

Terms of Reference

Site Selection, Preparation and Integration into Tendering platform (SNV Energy Access Programs) – Framework Agreement

Project Name: SNV Energy Portfolio Mozambique

Implementing Organisation: SNV Netherlands Development Organisation

Donors: Sweden through the Swedish International Development Cooperation Agency (Sida).

SNV is a non-profit international development organisation. Founded in the Netherlands 50 years ago, we have built a long-term local presence in 39 of the poorest countries in Asia, Africa and Latin America. We believe that nobody should live in poverty. We are dedicated to supporting a society in which all people, regardless of race, class or gender, have the freedom to pursue their sustainable development. Our focus is to increase people's income and employment opportunities in productive sectors, such as agriculture, as well as improving access to basic services, such as energy, water, sanitation and hygiene.

Background

SNV has been pivotal in energy access over the last years in Mozambique through the programs BRILHO and GERASOL, and it is launching the upcoming program +SOL. These programs aim to increase the electrification rate in Mozambique through decentralised energy solutions

Under these programs SNV is willing to increase the development, construction and operations of Mini-Grids (GMG) from private developers.

SNV requires a framework agreement with a service provider to identify sites for GMGs and cluster priority communities and connect with the use of the online tool/platform to manage and monitor SNV's Energy Portfolio without limitations on the accounts and number of supported initiatives.

This Terms of Reference describes the scope of work and deliverables.

Scope of work:

These ToRs are divided in two phases and different sections:

Phase - 1: Satellite identification phase, consisting of:

1. Identification of a shortlist of potential mini-grid sites for development
2. Ranking of the proposed sites against the backdrop of the feasibility of the development of a viable mini-grid.

Once this phase has been performed, there will be 2nd phase, where based on the information obtained from the site visits performed by SNV-FUNAE-others, the service provider should integrate the information.

Phase - 2: Integration of data from site visits, reference models, aggregation of sites and definition of clusters and integration into web-platform.

3. Integrate the data provided by SNV for each selected site. Perform ranking and clusters.

4. Design a reference model for each selected site, and suggest an aggregation of sites for potential clusters
5. Provision of access to a web-based platform that visualizes and analyzes the results of the previous analyses.
6. Support for the tendering process by ensuring the integration and interoperability of the web-based platform with the software used for the management of applications.

Section 1 – Identification of potential mini-grids sites

Objective: The objective of this task is to identify a shortlist of a minimum **50 potential mini-grid sites to be tendered**. It may include the verification of sites that have already been proposed by the Government of Mozambique and of existing Mini-Grids (FUNAE or others). If sites have not been pre-proposed, or where the number of proposed sites is fewer than 50, the Consultant is expected to select the missing sites. **Special attention should be paid to ensuring that the list of sites does not overlap with existing mini-grid initiatives in Mozambique.**

Activities:

- Verify the coordinates of the proposed sites (minimum first batch of 50 sites).
- Extract information required for an assessment of the feasibility of mini-grid development in each site. Information extracted is expected to include:
 - Location of settlement (state, administrative region, etc.)
 - Distance to the village from a nearby electricity grid (identified using algorithms that uses most recent night-light imagery by NASA VIIRS)
 - Area of settlements
 - Number of buildings
 - Density of buildings
 - Segregation of buildings into three or more types: very small, small, medium sized, large
 - Analysis of road data to identify access to road, type of road access, buildings next to road
 - Social infrastructure availability including the presence of schools and or health facilities.
 - Identification of productive uses and commercial activities
 - Availability of telecom network and proximity to telecom towers
 - Conflict data showing proximity to conflict events.
 - Conflict with protected areas (natural parks)
- Verify whether the proposed sites verify the fulfilment of minimal criteria for mini-grid development. The Consultant is expected to provide guidance on minimal criteria based on similar assignments in Mozambique.
- Assuming that there are fewer than 50 potentially viable mini-grid sites from the initial list, or where no initial sites are proposed, the Consultant is expected to identify potential sites to reach a total of 50. In this instance, the Consultant will be expected to:
 - Use building footprint data, grid infrastructure data and nightlight imagery to identify up to 200 settlements that may be considered potential mini-grid sites.
 - To extract the same level of information about each settlement as listed above.

- To recommend sites as required to meet the total goal of 50 sites for the first batch.

Section 2 – Ranking for the proposed sites

Objective: The objective of this task is to provide a ranking of proposed sites against the backdrop of program objectives.

Activities:

- Ranking of the sites against the backdrop of the program objectives to develop feasible mini-grid projects with sufficient anchor load(s), productive uses, population density, operational security, accessibility during the year and other additional criteria as proposed in Section 1.
- Provision of a ranked list out of the proposed sites and sites selected by the Consultant with explanations and recommendations.
- Provision of the detailed KPIs for the ranking of the sites.

Section 3 – Integrate the data provided for each selected site, design of mini-grids, ranking and clustering

Objective: The objective of this task is to integrate the inputs obtained for each site by SNV-FUNAE-others teams collected during site visits and information obtained from local stakeholders. By doing this, an updated ranking as the one proposed in Section 2 will be performed.

Activities:

- Update database with new data coming from SNV
- Rank the sites based on the previous criteria
- Define potential clusters aggregating villages (taking into account existing FUNAE sites)

Section 4 – Reference Model

Objective: The objective of this task is to design the reference model for each of the 50 sites to support the tendering of sites. This should include the estimate of key site demand and distribution information and estimated investment costs.

Activities:

- Identification of high-potential customers based on building size, location of building within the village and proximity to road
- Identification of potential connections count
- Calculation of approximate residential (and potentially commercial) demand
- Identification of connection density (using network analysis)
- Identification of connection value (demand/density of connection)
- Sizing of generation and storage assets.
- Design of a detailed distribution layout, including low voltage lines, medium voltage lines (where necessary), drop-down lines to connect buildings, poles and transformers.
- Determine length of trunk cable, number of poles, length of drop-down lines and other distribution infrastructure.

- Estimation of CAPEX and OPEX.
- Generate a bill of materials of the generation and distribution infrastructure per village

Section 5 – Support tendering process and integration of the systems

Objective: The objective of this task is to support the tendering of sites by ensuring that the web-based platform is integrated with other software used for the management of applications.

Activities:

- Development of APIs as required to ensure the interoperability of the web-based platform with the application management software.
- Support as required to ensure the accessibility of data extracted about tendered sites in the application management software and the accessibility of the platform from the management software.

Section 6 – Provision of access to a web-based platform

Objective: The objective of this task is to provide access to the web-based platform to visualize the results of analyses conducted under Tasks 1 to 4 and for companies accessing the platform through the application tendering platform.

Activities:

- Provision of access to a web-based platform that can be used to visualize the results of analyses under Tasks 1 to 4. Access should be guaranteed for a period of 24 months. Access should be guaranteed for at least 10 users.
- Onboarding training for users on the use of the software. Topics should include adding data, adding comments, downloading data and leveraging other core functionalities.
- Capacity building sessions: A capacity building session will be provided for the duration of the license and agreed with SNV. The calendar for this capacity building will be agreed at a later stage. These are delivered online.
- Provision of a dedicated engineering hotline that can be used to request support with the software.

Ensuring that all data stored on the platform throughout the assignment is transferred to the Client at the end of the assignment.

Format:

- Excel files for data collection and technical database
- Any well-known formats (such as .csv, .kml, .shp, .geojson, etc.) for data-layers
- Word documents for final report as well as PPT presentation

Deliverables:

For Section 1:

- List of 50 sites available in Excel formats and data collected.
- Visualization of all information within a web-based, interactive platform
- Description of sites and selection

For Section 2:

- Ranked list of 50 sites with explanations and recommendations.
- Visualization of the ranking with the web-based, interactive platform.

For Section 3:

- All generated information about sites available in Excel and geospatial formats.
- Description of sites and selection
- Visualization of all information within a web-based, interactive platform.

For section 4:

- Reference models for all sites (excel and descriptive documents)

For Section 5:

- Integration with the application management software.

For Section 6:

- Access logins for up to 10 users.

Timeline

As a framework agreement, it will be valid for a period of 24 months since signature.

For each batch of sites, starting with a first task of 50 sites and then subsequent requests for a minimum of 10 sites. For each request, there will be a purchase order (PO) from SNV. Once launched the PO and receipt by the service company, the expected timelines will be as follows:

The deliverables for section 1 and 2 should be submitted within 4 weeks since receipt of PO. For the deliverable 3, within 4 weeks since receipt of the additional data from SNV.

For the deliverables of section 4, once validated the previous deliverable 3, it should be operational in two weeks' time since acceptance of deliverables of section 4.

For the deliverables of section 5 and section 6, it is expected that the web-based will be available and accessibility granted for a period of 24 months. Onboarding as well as Capacity building will be agreed upon with SNV at a later stage within that 24-month period.

Section 7 – Requirements qualifications and eligibility

Offerors must be an organization or firm legally registered and certified to provide such Services by submitting the company legal registration documents. To be considered, the candidate must have at least 3 years of experience on the market by providing equal or similar services.

Legal documents:

1. Certificate of Incorporation / Business Registration (mandatory)
2. Trade Licenses / Permits "Alvará" (mandatory)
3. NUIT (mandatory)
4. VAT registration certificate (mandatory)
5. Tax Clearance Certificate (may this requested before the award)
6. Memorandum and Articles of Association (if applicable ((may this requested before the award)))

Financial documents:

1. Audited Financial Statements (may this requested before the award)
2. Bank Reference Letter / Bank Statement (may this requested before the award)
3. Tax Payment Receipts (may this requested before the award)

Technical documents

1. **Portfolio of Past Projects:** Documentation of previous similar projects to demonstrate relevant experience (mandatory)
2. Key Personnel Resumes (mandatory)
3. Certificates of Competency / Accreditation (may this requested before the award)

Quotation and proof of experience of:

- Experience in energy access and mini-grid site selection for similar programs in Mozambique.
- Experience on development of APIs to ensure the interoperability of the web-based platform with the application management software for tendering processes
- A minimum of 5 references from previous similar projects.
- Technical knowledge of functionalities to optimize the user experience on digital platforms
- Experience in data collection and energy access analytics.
- Explanation of how the web and system developer complies with EU General Data Protection Regulation.

By submitting an offer in response to this request, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the Mozambican Government. SNV will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the SNV or its Donors.

Section 8 – Evaluation and award criteria

The award will be made to a responsible offeror whose offer is the most responsive to the tender, meets the eligibility requirements, and meets or exceeds the minimum required technical specifications, and is judged to be the best value based on a lowest-price, technically acceptable basis.

An evaluation committee will be designated to review each proposal. SNV will be the sole judge of the proposals submitted under this tender. SNV reserves the right to accept or reject any or all offers, and to cancel the tender process and reject any or all offers for any reason at any time prior to award of the Service Agreement, without thereby incurring any liability to the affected bidder or bidders. During the

evaluation, the bidder may be requested to supply additional information in writing concerning content and/or to clarify points in their responses.

The bidder shall bear all costs associated with the preparation and submission of its bid, and SNV will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this tender, an offer may be deemed “non-responsive” and thereby disqualified from consideration. SNV reserves the right to waive immaterial deficiencies at its discretion.

Best-offer proposals are requested. It is anticipated that award will be made solely on the basis of these original proposals. However, SNV reserves the right to conduct any of the following:

- SNV may conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this tender.
- SNV may cancel this tender at any time.
- SNV may reject any and all offers, if such action is considered to be in the best interest of SNV.

All complete proposals will be evaluated by SNV personnel according to the following criteria and only candidates who provides mandatory requirement will be considered for the subsequent steps of evaluations. Kindly note that the proposal evaluation is weighted at 70% for Technical and 30% for financial considerations. Priority will be given to the vendor with the highest technical score:

Proposal	Criteria	Weight (%)
Mandatory Requirements	Registration document completeness as detailed in section 7. Inability to demonstrate and provide at this stage a valid required mandatory documentation will result in exclusion of the application from further consideration and will not be considered for the subsequent steps of evaluations.	Yes
	Completeness of the application package. Applications not providing complete a narrative proposal, workplan, organization chart, table to personnel and budget will be excluded from further evaluation.	Yes
Technical evaluation	Narrative proposal describing approach, strategy, training tools that will be used to develop the services, including detailed activity plan with tracking milestones to be delivered in line with the ToR herein	20
	Workplan quality and feasibility of described works v. activities-deliverables of the assignment	10
	Organisation profile and portfolio including references to similar assignments that demonstrate the knowledge of the services as detailed in the ToR	20
	Key persons to be engaged in delivery of the assignment with explicit reference to each personnel's specialisation of work, roles in the assignment, number of days of work foreseen, and daily fee per topic of activity	20
Financial evaluation	Budget detail of costs for delivery of the assignment (including travel, events, materials, mentors, and other costs including all relevant taxes: IVA and withholding taxes as applicable)	10
	Proposed Price per site/Cost vs budget availability. Value for money	20
Total (%)		100

Section 9 – Anticipated period of performance

The anticipated period of performance for this framework agreement is approximately 24 months commencing from the day of contract signing with performance evaluation to confirm or reject continuity of services depending on program needs, funds availability and satisfactory performance.

Section 10 – Price Offer

The per-unit pricing per site in proposals in response to this request must be priced on a fixed-price, all-inclusive basis, including delivery, taxes, duties, VAT, Withholding taxes and all other costs. Pricing can be presented in Mozambique Meticals, USD or EUR. Offers must remain valid for not less than ninety (90) calendar days after the offer deadline. Offerors are requested to provide proposals on official letterhead or format.

Section 11 – Payment terms

All payments are to be done upon services delivery.

Section 12 – Key compliance issues

- The service provider will adhere to the following SNV's policies regarding:
 - Safeguarding
 - Code of Conduct
 - Fraud, Bribery and Corruption

Section 13 – Proposals Submission and Deadline

All proposals must be submitted no later than **2025 January 6th 11h59PM** Maputo time, through e-mail: mozbid@snv.org ; subject: "**Tender 14_Site Selection SNV +SOL Project**".

Note: Inquiries or clarifications that arise during the proposal preparation stage should be directed to the email provided above, with responses expected within 24 hours.

Only proposals meeting the minimum requirements in accordance with the Terms of Reference will be accepted, and only shortlisted candidates will be contacted at each stage of the proposal's evaluation.

Complete feedback will be provided only to the candidates who are pre-selected and may be invited for an interview during the proposal evaluation stage.