

Terms of Reference: Consultancy to undertake an energy sector market status study for SNV in Burundi
REQUEST FOR PROPOSAL

BURUNDI ENERGY SECTOR ANALYSIS

Project/Activity Name	SNV
Country:	Burundi
RFP Release Date:	27 November 2024
Performance Period:	20 January – 16 March
Question/ Inquiry Submission Deadline	2 December 2024
Proposal Submission Deadline:	11 December 2024
Electronic submission to the attention of:	Procurement Responsible
Electronic submission:	burundi@snv.org
Contact information for inquiries about this RFP:	burundi@snv.org

Location: Burundi

Contract type: Short-term consultant (Individual or Firm).

1. Organisation Brief

SNV is a not-for-profit international development organization that applies practical know-how to make a lasting difference in the lives of people living in poverty. We use our extensive and long-term in-country presence to apply and adapt our top-notch expertise in agriculture, energy, and WASH to local contexts. SNV has an annual turnover of €130 million, and over 1,250 staff in more than 25 countries in Asia, Africa, and Latin America. We are proud to be a not-for-profit organization that uses project financing to implement our mission. This requires us to work efficiently and to invest in operational excellence.

In its current Strategic Plan period (2019 – 2022), SNV will more explicitly aim for systems change during project preparation and implementation - by strengthening institutions and kick-starting markets that help many more to escape poverty beyond our projects. We will continue to position ourselves as a premium organization, with decentralized management.

For more information on our operations in Burundi and SNV generally visit our website: www.snv.org

2. Assignment Scope and Objective

SNV seeks to undertake an in-depth market study of the energy sector in Burundi. The national market study aims to assess the status and outlook of the energy access off-grid solar and clean cooking market segments (including clean cooking, off-grid solar, e-mobility, mini-grids, and small-grid connected generation) to provide insights on:

- Key trends and sector priorities in clean energy access (based on Government plans, ongoing or planned initiatives by development actors, needs of the target groups, among other local dynamics). Further, make recommendations on the high potential areas for SNV’s focus including market segments, technology focus, and target users per market section and technology type.
- limits to responding to market demand in energy
- Barriers or challenges limiting the development of the off-grid sector.
- Opportunities and market development interventions adapted to the local context
- Recommended best practices from the region/other countries for replication in Burundi including technology solutions, business models, and intervention approaches.

The market study outcomes will be used externally to inform development actors working or planning to work in Burundi, and internally by SNV to design and implement the most appropriate interventions to enhance access to energy services for households, businesses, and institutions.

The specific objectives will include:

- Understand current energy access status and trends, and the future national plans by the Government (National and Sub-national levels), and development partners. Also, identify the geographic distribution including the unserved and underserved markets and segments.
- Understand the current scope and potential of clean cooking technologies and fuels (biomass and non-biomass), including improved cook stoves (ICS). The scope includes locally produced stoves, stoves produced in an industrial setting, and higher-tier cooking solutions including Biogas, Ethanol, and Electric Cooking (Induction Stoves and Electric Pressure Cookers).
- Understand the current scope and potential of off-grid electrification technologies including solar lanterns, solar-powered multi-light systems, multi-functional solar home systems, and off-grid solar appliances. This includes plug-and-play and component-based systems, and the energy access scope includes stand-alone solutions and solar/hybrid mini-grids. Further, this will include the productive use of renewable energy in agri-food, water, and any other priority sector in the target country.
- Identify the supply and distribution landscape covering off-grid electrification and clean cooking and assess the current business models and barriers or challenges to scale local distribution.
- understanding high energy demand sectors....
- Identify the target off-grid solar and clean cooking user groups per technology type, including individuals, businesses, and institutions. Further, understand the challenges or barriers to energy access and adoption, and assess the drivers and enablers to enhance uptake.
- Understand the existing quality assurance mechanisms offered by the manufacturers and their distribution partners including product testing and certification, product warranties, sales and after-sales support including technical assistance, user training (operation and maintenance), availability of spares, and product repair service. This includes the local technical capacities to support the users including the availability of solar technicians and stove artisans at the last-mile level.
- Understand the current policy, standards, and regulatory environment, and assess the gaps and challenges to enhance the enabling business environment.
- Understand the current financing landscape and identify the finance/credit providers including commercial banks, microfinance institutions, PAYGO service providers, and other rural credit providers or lending models. Further, understand the measures to deal with the local currency risks.
- Identify and map the key actors along the energy access value chain including but not limited to government, industry associations, testing and certification bodies, knowledge and training institutions, suppliers (manufacturers and their national or regional distribution partners), and development partners, among others.
- Identify the existing donor initiatives, and strategic development partners per technology, and assess SNV's competitive landscape and potential to partner/collaborate with the existing initiatives.

3. Proposed Methodology

As part of the application process, the consultant will propose the most appropriate methodological approach to ensure a comprehensive market assessment. However, the proposed approach will be subject to discussion and refinement during the inception phase and the final agreed-upon version will be included in the inception report.

The study will be based on primary and secondary data sources, and include qualitative and quantitative methods, therefore, the methodology will involve a mix of desk and fieldwork. The consultant will propose the sampling process that will be used to select the representative areas/locations of the

targeted regions where the substantive part of the study will be carried out. The sample size and data collected from the sampled areas should be representative to allow generalization of the findings.

The study will incorporate the following steps:

- A. Desk study: Review of relevant literature and knowledge bases.
 - a) Review relevant sector studies and publications in Burundi (published within the last five years) including national statistics.
 - b) Review relevant sector studies and publications in the region/other countries or international level, done within the last five years (priority on countries identified as the largest off-grid energy markets in the region).
- B. Stakeholder Engagement using participatory and consultative approaches.
 - a) Interviews with selected categories of key informants.
 - b) Surveys targeting potential users/customers (households, small businesses, and institutions).
 - c) Focus group discussions with selected categories of users/customers.
 - d) Field visits targeting case studies or sample areas.
- C. Analysis and recommendations to address the objectives and informational needs outlined in section 2 (above).

4. Deliverables

- A. Inception report: The inception phase will involve a review of key documents, a stakeholder consultative forum to inform focus areas, and initial meetings with SNV to agree on the final design and implementation plan. The deliverable will be an inception report that will include the final detailed scope of the work, methodology, milestones and deliverables, team composition and roles, work plan, budget, and tools for data collection, analysis, and reporting. Additionally, it will include an outline of the report structure. The final inception report will be subject to formal approval by SNV.
- B. Market study report: Prepare draft and final market study report presenting an analysis of the outcomes and recommendations including snapshots of the proposed interventions. The final report will incorporate all review comments from SNV and partners and will be subject to formal approval by SNV.
- C. Technology and supplier catalogue: Details on technologies currently available in Burundi and the proposed technologies (suitable for introduction to Burundi) based on learnings from other countries in the region. The listed technologies will include details of key manufacturers, producers, and distributors.
- D. Working papers: including a list of actors consulted, meeting minutes, field reports, list and sources of documents/literature reviewed, and final version of quantitative data sets (raw and clean datasets).

5. Assignment Duration

This assignment is expected to take **40 working days**.

6. Application Requirements and Assessment Criteria

Technical evaluation will precede financial considerations. Interested consultants are requested to submit their proposals which should contain the following:

- A. Technical Evaluation (70%)
 - Interpretation and understanding of the terms of reference,
 - Capability statement demonstrating qualifications (academic and professional) and relevant experience including profile/s of the consultant/team members that will be involved (CVs to be provided as an attachment to the proposal),
 - The proposed methodology and approach including the sampling strategy.

- At least three references of other clients for which similar review assignments were undertaken with contact information for each.
- Workplan outlining the major activities, key milestones, and schedule,
- Proposed outline of the final report.

B. Financial proposal (30%)

Must include all costs and applicable taxes. The proposed budget should be in local currency for Burundians consultants or in USD for foreign consultants. The budget should be supported with sufficient detail to allow a detailed review of the proposed costs. Therefore, the financial proposal should at least contain:

- Professional fees - Budget lines for each proposed expert with the estimated time input and daily rates.
- Indirect activity costs - Line items and unit rates for meetings, field travel transport, and accommodation, among other applicable costs.
- Proposed milestone-based schedule of payments.

7. Requirements for Consultant(s)

A single or a team of consultants can apply for this consultancy. The consultant/s will have the responsibility for conducting the evaluation and writing the reports, therefore, the consultant(s) must meet the following conditions:

- Applicant can be based in Rwanda or any other country in the region. The selected consultant/s will be subject to a due diligence process including the applicable legal/regulatory compliance.
- This assignment is to be executed by a qualified expert or team of experts (at least MSc level for a single consultant or the team lead) with the requisite knowledge, skills, and experience including quantitative and qualitative methods, and participatory tools.
- Proven track record and experience in similar assignments (minimum 5 years of experience)
- Experience in the energy sector and regional development dynamics. In addition, knowledge and experience in energy nexus with the other development sectors will be an added advantage.
- Experience working with development projects and programmes including a track record of assignments undertaken in Burundi.
- Excellent analytical and report-writing skills.
- A demonstrated high level of professionalism including the ability to work independently and comply with deadlines.
- Strong interpersonal and communication skills.
- Excellent spoken and written English.

In addition, the consultant(s) will agree to (a) comply with SNV's Code of Conduct, (b) comply with data protection policies, (c) declare availability during the entire implementation period, (d) ensure the overall quality and timely delivery of the assignment, and (e.) declare any links to SNV staff or any other conflict of interest related to the execution of this assignment.

8. How to apply

Interested consultants (firm/individual) are required to submit their application (separate technical and financial proposals) to the following email address: burundi@snv.org no later than **December 11, 2024**, with the subject line "Consultancy to undertake an energy sector market status study for SNV in Burundi". Late submissions will not be considered. Only shortlisted consultants will be contacted for further consideration.