

# CALL FOR SUBMISSION OF CVs

## *Demand Side Subsidies for productive Use of Energy Consultancy*

SNV Global Contracting & Procurement Department



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## Disclaimer

The Request for Proposal does not constitute a commitment to contract on the part of SNV, which reserves the right not to accept any Offer submitted or to accept an Offer in whole or in part.

We do not appreciate third-party mediation based on this request.

If applicable, SNV will award the contract once the Offer has been accepted, after, where applicable, negotiations with the Supplier.

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## Part 1 - Introduction

The overall objective of this assignment is “to focus on increasing energy access by tackling end user affordability as one of the broad set of interventions required in the ecosystem. More specifically unpacking a suite of demand-side subsidies that support the uptake and adoption of productive use of energy (PUE) solutions from the end user perspective.

### SNV

Stichting SNV Nederlandse Ontwikkelings Organisatie, (hereinafter referred to as “**SNV Netherlands Development Organisation**” or “**SNV**”) is a not-for-profit international development organisation, that applies practical know-how to make a lasting difference in the lives of people living in poverty. SNV is established as a Foundation (*Stichting*) in The Netherlands. We use our extensive and long-term in-country presence to apply and adapt our expertise in agriculture, energy, and Water to local contexts. SNV has over 1,600 staff members in more than 20 countries in The Netherlands, Asia, and Africa. SNV depends 100% on projects. This requires us to work efficiently and to deliver impact at scale. SNV Annual turnover is around €130M-€140M.

### Background

SNV’s mission is to support people to lead equitable and sustainable lives via transforming agri-food, energy and water

systems through strengthened capacities and partnerships. To do so, we need to address systemic issues that trap people into poverty and marginalization. Access to modern energy is a pre-requisite for socio-economic development. Yet, over 750 million people continued to live without electricity access in 2019 and many more had to contend with unreliable supply. The consequent economic and social cost is significant and a key argument for mobilizing urgent action.

Decentralized renewable energy solutions promise to play an essential role in reaching universal energy access. Improvements in livelihoods in a manner that leads to stable incomes when designed with the understanding of local contexts (social, cultural, and environmental) is a pathway out of poverty and towards long-term social security for billions of people globally.

### SNV Requirement

Using a sustainable energy market approach, SNV seeks to find ways of addressing supply, demand and enabling environment structures and dynamics to sustain access to services and income generation over time and grow them further. Achieving this transformative change requires greater efforts than simply deploying decentralized systems or delivering units of electricity. It requires investing in an ecosystem that positions the diversity of people’s livelihoods (rather than technological solutions) at the centre of energy access efforts, and delivers tailored energy solutions, financing, capacity and skills, market access, and policy support to realize the full benefits of decentralized renewable energy. Building on SNV’s track record of agri-food and water

sector programs, SNV energy sector seeks to undertake more programming at the intersection of agri-food and therefore enable an organisation and sector-wide effective program design lens for productive use of energy interventions.

While many parts of the ecosystem are essential, access to finance remains a critical lever to design and deployment. Catalyzing financing for energy access includes a range of stakeholders all the way from informal community savings-credit channels, Micro Finance Institutions (MFIs), Cooperatives, to commercial banks, development banks, bilateral and multilateral agencies, impact investors and private philanthropies at the national and international level. Demand side subsidies have been used as a common tool to lessen the credit risk burden in the roll out of solutions. However typically these subsidies are limited to reducing the cost of the system. Given the complexity of productive use of energy applications it is important to broaden up the scope of demand side subsidies to explore a range of options beyond simply reducing the price of the system.

## Part 2 – Terms of Reference (TOR)

### Assignment objectives

1. Mapping demand side subsidy instruments: in productive use of energy programs (within SNV and externally) to arrive at scope of definition and suite of options currently available.
2. Defining complementarity: where programs with supply side support are also layered with appropriate demand side subsidies that lead to sustained uptake and use by the end user.
3. Capturing elements: of demand side ecosystem that needs to be considered in existing or planned fund facilities within SNV.
4. Making actionable recommendations: for SNV interventions to include a spectrum of demand side subsidies based on factors such as stage of technology or ecosystem maturity, delivery model etc.

### Assignment outputs and activities

#### Assignment Activities: ~ 60-days level of effort within 4 months

The consultant will work closely with the SNV energy team to deliver the tasks at hand. Specific tasks will be divided between the consultant and selected colleagues. Bi-weekly progress will be reviewed, and priorities will be set till completion of the assignment in 4 months.

The consultant is envisaged to lead on the following activities:

1. Develop a 4-month assignment workplan that includes a kick off meeting, updated proposal with methodology and interim meeting points for co-creation and feedback.
2. Engage in research gathering methodologies that includes not just desk research but also consultative interviews with stakeholders.
3. Landscape analysis, with a focus not only on best practices but also limitations of existing demand side subsidy programs within SNV and other key stakeholders (ex. EnDev, CLASP & Nithio PUE Facility, ESMAP's End User Subsidy Lab, SELCO Foundation, amongst others).
4. Conduct a problem analysis on key areas of support for end users to increase adoption of PUE interventions.
5. Conduct a solution-oriented analysis to determine a range of best practice demand side subsidy support based on but not limited to needs, delivery models, technology innovation stage, amongst others.
6. Outlining pathways for support required at ecosystem level to enable demand side subsidies but that is not directly targeted to end users. For ex. Capacitating local NGOs for demand activation, skill building for microenterprises, policy advocacy, capacitation of financial institutions/credit

channels, transaction costs associated with remote areas, incubation/acceleration support for tech developers/suppliers etc.

7. The consultant will be supported by GTA, Off-Grid Electrification to:
  - a. Arrange for interviews with SNV staff where required.
  - b. Provide timely feedback on reports.
  - c. Work alongside the communications team to develop an external dissemination plan.

Depending on progress in these areas, the above work package might further evolve organically. Specific work items may thus be changed in function of need.

### Assignment output

The deliverable for this work will be:

- A 12–15-page synthesis report for a “Demand Side Subsidy Facility for Productive Use of Energy via An Ecosystems Approach”.
- A long-form well-elaborated slide deck.

### Notes:

The work to be conducted by the consultant will be supported and backstopped by the **Global Technical Advisor- Off Grid Electrification**.



## Part 3 - Instructions to Applicants

**SNV** invites interested applicants to submit their **Curriculum Vitae** highlighting most relevant experience in the context of the TORs, activities, and deliverables or outputs; enclosed the **Methodological Approach** for this assignment.

The following outline conditions that consultants shall be taking into account before any application:

- 1. Curriculum Vitae format:** Applicants are free to use their own format. The CV of the consultant has to show essential characteristics of the knowledge, relevant professional experience in similar works and skills. We appreciate it includes at least one professional reference who refers preferable to 2 selected relevant and recent assignments. Nonetheless, references checks would be performed to the preselected candidates only.
- 2. Consultant's Methodological Approach Presentation:** Applicants are free to use their own format.
- 3. Document language:** English language.
- 4. Complete presentation or additional information:** any consultant or consultancy firm or agency is free to present a complete consultancy proposal adding relevant information to the two (2) documents above required adding value to the application or assignment, we appreciate the effort involved. Nonetheless, we focus on the selection provider based on the evaluation of the Methodological Approach, level of knowledge and professional experience related specifically to this assignment of the

consultant(s) evaluated in the interview sessions as well.

- 5. Offer duration:** The offer will have a minimum validation period of 90 days.  
  
However, if necessary, SNV may ask to the Applicants to extend the validity period for their offers. Applicants have the right to refuse to extend the validity of their proposals.
- 6. Consultant conditions:** The consultant(s) listed must be available for the assignment, and the consultant(s) may not subcontract any portion of the work.
- 7. Assignment contract duration:** It is expected the assignment will take no more than twenty (60) working days developed in no more than 4 months.

### Timeline of the Request for Proposal

At any time before the deadline submission of the proposals, SNV may modify the request for proposal by any means of amendment. Any amendment is communicated to the Suppliers by any means.

If you believe that you or your organization has the required credentials as outlined profile, we invite you to apply by sending your application. SNV reserves the right to reject outright any applications that do not meet the application requirements described in this document. Because of time constraints, it might not be provided individual feedbacks to the applicants.

The table below provides a summary of the timelines with tentative deadlines:



| Activity                                  | Deadline               |
|---|------------------------|
| Call for submission of CVs release date   | 09 Mar 2023            |
| Answering additional questions            | 09-24 Mar 2023         |
| Deadline for submission of applications   | 30 Mar 2023            |
| Communication to shortlisted candidates   | 10 Apr 2023            |
| Interviews with the shortlisted candidate | Between 11-20 Apr 2023 |
| Communication to selected candidate       | 21/24 Apr 2023         |
| Start date selected consultant            | 25/26 Apr 2023         |

### Data Protection

It is understood and agreed that the data on prospective applicants will be used by SNV in determining, according to its sole judgment and discretion, the qualifications of prospective applicants to perform in respect to the tender lots described by the client. It will be kept secure in line with SNV’s commitment to EU GDPR 2018, and only used for programming purposes. It will be destroyed after seven (7) years in line with data requirements.

### Additional inquiries

The contracting and procurement team will address any inquiry related to this sourcing process by email [globalprocurement@snv.org](mailto:globalprocurement@snv.org).

## Part 4 – Criteria evaluation

### Assessment process

Consultants can provide one expert or a team of key staff which should collectively have international experience in the current dialogue in end user financing and demand side subsidies, and poses the following desirable profile:

- 5-10 years of professional work experience in the development sector, holding a Masters' degree in a relevant discipline or any relevant experience;
- In-depth understanding and overview of the current dialogue in end user financing and demand side subsidies.
- Experience of working in roles related to the topic;
- Proven experience with knowledge development;
- Excellent analytical skills;
- Focus on quality, result-oriented;
- Excellent communication skills, orally as well as in writing;
- Fluency in English

Consultants or consultancies should present **CV(s)**, plus a tentative **methodological approach** at this stage.

The top-ranked consultants or firms above 80% of the maximum score related to technical evaluation (A + B criteria) detailed on the table 4.1. will

continue the process of evaluation to individual meetings (online) with a Procurement Committee to clarify or validate any information.

### Criteria for Contract Award

Consultants that passed the individual meeting will present their fees for the consultancy service. After final negotiations with potential consultants, SNV will award the consultancy contract to the consultant or consultancy that best fits primarily the technical requirement and secondly the consultancy fee.

Please see the **Criteria** section for further information about the components of evaluation.

## CRITERIA SCORE

The CV(s) should highlight the most relevant experience in the context of this document (incl. TOR aspects). The consultants who will perform the Service shall show essential characteristics of the knowledge, relevant professional experience in similar works, performance, conditions, and quality assurance mechanisms.

*SNV may ask for hard copies of certifications, diplomas, contracts, or other documents described on the Cover letters and CV(s) of the shortlisted Vendors or Consultants. NV may ask for hard copies of certifications, diplomas, contracts, or other documents described on the Cover letters and CV(s) of the shortlisted Vendors or Consultants.*

### I. Criteria

The technical evaluation will be running in two phases, firstly based on the professional experience and knowledge described on **CV(s)** and **Methodological Approach** related to the assignment, secondly completed by an online meeting session.

The financial evaluation will be scored based on the top-ranked consultants' financial offer as a part of the third evaluation phase.

**Table 4.1. Criteria**

| Item                           | Description  | Maximum Points |
|--------------------------------|--|----------------|
| A                              | CV of proposed consultant (evidence of knowledge and/or experience working with demand side subsidies for PUE) | 20             |
| B                              | Consultant's methodological approach   | 40             |
| C                              | Interview with SNV procurement panel for the consultant  | 40             |
| <b>Total Technical Scoring</b> |  | <b>100</b>     |
| D                              | Total consultant cost offer  | 100            |
| Total maximum scoring          |  | 200            |

### II. Consultancy Fee

The consultancy shall be performed within the longer time frame of 4 months, with a maximum as per the indicated level effort (60 working days).

For a selected non-NL-based consultant the fees shall exclude VAT, invoices will be VAT reverse charge. On the contrary, for a selected NL-based consultant the fees shall include VAT. Fees shall include the other charges.

Applicants may propose payment terms on their financial offers. We encourage the most important percentages can be paid in the middle or end of the assignment deliverables or outcome detailed (2 reports) above.

The total cost of the consultancy shall be presented in a separate file as follow at any currency by the Short-listed candidates only as follow:

| Currency | Fee per day | Total cost of the assignment <i>with a Level of Effort of 60 working days</i> |
|----------|-------------|---|
|----------|-------------|---|

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