



## TERMS OF REFERENCE

### ICLEI – LOCAL GOVERNMENTS FOR SUSTAINABILITY - AFRICA

## ICLEI AFRICA SEEKS TO APPOINT A SERVICE PROVIDER TO DELIVER TRAINING ON ENERGY EFFICIENCY TO LOCAL GOVERNMENT OFFICIALS IN KENYA UNDER THE 100%RE PROJECT

Date issued: 07 September 2023

Bids due: 27 September 2023

Please indicate interest for submitting a bid and any queries by 13 September 2023 to allow for responses to be shared with all bidders.

Bids will still be accepted if interest is not indicated, but bidders must accept that they may not receive the responses to questions that other bidders may have received.

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference



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As part of the [100% Renewables Cities & Regions Roadmap \(100% RE\) project](#), [ICLEI Africa](#) seeks the services of a service provider with relevant credentials to design and implement capacity building workshops for local stakeholders within the identified needs of the 100% Renewables Cities and Regions Roadmap project in Kisumu County, Kenya.

### 1. Background

The **100% Renewables Cities & Regions Roadmap** project (100% RE) - funded by the German Federal Ministry for Economic Affairs and Climate Action (BMWK) through the International Climate Initiative (IKI) - is a global initiative supporting national and local level governments to promote the transition towards 100% renewable energy strategies in Kenya, Indonesia and Argentina. The 100% RE project works with cities (counties in Kenya's context) and regions in these focus countries to build a path for cities to develop and implement renewable energy projects, through the assessment of local renewable energy potential and project concepts, as well as the development of financeable projects.

The deep-dive cities in the three project countries receive focused attention, particularly on capacity building, development of a roadmap to identify pathways for expanding their renewable energy generation, and promotion of renewable energy policies and related strategies, with the goal of meeting local energy demands in households and industry through renewables by 2050. Other 'network cities' in the project countries benefit via experience sharing, capacity building, peer-learning, policy dialogues and recommendations.

As such, the activities of the 100%RE project are centered around the following work packages: 1) multi-level stakeholder engagement at the national level, 2) empowering local governments and key stakeholders, 3) developing strategies and action plans for renewable energy transition; 4) providing technical expertise to support the development of priority projects into financeable projects, and 5) consolidating methodologies, guidance and resources, with dissemination.

[ICLEI Africa](#) is leading the implementation of the 100%RE project in Kenya in 3 counties: Kisumu (deep-dive), Mombasa & Nakuru (network counties).

### 2. Training objectives and deliverables

As part of the project's objective to build the capacity of local government staff and equip them with relevant knowledge and skills needed to transition towards the use of renewable energy across all relevant sectors, a capacity needs assessment was recently conducted through a questionnaire. One of the main topics identified was on energy efficiency and management. As such, the objective of this assignment is for a service provider to develop and deliver a training on energy efficiency and energy management (see Table 1 for details).

The training will serve as direct support for the elaboration of Kisumu county's 100% renewable energy roadmap development, and therefore, must support a rich learning experience for relevant stakeholders.



### Training topic:

#### Energy efficiency and energy management in cities (counties)

### Rationale and scope:

The objective of this training is to enable county staff (from Kisumu, Nakuru and Mombasa) to have a better understanding of:

- what energy efficiency is, its importance and benefits, and how it could enable counties to meet their climate change and sustainable energy goals;
- linkages between energy efficiency, renewable energy and greenhouse gas (GHG) emissions;
- energy efficiency and conservation measures applicable within county facilities, e.g. buildings, street lighting, water supply, transport, transportation, clean cooking (utilising practical illustrations and/or case studies);
- energy audits: including types of energy audits, how to audit building systems and technologies, the energy auditing process, energy audit instruments, data collection and analysis;
- financial analysis of energy efficiency projects: including calculating energy savings and potential cost reductions, life-cycle costing and payback periods, evaluating return on investment (ROI);
- measurement and verification (M&V) and how cities can use results from this to make informed decisions and better policies;
- barriers and enablers for implementation of energy efficiency within counties;
- actions, incentives and/or policies that can be implemented at the county level to support the adoption of more energy efficient practices, including communication campaigns for target audiences;
- digitalisation and ‘smart’ options and their role and potential in ensuring improved energy efficiency (e.g. smart grids).

This training should focus on energy efficiency interventions in the following three sectors: **electricity, transportation and cooking.**

### Expected outcomes:

It is expected that the trainees should leave the training with a good understanding of the importance/relevance of energy efficiency in attaining 100%RE by 2050, and how to develop, finance, assess, monitor and implement energy efficient strategies, plans and projects within their county. Trainees will receive a certificate of completion upon training completion.

### Approach:

The service provider should make use of various forms of participatory methods for engagement during the training, as well as tools for assessment of training engagement and outcomes, such as quizzes and surveys.



**Number of participants and background:**

15 to 25 staff from departments of energy, environment and climate change in the 3 project counties, each with a minimum of a Bachelor’s degree in a relevant field.

**Duration of training:**

Three full-day in-person training sessions in Kisumu should be included in the delivery plan.

In order to meet the requirements of this Terms of Reference, the appointed service provider is expected to deliver the assignment in three phases as summarised below:

*Table 1: Overview of activities and deliverables of the assignment*

Phase	Activities	Deliverables	Indicative dates
<b>Phase I:</b> Inception Phase	<ul style="list-style-type: none"> <li>Participate in an inception meeting with project partners to discuss the objectives, scope and expected outcomes of the assignment. During this meeting, the service provider will be expected to deliver a short presentation on their proposed approach.</li> <li>Develop a short inception report, which at minimum should include any revisions resulting from the inception meeting, a monitoring and evaluation framework, as well as updated workplan and risk register.</li> <li>Draft a concept note and agenda for the training sessions. At a minimum, the concept note should outline the objective, scope of training, expected outcomes, duration per sub-topic, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Participate in inception meeting</li> <li>An inception report</li> <li>A concept note and agenda for the training sessions</li> </ul>	2 weeks (tentatively from early-October)
<b>Phase II:</b> Implementation phase	<ul style="list-style-type: none"> <li>Develop the required training material including presentation slides, detailed presentation notes, any learning aids/exercises/learning packs, evaluation forms, etc. and get approval from ICLEI Africa.</li> <li>Deliver 3 training sessions as per concept note, tailored to the Kenyan context. The training should be delivered in-person.</li> <li>Bi-weekly 1-hour meetings with via Zoom, Microsoft Teams or similar platform to track progress.</li> </ul>	<ul style="list-style-type: none"> <li>Training material and evaluation forms developed</li> <li>Training sessions conducted</li> <li>Participation at bi-weekly check-in meetings</li> </ul>	3 weeks (by mid-November)



Phase	Activities	Deliverables	Indicative dates
<b>Phase III:</b> Closing phase	<ul style="list-style-type: none"> <li>● Share final workshop materials (such as PowerPoint slides, word documents, infographics, links to websites, etc.) with ICLEI Africa for use by ICLEI Africa in other trainings where needed.</li> <li>● Prepare a close-out report including the evaluation of the feedback from participants, challenges, lessons learnt and recommendations for future training.</li> <li>● Participate and present in a close-out meeting with project partners to share challenges, lessons learnt and recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>● Close-out report</li> <li>● Participation in close-out meeting</li> </ul>	2 weeks (end November)

**Note:**

ICLEI Africa will be responsible for:

- All costs in relation to hosting the in-person training in Kisumu for the 3 days.
- Identifying and sending out invitations to the trainees.

### 3. Budget

The available budget for this piece of work is up to **6 000 Euros**, including staff time and travel costs for the service provider.

### 4. Service provider requirements

- Proposals may be submitted by an individual or a group of individuals, organisation or group of organisations (as a consortium).
- Experience working in Kenya, and extensive knowledge of the training topic in relation to Kenya, especially at the sub-national government level.
- Demonstrate relevant experience in completing similar training and capacity building projects in Africa, via proof of previous assignments and contactable references.
- Demonstrated skills in managing projects timeously and producing high quality outputs.
- The service provider must be able to travel and deliver the training in-person in Kisumu, Kenya

### 5. Evaluation criteria

Bids will be evaluated in response to:

Demonstrated understanding of the ToR and work required to deliver the assignment	10%
Proposed methodology	20%
Qualifications and skills of the experts in the service provider's team	20%
Demonstrated relevant experience of the service provider's team	30%
Detailed budget	10%
For South African based service providers, a BBEEE certificate must be presented.	10%



## 6. Submission timeline

Submission timelines are as follows:

- **07 September 2023:** Terms of Reference issued
- **13 September 2023:** Deadline for submission of expressions of interest and questions
- **19 September 2023:** Response to bidders' queries
- **27 September 2023:** Deadline for submission of proposals

## 7. Submission process

When submitting your application please include the following information:

- 1) A proposal, containing at minimum the following:
  - a) A summary of relevant experience of service provider
  - b) Proposed approach/methodology, including details on the scope and outcomes of the training
  - c) Workplan, including roles and responsibilities of the team to work on the assignment
  - d) Budget breakdown, in Euros, including travel costs, daily rates for the team, etc.
  - e) Potential risks and risk mitigation strategy
- 2) For South African-based service providers, provide proof of status:
  - a) If the service provider is based in South Africa, a B-BBEE certificate must be provided.
  - b) If the service provider is based in South Africa and has an annual turnover of less than R10 million and/or does not have a B-BBEE certificate, a completed and signed sworn affidavit must be provided.
- 3) Curriculum vitae of each key team member proposed for the assignment.
- 4) Company profile (if relevant).

Kindly submit your proposal, budget, and supporting documents to Ms. Carine Buma at [carine.buma@iclei.org](mailto:carine.buma@iclei.org) and copy Dr. Azizat Gbadegesin at [azizat.gbadegesin@iclei.org](mailto:azizat.gbadegesin@iclei.org).

Submissions should be made by **17:00 (SAST) on 27 September 2023**.

Please use the subject line: **'Service Provider: 100%RE Capacity Building Program'** when submitting your proposal.

If you have not heard from ICLEI Africa 3 months after submitting your application, kindly note that either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.

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- For more information on ICLEI Africa see: <http://africa.iclei.org/>
  - For more information on the 100% Renewables Cities and Regions Roadmap project see: <https://africa.iclei.org/project/towards-100-re/> and <https://renewablesroadmap.iclei.org/>