

REQUEST FOR PROPOSAL

TO:

Date of issue:	July 08,2024
RFP no.:	CSSP/RE/RFP24/001
Contract title:	Study to strengthen inclusive energy governance in Sindh
Closing date:	July 12, 2024
Contracting Authority:	Civil Society Support Program (CSSP) Contact person: Admin & Logistics Coordinator Tel: 0222102822 Email: procurement@cssp.org.pk

CIVIL SOCIETY SUPPORT PROGRAM INVITES YOU TO SUBMIT A PROPOSAL FOR STUDY TO STRENGTHEN INCLUSIVE ENERGY GOVERNANCE IN SINDH

Dear Sir/Madam,

The Service is required for conducting the Project Baseline Study of the Powering sustainable future in Sindh: Promoting just Energy Transition Initiative in Sindh project. Please find enclosed the following documents which constitute the Request for Proposal:

A – Instructions

- Annex 1: Terms of Reference
- Annex 2: Technical Proposal
- Annex 3: Financial Proposal
- Annex 4: Candidate Information
- Annex 4: General Terms and Conditions for Service Contracts
- Annex 5: Code of Conduct for Contractors

A. INSTRUCTIONS

In submitting a proposal the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his own conditions of services may be, which the Candidate hereby waives. The Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Proposal.

A.1. Scope of services

The Services required by the Contracting Authority are described in the Terms of Reference in Annex 1.

The Candidate shall offer the totality of the Services described in the Terms of Reference. Candidates offering only part of the required Services will be rejected.

A.2. Cost of proposal

The Candidate shall bear all costs associated with the preparation and submission of his proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

A.3. Eligibility and qualification requirements

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in article 33 of the General Terms and Conditions for Service Contracts.

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

Candidates are also requested to certify that they comply with the Code of Conduct for Contractors.

A.4. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information

A.5. Documents comprising the Request for Proposal

The Candidate shall complete and submit all the required Annexes having authorized person's signatures and stamp of the company.

In addition, the bidder must submit the following documents along with the proposal;

1. Detailed CV and cover letter specifying relevant experience
2. Samples of previous relevant work and reports produced
3. NTN/Tax certificates

The proposal and all correspondence and documents related to the Request for Proposal exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

A.6. Financial proposal

The Financial Proposal shall be presented as an amount in PKR in the Proposal Submission Form in Annex 2 (B).

Any sales tax applicable to the purchase of services shall be indicated separately in the proposal.

A.7. Candidate's proposed personnel

In the Organisation and Methodology Form, Annex 2 (A), the Candidate shall include the strategy and methodology for the assignment and will also provide details of the proposed trainers' team members, as and if required.

The Candidate whose proposal is accepted shall provide, if so requested by the Contracting Authority, copies of diplomas and employers' certificates or references proving the proposed trainers' education, and professional experience.

A.8. Validity

Proposals shall remain valid and open for acceptance for 30 days after the closing date.

A.9. Submission of proposals and closing date

Proposals must be submitted at the provided email address not later than the closing date specified on the front page.

A.10. Evaluation of Proposals

The evaluation method will be the quality and cost-based selection. A two-stage procedure shall be utilised in evaluating the Proposals; a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights of 60% for the Technical Proposal; and 40% for the offered price. Each proposal's overall score shall therefore be: $St \times 60\% + Sf \times 40\%$.

Technical evaluation

For the evaluation of the technical proposals, the Contracting Authority shall take the following criteria into consideration, with the indicated weights:

Technical evaluation		Maximum Points
1	Methodology (description of methodology to clearly address the criteria and content of the TORs and may detail what additional improvements / best practices the candidate can introduce while collecting and computing baseline values)	30
2	Candidate Qualifications (relevant qualifications, and length of relevant experience)	30
3	Conceptual clarity / understanding of the tasks as per TORs and well aligned with the objectives of assignment	20
4	Timeframe compliance/efficient time budgeting	20
Total Technical Score		100

Interviews

The Contracting Authority reserves the right to call to interview the Candidates having submitted proposals determined to be substantially responsive.

Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

$Sf = 100 \times Fm/F$, in which
 Sf is the financial score
 Fm is the lowest price and
 F is the price of the proposal under evaluation

Negotiations

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation to the terms and conditions of the Request for Proposal, but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the services or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

A.12. Award criteria

The Contracting Authority will award the Contract to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Proposal and which has obtained the highest overall score.

A.13. Signature and entry into force of the Contract

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidates in writing about the result of the evaluation process.

Within 3 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the successful Candidate will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful Candidate fails to sign and return the Contract within the days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful Candidate will have no claim whatsoever on the Contracting Authority.

A.14. Cancellation for convenience

The Contracting Authority may for its own convenience and without charge or liability cancel the procedure at any stage.

A.15. Data Protection and Privacy

The Contracting Authority may collect and process personnel data such as names, addresses, telephone numbers, email addresses, banking details and CVs. Such data will be used for the sole purpose of managing the procurement process and any subsequent Contract issued as a result of the procurement process, including transmission to bodies charged with monitoring and or inspecting procurement processes,, international and national law on data protection. Data may be stored for as long as a legitimate reason remains for its storage and up to a period of seven years.

Submission of any bid, proposal, quotation or offer and acceptance of any subsequent Purchase Order or Contract signifies the bidders consent to such data collection and its processing

The General Terms and Conditions provide reference to the specific rights, and regulations related to the data that is stored.

ANNEX 1: TERMS OF REFERENCE (TORS)

Activity title: Study to Strengthen Inclusive Energy Governance in Sindh

Project: Powering sustainable future in Sindh: Promoting just Energy Transition Initiative in Sindh

1. About Organization

The Civil Society Support Program (CSSP) is a non-profit civil society organization which emerged as a response to the challenges faced by the civil society of Pakistan with regards to the fight against poverty, social injustice, and governance issues. CSSP has been working in Pakistan since 2007 and has implemented projects on youth and socio-economic empowerment. The organization is registered under the Societies Registration Act of 1860 and has worked in Sindh, Punjab, Baluchistan and Khyber Pakhtunkhwa provinces of Pakistan.

2. Background of the Project

The Program “Powering sustainable future in Sindh: Promoting just Energy Transition Initiative” is being implemented in three districts of Sindh i.e. Thatta, Sukkur and Jamshoro. The ultimate goal is to facilitate and promote sustainable and inclusive Just Energy transition models in Sindh province. The Program’s long-term goal is to facilitate a just energy transition by forming a coalition of stakeholders across the province and helping to shape a policy and market environment that addresses the pressing challenges of climate change, energy poverty, and environmental degradation while also promoting social equity, economic growth, and environmental sustainability. The key focus is to bring sustainability and inclusivity into provincial Renewable Energy (RE) practices at various levels of the value chain. By integrating social, economic, and environmental considerations from the perspective of primary affectees, the project believes to create a balanced approach that benefits all stakeholders in the long run. The project’s vision aims at encouraging strong community engagement and participatory decision-making processes in Sindh based RE projects. Equally important is a dialogue channel that can help communication across stakeholder interests therefore district and provincial just energy alliances will be established thus creating a forum for collaboration with government agencies, private sector entities, civil society organizations, academia, and other stakeholders in driving this inclusive and sustainable energy model.

3. The Assignment:

CSSP aims to hire services of a consultant to conduct comprehensive study on the following items:

1. Analyze the energy policy and regulatory framework specific to Sindh, comparing it with the federal framework to pinpoint areas of overlap, inconsistency, or synergy and suggest appropriate roadmap to promote the JET in Sindh
2. Review the rolling out plan of SEPRAs and suggest appropriate policy inputs to facilitate and strengthen the rolling out process of SEPRAs along with its relevant rules, regulations, and policy frameworks etc.
3. Conduct a thorough review of national and international policies and best practices in energy commons, focusing on exemplary energy cooperatives and community-managed microgrids. Propose strategies to address challenges specific to Sindh/Pakistan, such as gender-responsive energy policies, promoting women’s entrepreneurship, generating employment for marginalized communities, and ensuring equitable distribution of benefits from transition projects, including distributed generation and mini-grid initiatives.

4. Rationale of the Assignment

The rationale of this assignment to garner support to the relevant departments of Sindh government in making SEPRa an effective body, to develop and implement inclusive policies/frameworks/regulations for the Just Energy Transition and promotion of Renewable Energy in the province. To optimize the energy regulatory environment in Sindh, ensuring alignment with national frameworks while addressing local needs and fostering sustainable energy practices, by conducting thorough analyses of existing regulatory frameworks, identifying gaps, and developing targeted recommendations for policy improvement and implementation. Additionally, to promote inclusivity, corporate social responsibility, and equitable benefit sharing within the renewable energy sector, thereby contributing to the socioeconomic development and environmental sustainability of Sindh.

5. Objectives of the Assignment

- A. Identify gaps and inconsistencies in Sindh's energy policies and regulatory framework compared to federal policy/regulatory frameworks, suggesting improvements to promote Just Energy Transition (JET) in Sindh.
- B. Assess regulatory needs of Sindh Energy Department and SEPRa, recommending policies/inputs to support sustainable energy practices, just energy transition and sector growth.
- C. Evaluate inclusivity and benefit sharing in Renewable Energy Projects' legal frameworks in Sindh, aiming for social and environmental sustainability and community engagement.
- D. Conduct a national/international literature review (of policies/best practices in JET) on energy commons, proposing strategies for Sindh/Pakistan, including gender-responsive policies, women's entrepreneurship, employment generation, and equitable benefit distribution from transition projects.

6. Key Deliverables of the Assignment

S No	Task/Activity
1	<p>A comprehensive report comprising of 5 chapters.</p> <p>Chapter#1: Analysis of the energy policy and regulatory frameworks in Sindh and federal level to identify overlaps, inconsistencies, or synergies and suggest improvements to promote JET</p> <p>Chapter#2: Analysis of regulatory needs of Sindh Energy Department and SEPRa and recommend policies/inputs to support JET & sector growth</p> <p>Chapter#3: Evaluation of inclusivity and benefit sharing in Renewable Energy Projects' legal frameworks in Sindh, aiming for social and environmental sustainability and community engagement.</p> <p>Chapter#4: Analysis of national and international policies and best practices being exercised in JET focused on energy commons. Propose JET promotion strategies including gender-responsive policies, women's entrepreneurship, employment generation, and equitable benefit distribution from transition projects.</p> <p>Chapter#5: Present Recommendations/Roadmap to promote JET in Sindh</p>
2	Consultative Meetings and a workshop with relevant departments/organizations.
3	Debriefing Workshop of Stakeholders after the finalization of the report

NOTE: (CSSP WOULD BEAR THE LOGISTICAL ARRANGEMENTS FOR THE WORKSHOP)

7. Methodology

The consultant would submit his/her methodology considering the above-mentioned rationale/assignment/objectives/deliverables with technical proposal. The proposed methodology should be internationally approved.

8. Duration of Assignment

The duration of assignment shall be for a period of **1.5 month**; starting from 15th July, 2024 and ending on August, 2024.

9. Payment Schedule:

- (a) 25 % of the contract fee shall be paid upon signing of the Contract.
- (b) 50 % of the contract fee shall be paid upon submission of the first draft of the report.
- (c) 25 % of the contract fee shall be paid upon conduction of Review workshop of stakeholders after the submission of final report.

10. Payment Terms

- a) The consultant will be offered a lump sum fee inclusive of all expenses
- b) The payments will be made in instalments based upon outputs/deliverables specified in the TORs and upon certification of satisfactory work as approved by CSSP.

11. Required Qualifications, Experience and Competencies

- Advanced degree (Masters or higher) in energy policy, regulatory affairs, public policy, environmental studies, law, or a related field.
- Extensive experience (10+ years) in energy policy analysis, regulatory frameworks, or related fields, preferably with a focus on renewable energy and sustainability.
- Proven track record of conducting policy gap analyses, needs assessments, and regulatory evaluations in the energy sector.
- Experience working with government agencies, regulatory bodies, or international organizations involved in energy policy development and implementation.
- Familiarity with the energy sector in Sindh, including knowledge of local energy policies, regulations, and stakeholders.
- Strong analytical skills and ability to conduct thorough reviews and assessments of complex regulatory frameworks and policies.
- Excellent communication skills, both written and verbal, with the ability to present findings and recommendations clearly and persuasively to diverse stakeholders.
- Knowledge of international best practices in renewable energy, sustainability, and corporate social responsibility would be advantageous.

Submission Details

- Interested individuals may submit/email their proposals at procurement@cssp.org.pk by or before July 12, 2024
- Only the EOI/proposal submitted on required templates will be accepted.
- In case of incomplete information, or missing any required document, the proposal will not be accepted.

ANNEX 2: TECHNICAL PROPOSAL

To be filled in by the candidates, in compliance with the following instructions:

1. Scope of Assignment / Rationale

Any comments on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the Contract. Detailed list of inputs, activities and outputs.

2. Strategy

An outline of the approach proposed for assignment implementation.

3. Proposed Methodology

(Mention approach and/or methodology that will be adopted to meet the demands of the TORs of the assignment. Also provide a breakdown of sub topics and reas to be covered in each training topic)

4. Key Deliverables

(Mention key deliverables of the assignment)

5. Work Plan

The Candidate shall include a workplan mentioning the key assignments and the timeframe against it.

ANNEX-3: FINANCIAL PROPOSAL

- a) The financial proposal shall specify/cover a lump-sum amount (including trainer fee, travel, accomodation, and other relevant expenses and/or costs for number of anticipated working days) which CSSP will be obligated to pay to the contractor upon successful completion of the consultancy assignment.
- b) The rates quoted must include all the applicable taxes (Services Tax and Income Tax).

S#	Activity description	Unit	Unit cost	Quantity	Total cost
Total expense					
Tax on services					
Total price incl. Taxes					

ANNEX 4: CANDIDATE INFORMATION

CANDIDATE INFORMATION	
Company/Candidate (legal name)	
CNIC	
D.O.B	
Postal address	
City	
Postal code	
NTN	
Phone no.	
Email	

REFERENCES			
<i>Provide at least three references (names, email and phone contacts) from previous clients where similar work has been conducted</i>			
Name of client	Type of contract	Contact name	Phone/ email

Include details of the experience and past performance on contracts of a similar nature within the past five years and information on other contracts in hand and/or future commitments including details of the actual and effective participation in each of such contracts, description of the Candidate’s assignments and periods of engagement. Additional documents can be attached to the above form.

The proposal is valid for a period of 30 days after the closing date in accordance with the article A.8. Validity.

After having read your Request for Proposal no. CSSP/RE/RFP24/001 for conducting Study to strengthen inclusive energy governance in Sindh, and after having examined the Request for Proposal, I/we hereby offer to execute and complete the services in conformity with all conditions in the Request for Proposal for the sum indicated in our financial proposal.

Further, I/we hereby:

- Accept, without restrictions, all the provisions in the Request for Proposal including the General Terms and Conditions for Service Contracts
- I/we hereby commit to perform all services described in the Terms of Reference, Annex 1
- Certify and attest compliance with eligibility criteria of article 33 of the General Terms and Conditions for Service.
- Certify and attest compliance with the Code of Conduct for Contractors in Annex 5.

The above declarations will become an integrated part of the Contract and misrepresentation will be regarded as grounds for termination.

Signature and stamp:

Signed by:

The Candidate

Name of the company:

Address:

Telephone no.

Email:

Name of contact person: