



Request for Proposals (RFP)

Summary

The United Nations Foundation's (UNF) Clean Cooking Alliance (CCA) is accepting proposals to provide implementation support and technical support to the CCA-led Clean Cooking Project under the Asian Development Bank's Technical Assistance (TA) No. 6526-NEP: SASEC Power Transmission and Distribution System Strengthening Project, which seeks to expand access to electric cooking in Nepal.

Background & Context

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.

The Government of Nepal (GoN) has prioritized energy access as a vital step to improve population welfare, economic prosperity, and energy sovereignty for the country. The GoN has set ambitious targets of increasing national per capita electricity consumption with electric cooking as one of the planned interventions; and envisions electric cooking in every household. The National Planning Commission's 2019-2023 plan also targets a minimum of one million electric cookstoves (ECs), upgraded electricity supply infrastructure, adjustment of electricity tariffs, and the development of standards for ECs. The GoN envisions electricity-based cooking in every household by leveraging the country's surplus hydropower energy.

In Madesh Pradesh, Nepal, the CCA-led project will focus on increasing the use of ECs through a sustainable market-based approach and a reliable and efficient electricity infrastructure. The project will provide evidence and learnings to accelerate the scaling of electric cooking and support the utilization of a reliable and efficient modern power supply system in Nepal. The project will complement the scope of the proposed Asian Development Bank (ADB) financed loan for the South Asia Subregional Economic Cooperation (SASEC) Power Transmission and Distribution System Strengthening Project (PTDSSP). To ensure the project's success, CCA is partnering with the Nepal Electricity Authority (NEA) to provide a stable and reliable electricity supply in target areas and coordinating with local governments

Project Objective

In line with GoN's commitment, the project will demonstrate a market-based approach to promote a sustainable ECs market in Madhesh Province, Nepal. The selected target area will leverage the Asian Development Bank (ADB) and Nepal Electricity Authority (NEA)'s ongoing efforts to strengthen the electricity supply within the province.

The project will develop a viable supply chain for ECs while increasing demand for ECs in the target area, proactively engaging women and excluded groups along the value chain. The project is also expected to spur the participation of the private sector and bring innovation to the ECs market. During the project implementation, the project will help ensure that ECs are financially accessible to a wide range of households, including the poor and marginalized. The project's core market-building activities will be underpinned by improvements to the enabling environment, including coordination with the local government and the NEA, strengthening ECs quality through national standards, and supporting effective policies where possible through evidence generation. Finally, the project will gather learning to support the scaling up of electric cooking across Nepal.

CCA is seeking a national level consulting firm/organization to support implementation activities related to the overall targeted activity, as well as activities supporting the Government of Nepal's clean cooking goals.

Scope of Work, Activities and Deliverables

The selected organization will provide overall support in planning and implementation of specific activities (below, in bold) related to the clean cooking project in Ganeshman Charnath Municipality of Dhanusha district and few wards of Birgunj Municipality in Parsa District of Madhesh province. CCA will lead the full technical assistance implementation period and be responsible for quality assurance of the implementation.

The activities and indicators with targets are presented as below but are not limited to:

Activity 1. Develop a viable supply chain for the ECs in the target area. Key activities will include:

- i. **Baseline survey with comparative assessment of fuel choice to access feasibility, opportunities and challenges in adoption of clean cooking**
- ii. **Increase the use of ECs in Madhesh Province (Target: 1000 households)**
- iii. Strengthen business and develop a sustainable business model for ECs
- iv. Support ECs enterprise to spur innovation in the sector
Support finance access to both the supply and demand sides
- v. Provide consumers access to ECs through a chain of local suppliers/retailers
- vi. Ensure trained personnel are available for ECs after-sales services (Target: At least 8)

Activity 2: Conduct community awareness and demand-creation activities.

Key activities will include:

- i. **Identify clean cooking champions and work closely to increase awareness (Target: 10)**
- ii. **Work with local organizations on demand aggregation activities**
- iii. **Conduct location-appropriate community awareness and demand creation activities for electric cooking (Target: 15 activities)**

Activity 3: Ensure the strengthening of enabling environment.

Key activities will include:

- i. Coordinate with NEA to ensure adequate electricity infrastructure is present to handle the increased load from using ECs
- ii. Ensure quality ECs are available in the market

- iii. Capture data and evidence to support the development of relevant and effective policies and prepare policy briefs based on the evidence (backed up by baseline/end line surveys)

The consulting firm/organization will closely work with CCA's Nepal project management team to develop a project performance monitoring system for all activities to evaluate project performance, including output and outcome indicators (for example, the number of households that adopted ECs, the number/amount of loans provided to households for ECs purchase, the number of awareness campaigns conducted, number of enterprises and entrepreneurs in the market value chain and conduct baseline and endline surveys for data collection, analysis and results).

The CCA Project management team will monitor all activities under the TA and provide reports to NEA and ADB quarterly. The CCA team will develop knowledge products to capture lessons learned and business models for EC promotion from the project and disseminate them to stakeholders in Nepal and across the region.

The key scope of work includes, but is not limited to:

- conducting a baseline survey and endline survey with a comparative assessment of fuel choice to assess feasibility
- supporting CCA in designing a detailed implementation plan
- providing a part-time program manager (15 months)
- providing two field coordinators (15 months)
- identifying local partner institutions in CCA-identified project areas
- negotiating with local partners and identifying capacity building, demand and behavior change activity needs
- conducting capacity building, demand and behavior change activities
- working closely with local partner organizations to identify clean cooking champions and working closely to increase awareness (Target: 10)
- monitoring and reporting all field activities implemented by local partners
- coordinating with and involving local government
- developing and disseminating knowledge products
- supporting CCA in advocacy, knowledge dissemination and workshop/seminars

Project Period of Performance

The project period will cover 15 months beginning in November.

Technical Requirements

The selected organization will need to have:

- Deep knowledge of clean cooking technology and fuel interventions
- Expertise and working knowledge on monitoring, evaluation and learning.
- Expertise working with local community-based organization and local governments on clean cooking activities
- Expertise working with governments on clean cooking activities

Timeline

Date	Deliverable
10/10/2024	Proposals due
10/18/2024	As applicable, calls with applicants and follow up questions
10/21/2024	Consultant(s) selected and notified via email
11/15/2024	Kickoff meeting with selected Consultant(s)

Budget

A detailed budget in US Dollars must be submitted with the proposal. The 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 cost, please include assumptions that were made to arrive at line item costs (e.g. 15 trips @ \$100/trip = \$1500). Budgets may not exceed US\$ 250,000

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	Weighting
Approach: e.g the analytical framework and methodology answering the project's key questions and deliverables	20%
Subject matter expertise: e.g experience working local government and community-based organization	30%
Project management: e.g achievable action plan that will deliver the project on time and on budget	10%
Capabilities and experience: e.g demonstrated firm experience with similar projects	30%
Value for money: the proposed pricing demonstrates a competitive price and good value for the money	10%

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

- This RFP is open to multiple partners and is a competitive process.
- Proposals received after 10/10/2024 at 5pm 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 of 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. 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 Alliance, 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 and United Nations Foundation.

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 in 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

Please send questions to Karuna Bajracharya (kbajracharya@cleancooking.org) with cc: to Jillene Connors Belopolsky (jbelopolsky@cleancooking.org)

Submission details

Please send proposals in a single PDF via email to Karuna Bajracharya (kbajracharya@cleancooking.org) with cc: to Jillene Connors Belopolsky (jbelopolsky@cleancooking.org) by October 10, 2024 5pm EST.