country partnerships to support the platform development.

### **Establish Training for Users**

The selected Consultant will develop training materials in English and Nepali (e.g., written documents, videos) to effectively use, manage, and troubleshoot the platform. Training sessions will be held in-person (if possible) to ensure the use of the platform.

### **Project Period of Performance**

This project is planned to begin in December of 2020 and could take up to 12 months to complete. The following deliverables are expected throughout and at the end of the project:

- Detailed work plan including methodologies, a clear timeline of activities, and a budget to be delivered within ten business days of the start of the contract;
- Platform phases for review (discovery, wireframes, design, alpha version, beta version)
- Final platform;
- Final technical report;
- Description of the platform development in a PowerPoint presentation;
- Two-page summary on the platform development intended for a lay audience;
- Meetings with local stakeholders to gain input for the development of the platform;
- Regular webinars with key stakeholders (Nepali and international);
- Training materials which have been tested with users for effectiveness; and
- Training for users.

### **Technical Requirements**

All Consultant submitting proposals must showcase relevant expertise, experience, and capacity to accomplish the geospatial platform's development. The team must show an understanding of and expertise in developing an interactive web visualization of geospatial datasets, with specific energy-related experience being a plus. Some of the features of the platform envisioned are as follows:

- Availability of open-source code on GitHub to allow for modifications and enhancements;
- Intuitive navigation and administration of Content Management System to allow for easy data and metadata integration and data visualizations;
- User-friendly interface for the targeted audiences;
- Integration to other geographies by the Content Management System;
- Availability of summary tables and graphs of key indicators at different administrative levels;
- Visualization of the datasets in an informative way for users to identify areas of interest;
- Use of color theory and research of visual communication of information, coupled with informative and concise explanations of analytical concepts to effectively convey data and analysis;
- Provide up to date data information at the best possible scale;
- Ability to overlay vector and raster layers and get information about selected (“clicked”) areas or points of interest;
- Possibility to download geographic layers in a standardized format;
- Capacity to apply buffer zones and/or filters to certain datasets; and
- Provision to export derived analysis.

The proposal should specifically address how uncertainties relating to the pandemic will impact the implementation of this work, especially regarding data collection and how those uncertainties can be mitigated.

### **Timeline**

<b>Date</b>	<b>Deliverable</b>
11/15/2020	Proposals due
11/27/2020	As applicable, calls with applicants and follow up questions
12/1/2020	Consultant(s) selected and notified via email
12/18/2020	Kickoff meeting with selected Consultant(s)

### **Budget**

A detailed budget in US Dollars must be submitted with the proposal. Budget should include both pre-tax and net of tax values. The budget should include direct costs (Personnel, Fringe Benefits, Travel, Sub-Agreements, Equipment, Supplies, etc.), as well as indirect costs (overhead). For indirect costs, please indicate a list of expenses covered by the indirect rate. For all direct costs, please include assumptions that were made to arrive at line item costs (e.g., 2 trips @ \$1,500/trip = \$3,000 or 20 staff hours @ \$40/hour = \$800).

If a bid has a mathematical discrepancy, CCA may correct the discrepancy and notify the Consultant of the adjustment. In such circumstances, the Consultant may choose to withdraw their bid.

### **Evaluation process**

The Clean Cooking Alliance will review all written proposals and may request a phone or in-person interview and/or updated submission to address questions or provide clarification. CCA will use the following criteria in our evaluation.

Evaluation criteria ( weight)	Score (1-5)
<b>Approach:</b> the analytical framework and methodology (35%)	
<b>Subject matter expertise:</b> relevant experience in developing an interactive web visualization of geospatial datasets (25%)	
<b>Project management:</b> an achievable action plan that will deliver the project on time and on budget (10%)	
<b>Capabilities and experience:</b> demonstrated experience with similar projects with specific energy-related experience being a plus (15%)	
<b>Cost:</b> the proposed pricing is within budget (10%)	
<b>Value:</b> the proposed pricing demonstrates a competitive price and good value for the money (5%)	

**Intent and disclaimer**

This RFP is made with the intent to identify a Consultant to deliver results as described in this RFP. UNF/the Clean Cooking Alliance will rely on the Consultant’s representations to be truthful and as described. The Clean Cooking Alliance assumes it can be confident in the Consultant’s ability to deliver the product(s) and/or service(s) proposed in response to this RFP.

If the Clean Cooking Alliance amends the RFP, copies of any such amendments will be sent to all respondents to the proposal.

**Proposal Guidelines and Requirements**

- The proposal should be no longer than 20 pages in length and include the following sections:
  - Background and Objectives (1-2 pages)
  - Description of the team (1-2 pages) including organizational qualification as relevant
  - Related previous experience and technical expertise (1 page)
  - Plans and Methods (not to exceed 10 pages)
  - Literature Cited
  - Detailed Budget
  - Detailed Gantt Chart
- This RFP is open to multiple partners and is a competitive process.
- Proposals received after 11/15/2020 by 11:59 PM EST will not be considered.
- The price provided should be in US dollars and should contain both pre-tax and net of tax values. If the process excludes certain fees or charges, the applicant must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
- CCA prefers a single point of contact who manages deliverables. If the execution of work to be performed by the Consultant requires the hiring of sub-contractors,

the Consultant must clearly state this in the proposal. Sub-contractors must be identified and the work they will perform must be defined. Subcontractors are subject to vetting and approval by UNF/CCA.

- CCA will not refuse a proposal based upon the use of subcontractors; however, we retain the right to refuse the sub-contractors you have selected.
- Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

### **Format for Proposals**

Proposals must include applicant signature as well as a [signed declaration form](#).

Proposals must include the full legal name of applicant, as well as legal formation and ownership structure (e.g. incorporation certification, tax status and ID, etc.).

### **Contracting and Compliance**

CCA will negotiate contract terms upon selection. A copy of the contract terms and conditions will be provided upon selection. All contracts are subject to review by the UN Foundation's Business Services and Budget Reporting team. The project will start upon the complete execution of the contract. The contract will outline terms and conditions, scope, budget, and applicable flow down terms. Selected recipient(s) must comply with CCA, United Nations Foundation, and funder compliance requirements. The selected recipient(s) must also undergo detailed legal, financial, and commercial due diligence.

### **Release**

The Consultant understands that the Clean Cooking Alliance has chosen to solicit an RFP for consulting services, and that the Consultant's response does not guarantee that the Clean Cooking Alliance will enter into a new contract with the Consultant or continue any current contract(s) with the Consultant.

The Consultant agrees that Clean Cooking Alliance may, at its sole discretion:

- Amend or cancel the RFP, in whole or in part, at any time
- Extend the deadline for submitting responses
- Determine whether a response does or does not substantially comply with the requirements of the RFP
- Waive any minor irregularity, informality or nonconformance with the provisions or procedures of the RFP
- Negotiate with all Consultants UNF deems acceptable
- Issue multiple awards
- Photocopy the responses for evaluation/review

This RFP is not an offer to contract. The Clean Cooking Alliance assumes no responsibility for Consultant's cost to respond to this RFP. All responses become the property of the Clean Cooking Alliance

The Consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The Consultant represents that it has responded to the RFP with complete honesty and accuracy. If facts provided in the Consultant's response change, the Consultant agrees to supplement its response in writing with any deletions, additions, or changes within ten (10) days of the changes. The Consultant will do this, as necessary, throughout the selection process.

The Consultant understands it may receive proprietary and confidential information from the Clean Cooking Alliance during the RFP process ("Confidential Information"). The Consultant and CCA agree to not use Confidential Information for any purpose other than the Consultant's participation in the RFP process, and to not reveal Confidential Information directly or indirectly to any other person, entity, or organization without the prior written consent of the other party. The Consultant and CCA further agree to exercise all reasonable precautions to maintain the proprietary and confidential nature of Confidential Information where it can best demonstrate its value and capacity to delivery ecosystem-wide, meaningful value.

### **Grounds for Exclusion**

Material misrepresentations, including omissions, may disqualify the Consultant from a contract award.

Submissions will be rejected at the Clean Cooking Alliance's sole discretion if it finds that the Consultant has engaged in any illegal or corrupt practices in connection with the award.

The Consultant will be excluded from participation for the reasons below. By submitting a proposal in response to the RFP, the Consultant confirms that none of the below circumstances apply:

- The Consultant is bankrupt or being wound up, is having their affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- The Consultant or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment.
- The Consultant has been found guilty of grave professional misconduct; proven by any means which CCA can justify.
- The Consultant has not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or within the United States of America, or those of the country where the contract is to be performed.
- The Consultant or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment.

- The Consultant makes use of child labor or forced labor and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

**Principal Point of Contact**

Questions should be sent by email to [info@cleancookingalliance.org](mailto:info@cleancookingalliance.org) and [agurung@cleancookingalliance.org](mailto:agurung@cleancookingalliance.org) by November 2, 2020. Responses will be posted to <http://cleancookstoves.org/funding-opportunities/> by November 5, 2020.

**Submission details**

The application should be submitted as a PDF to CCA by email with the subject line 'Spatial Platform in Nepal RFP Proposal – [Consultant name]' to [info@cleancookingalliance.org](mailto:info@cleancookingalliance.org) and [agurung@cleancookingalliance.org](mailto:agurung@cleancookingalliance.org) no later than November 15, 2020, 11:59 pm EST.