REQUEST FOR PROPOSALS (RFP)

ASSESSMENT ON THE READINESS FOR WIDESPREAD ADOPTION OF ELECTRIC COOKING IN NEPAL

Summary
The United Nations Foundation’s Clean Cooking Alliance is accepting proposals for Assessment on the Readiness for Widespread Adoption of Electric Cooking in Nepal.

Recently, the Government of Nepal (GoN) announced the years 2018 to 2028 as the ‘Decade of Energy and Hydropower’ to realize the dream of ‘Prosperous Nepal, Happy Nepali.’ In line with the vision, the GoN has set specific targets in the energy sector. By 2022, the GoN intends to provide 100 percent electricity access for all in Nepal.¹ This Request for Proposals (RFP) will a) launch a comprehensive evaluation of Nepal’s electricity status as it relates to Nepal’s readiness for widespread adoption of electric cooking, and b) support the design of a strategic and evidence-based plan for transitioning to electric cooking in Nepal from an electricity generation, transmission, and distribution standpoint.

Background of Organization
The Clean Cooking Alliance works with a global network of partners to build an inclusive industry that makes clean cooking accessible to the three billion people who live each day without it. Established in 2010, the Alliance is driving consumer demand, mobilizing investment to build a pipeline of scalable businesses, and fostering an enabling environment that allows the sector to thrive. Clean cooking transforms lives by improving health, protecting the climate and the environment, empowering women, and helping families save time and money.

Objective
The Alliance is issuing this RFP to a) launch a comprehensive evaluation of Nepal’s electricity status as it relates to Nepal’s readiness for widespread adoption of electric cooking, and b) support the design of a strategic and evidence-based plan for transitioning to electric cooking in Nepal from an electricity generation, transmission, and distribution standpoint. This RFP is designed to support the GoN’s vision for electricity-based cooking in every household in Nepal. This RFP is the second in a series of clean cooking assessments planned to support the Alliance’s activities in Nepal. Applicants are eligible to apply to more than one RFP in this series.

Scope of Work and Deliverables
The GoN has prioritized energy access as a vital step to improve population welfare, economic prosperity, and energy sovereignty for the country. Recently, the GoN announced the years 2018 to 2028 as the ‘Decade of Energy and Hydropower’ to realize the dream of ‘Prosperous Nepal, Happy Nepali.’ In line with the vision, the GoN has set specific targets in the energy sector. By 2022, the GoN intends to provide 100 percent electricity access for all in Nepal. The government also plans to initiate an ‘electric stove in every household’ program.¹ To achieve these goals, the GoN plans to increase electricity generation through the installation of 5,000 MW of hydropower in five years and 15,000 MW in fifteen years.¹ The GoN also plans to strengthen the transmission and distribution systems in Nepal to ensure reliable and sustainable electricity access for all.² Meeting the targets set by the government requires effective planning, supportive policies, significant investments, and coordination among key stakeholders.

In Nepal, the Alliance has completed small-scale efforts to date, including a Health Demonstration Project in the Kavre region, and moving forward will be undertaking foundational research toward developing additional plans in Nepal. These plans will not only serve as the Alliance’s roadmap and strategy for long-term engagement in Nepal in the coming years, but it is also intended to highlight the roles of various stakeholders within the ecosystem, including where gaps exist, and new players may be needed. The Alliance will work with partners to conduct extensive foundational research throughout the country to create a strategy to build a strong cookstoves and fuels market in Nepal.

In support of developing additional plans in Nepal and the GoN’s vision for electricity-based cooking in every household in Nepal, suggested activities for the assessment of Nepal’s electricity status include but are not limited to the following:

1. **Generation of electricity in Nepal**
   - Compile information on the current status of power availability in the national grid system and the planned development and expansion of hydropower (large, small, and micro) projects (including each project’s location, size, estimated date of completion, etc.) to meet the GoN’s targeted increase of 5,000 MW of hydropower in five years and 15,000 MW in fifteen years; and
   - Identify the role played by off-grid renewables (e.g., solar, micro-grids, mini-grids) for electrification, especially in remote rural areas.

2. **Transmission and distribution of electricity in Nepal**
   - Assess and determine the timeline for the development and expansion of the transmission system network for the Integrated National Power System (INPS) necessary to accommodate the increase in electricity generation referenced above and their connection to the national grid system;
   - Assess and determine, at the rural municipality level, the current status and timeline for the expansion, maintenance, and upgrade of the distribution network, substations, and distribution transformers to distribute the power generated;
• Identify activities to ensure safe, reliable, and affordable electricity for in-country consumers using electric cooking; and
• Evaluate last mile electricity access in remote regions in Nepal as it pertains to electric cooking.

3. **Implication of electricity status in Nepal for clean cooking**

   • Assess the current and future capacity of the national grid system to support widespread and sustainable adoption of electric cooking in Nepal, given implied demand loads based on different types of electric cooking technologies (e.g., induction cooktops, electric resistance heat coils, electric glass-ceramic cooktops, etc.);
   • Assess the current and future capacity of off-grid systems to support electric cooking in remote areas in Nepal, given implied demand loads based on different types of electric cooking technologies;
   • Evaluate current and future feasibility status by region for electric cooking in Nepal as the national grid system is upgraded; and
   • Evaluate current household wiring, upgrades needed to support electric cooking, and cost per household to upgrade.

4. **Conducive environment for electric cooking**

   • Identify opportunities for creating a business-friendly environment for investment and entrepreneurship in the electric cooking sector;
   • Assess policies and regulations (e.g., consumer tariffs, import tax, subsidy, etc.) relevant to the promotion of electric cooking in Nepal; and
   • Identify key lessons-learned (technologies, policies, actions) by other countries which can support the widespread adoption of electric cooking in Nepal.

5. **Roles of different stakeholders**

   • Assess the current roles played by key stakeholders (private sector, development partners, funders, and government-federal, provincial, and local) in electricity generation, distribution, and usage especially in relation to electric cooking;
   • Evaluate key challenges and limitations faced by stakeholders, especially in relation to electric cooking;
   • Identify contributions from stakeholders for promoting electric cooking in both on- and off-grid areas; and
   • Identify opportunities to work with different sectors towards a common goal to support the widespread adoption of electric cooking in Nepal.

The selected firm will also provide recommendations on where further effort is needed based on existing information gaps (e.g., data collection, modeling work, etc.); highlight the roles of existing stakeholders, and describe where new players may be required; and define collaborative efforts needed in this sector. The selected firm will also use this work to guide where the Alliance should put further efforts (short-term and long-term) towards the widespread adoption of electric cooking in Nepal. The Alliance is aware that some of the activities listed above may not be possible due to the lack of information.
**Project Period of Performance**
This assessment is planned to begin in early June 2020 and take about three months to complete. The consultant will:
- Conduct desk research;
- Identify organizations, agencies, and individuals to interview, in coordination with the Alliance; and
- Conduct in-depth interviews with relevant national agencies, international and local partners, enterprises, and other key stakeholders in Nepal.

The following deliverables are expected throughout and at the end of the research period. All deliverables will be in English.
- Detailed workplan along with methodologies, clear timeline of activities, and budget to be delivered within ten business days of the start of the contract;
- Executive summary of the report in PowerPoint format; and
- Written report including all components detailed in the activity description and recommended steps towards the widespread adoption of electric cooking in Nepal.

**Technical Requirements**
Suggested activities for this RFP will be based on compilation and assessment of existing data, reports, interviews, and anecdotal evidence. No modeling effort is expected for this RFP.

**Timeline**

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<th>Date</th>
<th>Deliverable</th>
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<tr>
<td>4/9/2020</td>
<td>Proposals due</td>
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<tr>
<td>4/20/20-4/23/20</td>
<td>Virtual meetings/interview process</td>
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<tr>
<td>4/28/2020</td>
<td>Consultant(s) selected and notified via email</td>
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<tr>
<td>6/1/2020</td>
<td>Kickoff meeting with selected Consultant(s)</td>
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**Budget**
A detailed budget in US Dollars must be submitted with the proposal. The budget should include both pre-tax and net of tax values. The budget should include direct costs (Personnel, Fringe Benefits, Travel, Sub-Agreements, Equipment, Supplies, etc.), as well as indirect costs (overhead). For indirect costs, please indicate a list of expenses covered by the indirect rate. For all direct costs, please include assumptions that were made to arrive at line item costs (e.g. 2 trips @ $1,500/trip = $3,000 or 20 staff hours @ $40/hour = $800).

If a bid has a mathematical discrepancy, the Alliance may correct the discrepancy and notify the Consultant of the adjustment. In such circumstances, the Consultant may choose to withdraw their bid.
**Evaluation process**
The Clean Cooking Alliance will review all written proposals and may request a phone or in-person interview and/or updated submission to address questions or provide clarification. The Alliance will use the following criteria in our evaluation.

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<tr>
<th>Evaluation criteria</th>
<th>Score (1-5)</th>
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<td><strong>Approach:</strong> the analytical framework and methodology answering the project’s key questions and deliverables</td>
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<td><strong>Subject matter expertise:</strong> relevant experience in the electricity sector in Nepal</td>
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<td><strong>Project management:</strong> achievable action plan that will deliver the project on time and on budget</td>
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<td><strong>Capabilities and experience:</strong> demonstrated firm experience with similar projects</td>
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<td><strong>Cost:</strong> the proposed pricing is within budget</td>
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<td><strong>Value:</strong> the proposed pricing demonstrates a competitive price and good value for the money</td>
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**Intent and disclaimer**
This RFP is made with the intent to identify a Consultant to deliver results as described in this RFP. UNF/the Clean Cooking Alliance will rely on the Consultant’s representations to be truthful and as described. The Clean Cooking Alliance assumes it can be confident in the Consultant’s ability to deliver the product(s) and/or service(s) proposed in response to this RFP.

If the Clean Cooking Alliance amends the RFP, copies of any such amendments will be sent to all respondents to the proposal.

**Proposal Guidelines and Requirements**
- This RFP is open to multiple partners and is a competitive process.
- Proposals received after [4/9/20 at 11:59 pm EDT] will not be considered.
- The price provided should be in US dollars, and should contain both pre-tax and net of tax values. If the process excludes certain fees or charges, the applicant must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
- The Alliance prefers a single point of contact who manages deliverables. If the execution of work to be performed by the Consultant requires the hiring of subcontractors, the Consultant must clearly state this in the proposal. Subcontractors must be identified and the work they will perform must be defined. Subcontractors are subject to vetting and approval of UNF/the Alliance.
- The Alliance will not refuse a proposal based upon the use of subcontractors; however, we retain the right to refuse the sub-contractors you have selected.
- Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.
**Format for Proposals**
Proposals must include applicant signature as well as a signed declaration form. Proposals must include the full legal name of applicant, as well as legal formation and ownership structure (e.g. incorporation certification, tax status and ID, etc.).

**Contracting and Compliance**
The Alliance will negotiate contract terms upon selection. A copy of the contract terms and conditions will be provided upon selection. All contracts are subject to review by the UN Foundation’s Business Services and Budget Reporting team. The project will start upon the complete execution of the contract. The contract will outline terms and conditions, scope, budget, and applicable flow down terms. Selected recipient(s) must comply with Alliance, United Nations Foundation, and funder compliance requirements. The selected recipient(s) must also undergo detailed legal, financial, and commercial due diligence.

**Release**
The Consultant understands that the Clean Cooking Alliance has chosen to solicit an RFP for consulting services, and that the Consultant’s response does not guarantee that the Clean Cooking Alliance will enter into a new contract with the Consultant or continue any current contract(s) with the Consultant.

The Consultant agrees that Clean Cooking Alliance may, at its sole discretion:
- Amend or cancel the RFP, in whole or in part, at any time
- Extend the deadline for submitting responses
- Determine whether a response does or does not substantially comply with the requirements of the RFP
- Waive any minor irregularity, informality or nonconformance with the provisions or procedures of the RFP
- Negotiate with all Consultants UNF deems acceptable
- Issue multiple awards

This RFP is not an offer to contract. The Clean Cooking Alliance assumes no responsibility for Consultant’s cost to respond to this RFP. All responses become the property of the Clean Cooking Alliance.

The Consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The Consultant represents that it has responded to the RFP with complete honesty and accuracy. If facts provided in the Consultant’s response change, the Consultant agrees to supplement its response in writing with any deletions, additions, or changes within ten (10) days of the changes. The Consultant will do this, as necessary, throughout the selection process.

The Consultant understands it may receive proprietary and confidential information from the Clean Cooking Alliance during the RFP process (“Confidential Information”). The Consultant and the Alliance agree to not use Confidential Information for any purpose.
other than the Consultant’s participation in the RFP process, and to not reveal Confidential Information directly or indirectly to any other person, entity, or organization without the prior written consent of the other party. The Consultant and the Alliance further agree to exercise all reasonable precautions to maintain the proprietary and confidential nature of Confidential Information where it can best demonstrate its value and capacity to deliver ecosystem-wide, meaningful value.

**Grounds for Exclusion**
Material misrepresentations, including omissions, may disqualify the Consultant from a contract award.

Submissions will be rejected in the Clean Cooking Alliance’s sole discretion if it finds that the Consultant has engaged in any illegal or corrupt practices in connection with the award.

The Consultant will be excluded from participation for the reasons below. By submitting a proposal in response to the RFP, the Consultant confirms that none of the below circumstances apply:

- The Consultant is bankrupt or being wound up, is having their affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- The Consultant or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment.
- The Consultant has been found guilty of grave professional misconduct; proven by any means which the Alliance can justify.
- The Consultant has not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or within the United States of America, or those of the country where the contract is to be performed.
- The Consultant or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment.
- The Consultant makes use of child labor or forced labor and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

**Principal Point of Contact**
Questions should be sent by email to info@cleancookingalliance.org and agurung@cleancookingalliance.org by March 23, 2020. Responses will be posted to http://cleancookstoves.org/funding-opportunities/ by March 26, 2020.
Submission details
The application should be submitted as a PDF to the Alliance by email with the subject line “Electric Cooking in Nepal RFP Proposal – [Firm name]” to info@cleancookingalliance.org and agurung@cleancookingalliance.org no later than April 9, 2020, 11:59 pm EDT.