



## REQUEST FOR PROPOSALS (RFP)

**Title: Community Centric Projects in Minigrid host Communities - Share the Power Project**

### SUMMARY OF PROCUREMENT

With the support from the Nationale Postcode Lotterij, RMI's Share the Power Project aims to demonstrate the impact of community-centric design and interventions on minigrid projects, by implementing community centric projects with minigrid host-communities in Nigeria.

Through this RFP, RMI is seeking minigrid developer partners in Nigeria to support the design and implementation of community projects, leveraging partners' sector expertise and on-the-ground experiences. The services required under this project include:

- Recommend and confirm sites
- Co-develop detailed concept for community-centric projects
- Implement projects, including establishing community-centric structures, mechanisms, and community investment safeguards
- Carry out community engagement
- Monitor, evaluate and report on project progress and results

Interested tenderers are requested to **submit one application per project/site/community**. Multiple project proposals and multiple project proposals from one tenderer may be awarded the contract during this Request for Proposals.

### About RMI

RMI decarbonizes energy systems through rapid, market-based change in the world's most critical geographies to align with a 1.5°C future and address the climate crisis. We work with businesses, policymakers, communities, and other organizations to identify and scale energy system interventions that will cut greenhouse gas emissions at least 50% by 2030.

For nearly 40 years, RMI has utilized our unique techno-economic expertise and whole-systems thinking to both publish groundbreaking research and analysis. We bring together collaborations of rare reach, range, and expertise—creating unconventional partnerships and mobilizing action to drive change on the massive scale needed to combat the climate crisis.

## **About RMI's *Share the Power Project***

Nigeria's growing rural electrification and development efforts increasingly include minigrids as a key component. Minigrids—self-contained energy generation and distribution systems, which usually operate at the community scale—have the potential to dramatically improve rural livelihoods, economics, and productivity; drive health outcomes; and support a shift to cleaner energy. RMI's Africa Energy Program and the Nigerian Rural Electrification Agency (REA) have worked to promote minigrid cost reduction, sustainability, and scaling for the past several years.

However, electrification itself is necessary but insufficient to drive economic development. Accelerated energy access through minigrids requires a focus on ensuring that communities access the services they value—project design must therefore go beyond the energy system itself. Community participation during minigrid design and implementation, as well as the inclusion of community perceived opportunities for economic growth and increased productivity, is critical to improve system impact.

**With the support from the Nationale Postcode Lotterij, RMI's Share the Power project will develop 6–10 community projects in Nigeria to demonstrate the impact of community-centric measures on minigrid projects.** We seek to integrate some of these projects into Nigeria's existing minigrid programs, to support ongoing efforts while testing a unique and scalable community centric approach to increasing the development potential and financial sustainability of projects.

## **SCOPE OF WORK AND OUTPUT/DELIVERABLES**

Purpose of the community centric projects is to prove that community centric interventions in minigrid projects improves system performance whilst increasing social-economic development and empowerment of host-communities. The proposed projects will realize this win-win scenario through development and implementation of measures that will increase community's' sense of ownership and develop inclusive governance that will allows for the equitable distribution of benefits amongst community members.

The successful tenderer shall implement the project they propose together with the host-community and is responsible for the results and deliverables outlined in the proposal. For this RMI will provide one of two grant support packages outlined in the budget section of this Request for Proposal document.

Key activities, results and deliverables by the successful tenderer shall include:

- **Confirmation of Site**

The successful tenderer will scope and recommend sites for the community centric projects, providing demographic and minigrid project information to RMI. After confirmation of the site the successful tenderer shall secure the buy-in from the host-community via a letter of intent. RMI reserves the right to request for alternative sites from the successful tenderer.

**Result:** site selection

**Deliverable:** One Exclusivity Agreement for Minigrad Project, one Letter of Intent signed by community leadership/government.

- **Finalization of the concept for the community-centric project**

Building on the proposed approach outlined in the tender documents the successful tenderer shall prepare a detailed concept addressing relevant key aspects, such as:

- 1) Community ownership and/or co-ownership – to which degree does the community own the assets and how will the ownership be ensured beyond the tenure of the Share the Power project.
- 2) Governance structure – how and through which structure will the community be empowered in decision making concerning the assets and their utility.
- 3) Sharing of benefits – how is revenue, profit or utility shared amongst the community.
- 4) Gender Equity and Social Inclusion (GESI) – how is the approach ensuring GESI.
- 5) Structure to safeguard community investment – how will community investments be safeguarded from misappropriation. (e.g.: elite capture, conflict of interests, corruption...etc.)

The concepts shall be developed by the successful tenderer in cooperation with the host-community and reviewed by RMI.

**Result:** A shared vision of the community centric project amongst the successful tenderer, host-community and RMI.

**Deliverable:** One Concept note addressing the five key aspects above.

- **Develop a final version of the implementation plan**

Based on the finalized concept note, the successful tenderer shall update the implementation plan submitted in the tender, featuring the key activities, milestones, timelines, and responsibilities (RACI matrix).

**Result:** A shared vision on the key activities, timelines, and responsibilities by all involved parties.

**Deliverable:** One Implementation Plan.

- **Establishment of mechanisms and structures based on the community centric project concept note**

The successful tenderer and the host-community will work together on establishing the structures and mechanisms required to achieve project results. These include but are not limited to:

- Community ownership or co-ownership of assets structure
- Governance or Co-governance of assets, including the steering structure, mandates and processes

- Benefit sharing, including financial model
- GESI mainstreaming plan
- Mechanism to safeguarding community investments

**Result:** Structures and mechanism for the roll out of the community centric projects and interventions are in place.

**Proposed Deliverables<sup>1</sup>:** Proof of ownership – agreements, Governance Structure support documents – mandates, processes outlining governance, meeting minutes from first leadership convenings, Benefit Sharing – financial model, payments or development of community projects, GESI mainstreaming – GESI focal person, representation of women, youth and disadvantaged groups in the governance structure.

- **Establishment of structures to safeguard community investments**

The successful tenderer will establish safeguards (structures, principles and mechanism) to ensure that community investments or investments made on behalf of the community are used for the intended purposes, empowering the host-communities, driving local economic development and GESI. Structures and mechanisms can include but are not limited to: the formation of legal entities such as cooperatives or Special Purpose Vehicles (SPVs), measures to enhance transparency such as four-eyes principle to enforce checks and balances, regular publication of accumulated benefits, publishing announcements for positions in committees, regular controls from 3<sup>rd</sup> party councils, etc.

**Result:** Community investment is safe-guarded, and benefits from the investment are shared for the benefit of the community.

**Proposed Deliverable<sup>2</sup>:** Legal entity with community representation established, Publication of accumulated benefits, publication of election for positions of the governing structure...etc.

- **Community Engagement and technical backstopping**

The successful tenderer shall engage regularly with the host community to ensure that the project is implemented, and results are achieved. Further the successful tenderer shall facilitate site visits by RMI staff to the host-community and relevant stakeholders in the region.

**Result:** The community is aware of the project and its implications on the community's local economic development whilst the successful tenderer is aware of the host-community's state and immediate needs to make the project a success.

**Deliverable:** Quarterly reports on community centric project.

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<sup>1</sup> Due to the diverse nature of mechanism and structures that can be proposed, the deliverables for this activity will be negotiated and included in the contract.

<sup>2</sup> Due to the diverse nature of mechanism and structures that can be proposed, the deliverables for this activity will be negotiated and included in the contract.

- **Monitoring Evaluation and Learning (MEL)**

The successful tenderer shall support RMI’s MEL efforts by providing site-based staff and create awareness in the community to facilitate baseline and end-line evaluations. In addition to site specific evaluation support, the successful tenderer shall provide minigrid data and/or asset performance data (such as customer loads, solar generation, system utilization, etc.) which RMI will use to evaluate the project’s impact on minigrid performance.

**Result:** RMI has access to the necessary data required to measure the impact of community centric projects.

**Deliverables:** Minigrid and/or asset performance data, and data from community surveys.

- **Reporting**

To meet the reporting obligations the successful tenderer shall submit a quarterly progress report and an end of project report no later than 10 working days after the contract ends.

**Deliverables:** Quarterly report and final report of activity – contents to be decided.

### OUTPUT/DELIVERABLES TIMELINE

The following table lists the deliverables and milestones of the key activities described in the “Scope of Work” section. All deliverables or proof of achieving milestones will be subjected to RMI’s approval and will be deemed completed and/or achieved after all comments from RMI have been incorporated

<b>Deliverable number</b>	<b>Deliverable name</b>	<b>Milestone due dates</b>
1	Confirmation of community and site - One Letter of Intent signed by the host-community leadership, one exclusivity agreement with the community.	+1 Month after contract is signed
2	Project approach and concept is finalized - One Concept note addressing the 5 key aspects and one project implementation plan including activities, milestones, timeline and responsibilities.	+1.5Months after contract is signed
3	Community Centric Project Structures and Mechanism are established i.e. Proof of ownership – agreements, Governance Structure support documents – mandates, processes outlining governance, meeting minutes from first leadership convenings, Benefit Sharing – financial model, payments or development of community projects, GESI mainstreaming – GESI focal person, representation of women, youth and disadvantaged groups in the governance structure	+2.5 Months after signing the contract
4	Safeguarding mechanism with the respective structure is operational	+3 Months after signing of contract

5	MEL support has been provided <ul style="list-style-type: none"> <li>- Baseline: community survey forms submitted, asset performance data provided in excel format</li> <li>- End-line community survey forms submitted, asset performance data provided in excel format</li> </ul>	+2 Month after signing of contract +11 Months after signing of contract.
6	Quarterly Report Submitted	+3, +6, +9 month after signing of contract.
7	Final Report	+12.5 Months after contract signing.

**The minigrid or community assets (such as community owned Productive Use Assets) of the host-community must be operational within 4 months of signing the contract. “Proof of Mobilization “ is required to disburse the first payment of the CapEx grant.**

**Duration**

This is a **one-year limited term contract** expected to end on the **20<sup>th</sup> of October 2023**.

**BUDGET**

The maximum budget for the work under this contract will depend on the scope of the project:

- For community-centric minigrid development, the maximum budget is the amount to secure at least 15% community ownership or benefit sharing (e.g., profit sharing) of the minigrid project, or a maximum of USD 50,000 CapEx financing, whichever is lower. In addition, RMI will contribute up to 50%, or a maximum of USD 5,000, of project implementation expenses such as community engagement and site-based support costs. **The total maximum grant support for community-centric minigrid development project is USD 55,000 per project and site.**

**Please note: One application per Project/ Site**

- For minigrid-based community- or cooperative-led productive use projects, the maximum budget is USD 20,000 CapEx financing. In addition, RMI will reimburse to up to 50%, or a maximum of USD 5,000 for project implementation - such as community engagement, capacity development and site-based support costs. **The total maximum grant support for minigrid-based community-or cooperative-led productive use projects is USD 25,000 per project.**

**Please note: One application per Project/ Site**

The payment schedule will be tied to the deliverable timelines indicated above. For the CapEx financing indicated the RMI will make performance-based payments tied to deliverables as indicated below, upon written request from the successful tenderer. The reimbursement of site-based implementation

expenses will occur on a quarterly basis with a final reimbursement latest 15 days after the end of contract.

Payment #	Estimated Payment Date	Amount	Deliverables
1	+3.5 Months after contract signing	Reimbursement of Claimed Expenses 1 <sup>st</sup> Quarter	Upon submission of Quarterly Report, Receipts, Time-Sheets
2	+3.5 Months after signing of contract	80% of CapEx grant amount –(up to USD 40,000 OR Up to USD 16,000)	Upon submission and acceptance of Deliverable 1— Signed Letter of Intent 2— Finalized Project Concept Note 3— Established Community-Centric Project Structure and Mechanisms 4— Established Community Investment Safeguards <b>5 - Proof of Mobilization<sup>3</sup></b> and request letter for disbursement of 80% CapEx grant.
3	+6.5 Months after contract signing	Reimbursement of Claimed Expenses 2 <sup>nd</sup> Quarter	Upon submission of Quarterly Report, Receipts, Time-Sheets
4	+9.5 Months after contract signing	Reimbursement of Claimed Expenses 3 <sup>rd</sup> Quarter	Upon submission of Quarterly Report, Receipts, Time-Sheets
5	+13. Months after contract signing	Reimbursement of Claimed Expenses 4 <sup>th</sup> Quarter + 20% of CapEx grant amount (up to USD 10,000 OR up to USD 4000)	Upon submission of Final Report, Receipts, Time-Sheets and request letter for the disbursement of 20% CapEx grant.

## Expenses

The selected tenderer will be reimbursed up to a total of USD 5,000 for expenses incurred (such as travel expenses) for community engagement, logistics, communication, capacity development and site-based support, as the work under this contract requires. All requests for reimbursement must be accompanied by original receipts and submitted on a timely basis, no later than 15 days of the end date of this agreement. Allowable expenses will be based on RMI Travel and Expense Policy.

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<sup>3</sup> For projects that have not started construction (in case of minigrids) or equipment has not been installed, the applicant must provide proof of mobilization before CapEx funding will be disbursed. i.e. bank deposit, purchase orders, equipment receipts, outgoing payments for materials for minigrid or productive use assets.

## GUIDELINES FOR PROPOSAL SUBMISSION

### Minimum Requirements

Tenderers<sup>4</sup> must be able to demonstrate the experience and capacity in to perform the scope of work, particularly:

- Minimum of 2 years developing and/or operating rural electrification assets in Nigeria.
- Minimum of 2 rural community engagements, approaches and/or interventions.
- Minimum of **pre-qualification status** under the Results Based Grant of Rural Electrification Agency's National Electrification Program.
- Minimum annual turn-over of N20 million in the last fiscal year.

### Preferred composition and preferred qualifications of core team overseeing the project:

#### Project Manager/Project Lead

- Masters' degree in Business, Electrical Engineering or any related field with 5 years professional experience.
- 3 years of professional experience in managing off-grid projects preferable in Nigeria
- 2 years of professional experience in negotiating with rural communities in Nigeria.
- Know-how on gender equity and social inclusion approaches

#### Electrical Engineer

- Masters' degree in electrical engineering (or relevant field) and 4 years of experience OR Bachelors' degree and 6 years of work experience
- 3 years of experience in designing and installation off-grid renewable electrification solutions above 20kW in Nigeria.

#### Community Outreach Officer/Agent

- Bachelors' degree in sociology, development studies, business, or relevant field
- 4 years professional experience in community/customer engagement
- 2 years professional experience in applying approaches to fostering Gender Equity and Social Inclusion

#### Financial Administration

- Bachelor's degree in accounting or business with 4 years professional experience

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<sup>4</sup> In case of consortia, the minimum requirements can be met by aggregating each aspect.



## Proposal Content

Tenderers should submit:

- A statement of interest that includes a description of how the above Requirements are met
- *A concept note describing the following:*
  - *Company Profile*
  - *Proposed community-centric approach and interventions that will be implemented with the host community, and expected results*
  - *Proposed implementation framework, including key activities, milestones and timeline, following the provided template in Annex 1*
  - *Proposed host-community along with a brief introduction (demographics, location, economic activities, ...etc.)*
  - *Estimated minigrid or productive use project cost, financial structuring, and if available, minigrid system sizing*
- *A copy of the company registration document with the Corporate Affairs Commission in Nigeria*
- *A copy of the most recent Tax Clearance Certificate*
- *Tenderer's official name, address, and contact information*
- *Name, position, address, and contact information of person who is authorized to make decisions or represent the tenderer incl. Power of Attorney for authorized person*
- *An initial outline of proposed individual/team involved, and CVs of core team*
- *Examples of and references for similar work incl. community engagement.*
- *Budget broken down by cost category to support financial proposal*

Proposals, including all supporting documents, should be written in English and financial information should be provided in USD. Supporting documents may be in another language, provided they are accompanied by an accurate translation of the relevant passages in English.

RMI is aware that information contained in a proposal may indicate a tenderer's current operations and may be confidential. Therefore, RMI requests that any confidential information in a proposal be clearly identified as such and RMI will treat it as confidential.

All materials submitted with a proposal become property of RMI. RMI will have the right to use all ideas or adaptations of the ideas contained in the proposals received subject to clearly identified confidential or proprietary limitations. Disqualification of any proposal does not restrict or eliminate this right.

## RFP Process & Timeline

The following table outlines the procurement process and timeline

<b>Stage of Procurement</b>	<b>Date, Time, Time zone</b>
Request for Proposals released	19 <sup>th</sup> of August 2022
Deadline for questions	26 <sup>th</sup> of August 2022, 8pm West Africa Time
Questions answered by RMI	31 <sup>st</sup> of August 2022, 8pm West Africa Time
Proposal submission deadline	12 <sup>th</sup> of September 2022, 8 pm West Africa Time

Negotiations (if necessary) with tenderers expected by	23 <sup>rd</sup> of September 2022
Final tenderers selection expected by	30 <sup>th</sup> of September 2022
Contracting expected by	21 <sup>st</sup> of October 2022

All questions about this RFP must be received via electronic mail to the contact below. Answers to the questions will be shared with all parties who have asked questions or otherwise expressed interest.

All proposals must be sent via electronic mail to the same contact listed below by **12<sup>th</sup> of September 2022, 8pm West Africa Time.**

Sascha Flesch

Manager, Africa Energy Program

[sflesch@rmi.org](mailto:sflesch@rmi.org) and Cc Zihe Meng: [zmeng@rmi.org](mailto:zmeng@rmi.org)

When sending questions or submitting a proposal please use this electronic mail subject: *Share the Power Project RFP*

Please note that it is the tenderer's responsibility to ensure that the proposal and all other required documents are received by the closing date at the email address specified above. Proposals received after the time and date specified will not be reviewed or considered. Failure to provide any information requested in this RFP may result in rejection for non-responsiveness.

## EVALUATION AND SELECTION

### Evaluation Criteria

The following elements will be the primary considerations in evaluating proposals submitted in response to this RFP.

All tenderers must meet the Formal Criteria to be considered for a technical and financial evaluation by RMI. The percentage indicates the relative weights of the Technical and Financial criteria in the evaluation.

Formal Criteria:

- Completeness of proposal documents and submission by deadline
- Fulfilment of tenderer's minimum eligibility requirements (above)

Technical Criteria (80%):

- Innovation and concreteness of the proposed community-centric approach and interventions focusing on 5 key aspects (ownership, governance, sharing of benefits, GESI and Safeguards) mentioned in the scope of work (35%)
- Team composition, qualification and capacity of tenderer (20%)
- Experience with similar minigrid projects and track record in community engagement (15%)
- Proposed implementation framework and timeline (10%)

Financial Criteria (20%):

- Leverage ratio of RMI funds versus tenderer's direct project funds. (10%)
- Community's share of ownership or degree of benefit sharing attained through RMI's funds. (10%)

**Selection Process**

No proposal development costs shall be charged to RMI. All expenses are to be borne by the tenderers. RMI may award to the tenderer offering best value without discussions. However, RMI reserves the right to seek tenderer clarifications and to negotiate with those tenderers deemed to be within a competitive range.

RMI may, at its discretion and without explanation to the prospective tenderers, choose to discontinue this RFP without obligation to such prospective tenderers or make multiple awards under this RFP. Procurement contracts will not be awarded to tenderers debarred by the U.S. government or named on restricted parties lists. Any proposal may be rejected in whole or in part for good cause when in the best interests of RMI.

A proposal will be selected based on the evaluation of the RFP response, the interview results, any necessary vetting and due diligence, and the satisfactory outcome of financial negotiations. After the selected tenderer and RMI have entered into a contract for goods/services, RMI will notify the unsuccessful tenderers.

Any Tenderer who wishes to ascertain the grounds on which its proposal was not selected, should request explanation. The RMI procurement contact shall promptly provide in writing an explanation of why such proposal was not selected. Please note, if a tenderer requests a debriefing meeting, the Tenderer shall bear all their costs of attending such a debriefing meeting and the hourly rates of the RMI staff required for the meeting if significant expenses are incurred by RMI.

