

Terms of Reference

Analysis of economic and commercial activities in areas for deployment mini-grids

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.

In this context, SNV has identified several potential locations in the province of Tete in the following districts: Macanga, Chifunde, Maravia and Zumbo.



During visits to the project areas, we identified existing and potential economic and productive activities that could be developed once mini-grid energy production systems are installed.

The development of productive uses related to energy becomes an essential condition for the implementation of mini grids. This Terms of Reference describes the scope of work and deliverables.

Scope of work:

The main objective of the mission is to identify productive activities in the four identified districts, namely in the identified rural areas where the mini grids would be installed.

Identification of economic activities

Activity – Identification of productive and economic activities in the districts, including existing and potential planned activities. In coordination with the +SOL program team at SNV, the service provider would carry out the following activities:

1. Identification of existing and potential economic and productive activities in the districts in the primary, secondary, and tertiary sectors, including quantification of the business volume of these activities as well as analysis of possible developments with the introduction of a reliable and functional 24/7 energy source namely. Some of the information required will be:

- Investment level
- Job creation (direct, indirect)
- Market type: local, national, export
- Positioning in the value chain

2. Geographic location (for integration into our visualization platform) of these activities and companies (existing and potential)

3. Describe entry barriers

- Climatic (temporality of activities, natural disasters)
- Administrative (permits, licenses, taxes)
- Financial (access to financing, microcredits)
- Access to other markets

Format:

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

Deliverables:

- Excel database including all relevant data

- Word report of the activities, including details of the businesses and projects (no more than 10 pages per district)
- Geolocation data of existing businesses (production, processing, marketing) in a format usable for a GIS tool.
- Power Point PPT presentation with the main data from the report and analysis.

Timeline

8 weeks from contract signature

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. License “Licença Início das actividades”, (mandatory)
2. “Alvará” (mandatory)
3. NUIT (mandatory)
4. Clearance from the Tax Authority, Social Security (INSS), and the Judicial Court” “Quitacao de Finanças, INSS, e do Tribunal Judicial” (mandatory)

Technical documents

1. **Portfolio of Past Projects:** Documentation of previous similar projects to demonstrate relevant experience (mandatory) on market intelligence and market studies for economic activities, including data collection, GIS tools and analytics, maximum 20pages.
2. Key Personnel Resumes, maximum 5 pages (mandatory).

Financial proposal

The Budget must be detailed of costs for delivery of the assignment (including travel, events, materials and other costs including all relevant taxes: IVA and withholding taxes as applicable).

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, 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 and other costs including all relevant taxes: IVA and withholding taxes as applicable)	10
	Proposed Price per district/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 8 weeks 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 September 28th 11h59PM Maputo time, through e-mail: mozbid@snv.org ; subject: "Tender-18 SNV +SOL Project-Analysis of economic and commercial activities".

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.