

Invitation for Proposal

1. Technical and financial proposals are invited from interested experienced and eligible organisations/consulting firms (hereinafter called the consultant) for the following study. Detailed ToR is attached herewith.
2. Proposals must be submitted to info@crtnepal.org by 4.00 pm 6 January 2022. E-copies of the valid registration certificate, proof of tax clearance, VAT certificate must be attached together. The technical and financial proposals should be submitted separately.
3. The final selection of the proposal will be notified within 3 days of the last date of the proposal submission. CRT/N keeps right to award or not to award any of the proposals.

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Terms of Reference (ToR) for undertaking Rapid Market Assessment for PUE and Employment Opportunities, and Baseline Study

1 Background

The South Asia Sub-regional Economic Cooperation (SASEC) Power Transmission and Distribution System Strengthening Project (PTDSSP) (the project) aims to reinforce and modernize power supply system in and around Kathmandu Valley in Bagmati Province. This project also will begin strengthening distribution systems outside of Kathmandu in a systematic and phased manner starting with the sub-metropolitan Bharatpur area of Chitwan district in Province 3 and Pokhara of Kaski district in Province 4 where power supply interruptions are frequent and prolonged. The project also will support Province 2 where the quality of electricity supply is poor and around 20% of households are still without access to the national grid.

This Technical Assistance (TA) will contribute to the overall objective of the SASEC (South Asia Sub-regional Economic Cooperation Power Transmission and Distribution System Strengthening) project. Specifically, it will support Nepal Electricity Authority (NEA) to strengthen its Gender Equality and Social Inclusion (GESI) mainstreaming process in a manner that ensures social inclusion while improving the access, reliability and efficiency of power supply throughout the country. At the same time, it will demonstrate a pro-poor and gender-responsive service delivery model in Province 2, including productive use of energy, electric cooking and employment generation. By doing so, it is expected to contribute to the national goal of 100% electricity access by 2022, including supporting the government's priority on electric cooking, as reflected in the new tariff structure that encourages the use of electricity by the poor and disadvantaged for cooking.

ENERGIA the International Network on Gender and Sustainable Energy hosted by Hivos, the Netherlands as a lead organization along with Centre for Rural Technology, Nepal (CRTN) and National Association of Community Electricity Users-Nepal (NACEUN) are implementing the TA project from April 2021 till September 2024. The project is supported by Asian Development Bank (ADB) with funding from Royal Norwegian Embassy and co-funding from Sida.

2 Purpose and Objectives

Before the field activities including awareness campaigns are designed, getting detailed information on the current status on the areas in which the project results are expected is crucial. For this, a conduction of baseline study and RMA for PUE and Employment Opportunities is necessary.

The baseline study and Rapid Market Assessment has two broad objectives, (1) to determine the baseline values for Project Performance Monitoring System (PPMS) Framework that can be used to measure project achievement over time and (2) to conduct a broad scan of the beneficiary group to gain insights that could improve the effectiveness of the program design.

The specific objectives include:

- To map the socio-economic, gender and poverty status of proposed beneficiaries in project districts;
- To identify gender and social related barriers especially for women and excluded group;
- To undertake basic data collection from key stakeholders including EUCs (Electricity User Cooperatives), other Cooperatives; private sectors and other key stakeholders;
- To identify and assess potential enterprises based upon availability of resources and market conditions, readiness of potential and existing women entrepreneurs, relevant stakeholders and market opportunities and barriers;

- To identify awareness level of women and excluded groups on safe and efficient use and productive use of energy in Province 2, Pokhara and Bharatpur;
- To identify energy use pattern, feasibility, opportunities and challenges in adoption of induction cooktops;
- Based on the above, provide recommendations on the geographical clustering and local focal institutions for project implementation.

3 Scope of Work and Methodology

The study shall explore primary as well as secondary information from target groups, beneficiaries and relevant stakeholders. The study shall be conducted at three levels: a) institutional level, b) household level, and c) individual level. The study shall dig out information of each intervention areas of the project, but not limited to the following:

Intervention Areas	Information/data Collection Requirements
<p>Intervention Area 2: Skill building and energy based livelihoods in province 2</p>	<ul style="list-style-type: none"> ▪ Identification of women and excluded groups, promising value-chains, enterprises, market opportunities and challenges, skill gaps and training needs ▪ Existing infrastructure, local government’s existing policies, plans and budget and potential financing options ▪ Capacity of ecosystem stakeholders and opportunities and barriers for sector wide changes, for both PUE promotion and local employment creation, ▪ Potential geographical clusters for interventions: <ul style="list-style-type: none"> ○ Geographical clusters with high population of excluded groups, market opportunities, availability of local resources and indigenous skills, infra- structures, commitment of local government. ○ High performing and credible local focal institutions i.e. EUCs, cooperatives or private sector associations.
<p>Intervention Area 1: Capacity building and institutionalization of GESI in NEA</p> <p>Intervention Area 3: Community level awareness creation on GESI issues, energy based livelihoods and electric cooking</p>	<ul style="list-style-type: none"> ▪ Identify established and well-known NGO's and women's groups working on gender and energy ▪ Existing gender and social barriers ▪ Knowledge, attitudes and practices on electricity usage and adoption of electric cooking ▪ Literacy level of women and excluded groups ▪ Languages spoken - majority to minority ▪ Appropriate channels of communication: Radio, TV, Print, Events - High to low frequency of interaction ▪ Existing infrastructure to conduct dialogues, orientations and policy dialogues (after cluster selection) ▪ Mobile ownership of women and excluded groups. How long do they engage in phone conversations on a daily basis? Do they play games on their phone? Do they listen to radio on the phone? ▪ Local policy makers/government officials that support GESI approaches and have integrated it in their work - location and interest to support outreach ▪ Local level organizations/troupes that perform street plays ▪ Identification of community leaders and women champions and their willingness to work on project's campaigns ▪ Energy consumption pattern, local food habits, use of electrical

	<p>appliances and technologies including electric cooking, house wiring status</p> <ul style="list-style-type: none"> ▪ Existing policies at local government level on induction cooktops promotion, identification of non-electrified areas with majority of excluded groups.
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The Consultant will perform the following tasks:

A. Planning

- i. Review project documents and other secondary literature.
- ii. Meet with Project Team to understand and discuss project and its approach;
- iii. Based on discussions and secondary data, develop and share study methodology, sampling strategy, instruments for data collection (checklists, questionnaires) data analysis plan, report structure and a time plan for outputs;
- iv. Have regular consultation meeting with the project team for inputs;
- v. Orientation and training to two Enumerators of External Firm and 10 Project Field Staffs on digital information collection (Digital data collection system for household survey should be arranged by External Firm)¹;
- vi. Organize field work (as per plan);
- vii. Gather information.

B. Analysis and Reporting

- i. Analyze all collected data and information
- ii. Presentations on initial findings for Project Team's inputs
- iii. Preparation and sharing of draft report
- iv. Finalize the document incorporating the feedback from the project team
- v. Submission of final report

The list of potential stakeholders and its tentative numbers are:

List of Stakeholders	Tentative Number
Shortlisted Metropolitan City/Municipality/Rural Municipality	25 (At least 3 in each districts)
Potential EUCs in the short listed clusters	10 (At least 1 in each district)
Potential Cooperatives in the short listed clusters	10 (At least 1 in each districts)
Potential Private Sector Association in the short listed clusters	10 (At least 1 in each districts)
Existing Market Actors in different selected value chains (farmers, farmers' group, collectors, processor, wholesalers, Retailers etc.) based on identified sectors and value chains	20-25
Support Service Providers (Training providers, Transportation Services, BDS service, Banks & Financial Institutions, Technology and its service providers, input suppliers)	10
Line agencies (CTEVT/Cottage and small industry offices (CSCIO)) in the shortlisted clusters	3
Relevant projects and programme in the shortlisted clusters	3
local NGOs and other Community Level Organisation (including Community Leader) in the shortlisted clusters	4-5
media (FM/Print)	4-5
Schools in the shortlisted clusters	10
HHs in the selected clusters (at least 50% from excluded group)	500 HHs
NEA provincial office and Distribution and Consumer Services	2-3

¹ 10 Project field staffs will use their own laptops

4 Input/Team Composition

A consulting firm will be hired for the purpose of the study and team will comprise of the following personnel to carry out the work:

a) A team leader shall be responsible for ensuring that the study is rightly designed, implemented and reported. S/he should hold master's degree in business administration, economics or related field. S/he should have sound knowledge with minimum 10 years of experience in enterprise and market system development. S/he should have proven track record on carrying out Rapid Market Assessment, Business Opportunity Assessment, Value Chain Analysis and Market System Analysis, and should have good understanding of province 2, Productive Use of Energy Promotion, Electric Cooking, Nepalese private sectors and job markets. The team leader will be responsible for coordinating all activities pertaining to the activities mentioned in the ToR.

b) Socio Economist shall be responsible for supporting the Team Leader in designing, implementing and reporting. S/he should hold master's degree in sociology, economics or related field. S/he should have recognized experience and knowledge on socio economic planning and demography, demographic with minimum 7 years of experience in related field. S/he should have proven track record on carrying out baseline study, reporting. S/he should have in depth understanding of province 2.

Detailed CVs of the experts to be involved for the conduction of this study must be submitted with their original signature.

5 Duration of the Study

The Consultant shall design a schedule to complete the task by first week of March 2022 including reporting. The study will be conducted tentatively from no later than third week of January 2022.

6 Proposal Submission and Evaluation Criteria

The proposal shall comprise of two parts: Technical and Financial. Both parts should be submitted separately. The technical part should contain a clear description of the objectives, methodology, activities, report layout and clear and achievable time plan. The Consultant should also mention its experience in similar field, its financial, technical and management capability, etc.

In the financial proposal, detailed breakdown of the financial estimates needs to be submitted by the Consultant. In addition to the cost of the expert, other costs such as cost for travel, stationery, interactions/workshops etc. should be clearly mentioned in the financial proposal. The total cost should be written clearly both in figure and in words. The total budget should not exceed NPR 1,595,000 (Nepalese rupees one million five hundred ninety five thousands only) including all Taxes and VAT charges as per GoN rules and regulations. In the technical and financial proposal the Consultant should not put any conditions.

All the proposals that are submitted within the given time will be evaluated by the Project Team. Technical proposal will be evaluated with 80 percent weightage followed by 20 percent weightage on financial proposal. Based on the evaluation; the Project Team will select one of best proposals from the Consultants and award the work.

Technical Evaluation	Score
Brief statement is concise and demonstrates that the consultant have a clear understanding of what is being asked	10
The methodology is clear and provides sufficient steps to demonstrate that the consultants can carry out the work	20
The work plan is concise and reflects the consultants ability to deliver on time	15
Relevance of previous work undertaken by the consulting firm and team, with preference given to similar work and capacity to undertake such work	35

Financial Evaluation	
Clarity of budget (i.e. proposed payment schedule, reimbursable and other changes)	10
Overall value for money offered by the budget including fee rates for consultants	10
Total Score	100

7 Duties and Taxes

The Consultant shall pay all tariffs, duties, other taxes or charges levied by the GoN at any stage during the execution of the work.

8 Terms of Payment

Payment will be made according to the following schedule:

- 25% after signing the contract agreement,
- 50% after finalization of approach, methodologies and questionnaires/checklists,
- 25% after submission and acceptance of the final report.

9 Reporting Procedure

Before field mobilisation of the survey team, the Consultant shall discuss with CRT/N on all the activities undertaken during desk study and questionnaire.

The reporting procedure and type of report are as follows:

9.1 Draft Report

The data collection from the field should be checked and verified thoroughly by the respective experts of the consulting team prior to the computer entry. After analysing the data using different statistical tools, the Consultant should submit the draft report and present the draft findings in an interaction session to be organised by CRT/N to get comments and suggestions for finalisation of the report.

9.2 Final Report

Project Team will provide comments and suggestions on draft report within 7 working days of submission. The Consultant will finalise the draft report by incorporating the suggestions and comments received. After approval of the draft report, the Consultant shall give power point presentation and submit the final report to CRT/N.

10 Information and Facilities to be provided by CRT/N

The CRT/N shall provide the Consultant necessary data, information and documents available at CRT/N for reference.

11 Delays

In the event of failure to comply with the agreed time frame the Consultant will have to request CRT/N for an extension giving reasonable cause for such delays. If CRT/N does not find the given reasons reasonable, the Consultant will have to pay penalty at rate of 2% of the total contract value of the order for each week's delay up to first three weeks. If the delay is more than three weeks without CRT/N's approval or knowledge, CRT/N shall have right to terminate the contract.

12 Force Majeure

In case of force majeure, the Consultant is entitled to an extension of the completion time. Force majeure is understood to be natural disasters, fires, strikes, lockout sabotage, breakdowns and accidents of all kinds, war to like conditions, riot, and civil commotion or due to circumstances beyond the control of consultant. Apart from an extension of the time of completion, force majeure does not entitle the consultant to any compensation for damage or loss suffered.

13 Acceptance of Proposal

All rights are reserved with CRT/N either to approve or disapprove the proposal without giving any reasons. If needed, the short listed Consultant may be requested to modify their proposals prior to making a final decision.