



REQUEST FOR QUOTATIONS (RFQ)

Title: DER OFFICER CONTRACTOR AT IKEJA ELECTRIC DISTRIBUTION COMPANY TO ENABLE DER PILOT PROJECT IMPLEMENTATION IN NIGERIA

SUMMARY OF PROCUREMENT

For RMI's initiative on supporting utility-enabled DER pilots and scaling DER projects in Nigeria, a DER Officer is required at Ikeja Electric Distribution Company to support the activities through the implementation process for the first year.

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 Africa Energy Program's DER Pilot Support project

The project will demonstrate the sustainability of 4 to 5 interconnected mini-grids in Nigeria at several DisCo territories, illustrating how they can be scaled to more projects as part of a 3-year program to scale utility-enabled DERs being proposed by RMI. The DER Pilot Support project includes sub-granting and transaction support to developers, bid evaluation support for DisCos, DER team leaders or officers funded in each DisCo and monitoring and evaluation of the pilot projects.

SCOPE OF WORK AND OUTPUT/DELIVERABLES

The DER Officer will be embedded at Ikeja Electric (IE) for an initial period of 12 months, during which the selected contractor will be the focal point between IE and RMI for utility-enabled DERs. The DER Officer will work with the DER Team Leader who is already at IE. The primary objectives of the Work are:

- i. Facilitate and lead DisCo's effort of the execution of utility-enabled DER projects implemented by DER developers, with the support of the DER Team Leader
- ii. Develop a DER strategy that increases DisCo management's focus on the role of DERs in addressing DisCo's needs and opportunities, with the support of the DER Team Leader and



- iii. Demonstrate the feasibility of DERs through an evidence-based approach. Ultimately, the Work seeks to demonstrate the potential of DERs in addressing Nigeria’s power supply challenges and creating a pipeline of projects to achieve this.

This assignment will be implemented in tandem with activities that seek to create a market foundation for utility-enabled DERs in Nigeria.

The DER officer at IE shall be responsible for ensuring the delivery of all five Work Packages stipulated below, under the supervision of RMI. The DER Officer shall be required to periodically report on these Work Packages to RMI in line with the following:

- Bi-weekly meetings (remote and/or in-person when required)
- Monthly written reporting
- 6-month summary reporting
- 12-month summary reporting
- Site visit reports as required (including photographs)

The Work Packages are as follows:

- **Work Package 1: Facilitate the execution of GEAPP-funded DER pilot projects** and oversee their implementation, acting as a driving force to ensure the timely implementation of these projects. Some anticipated areas where the DER Officer will be playing a critical role are:
 - Visit project sites with and without RMI staff as appropriate, to oversee project progress and validate the work performed by DER developers. Site visits should also include team members from the area business unit to ensure they are aligned with the progress and impact of the project within their business district
 - Drive, in a timely fashion, the approval processes required by the DisCo related to trading point or point of common coupling (PCC), billing processes, approvals required by the DisCo technical team, and any other necessary DisCo’s approvals
 - Liaise with contractors, vendors, suppliers, and project developers as required to ensure alignment of project implementation
 - Work collaboratively with key internal stakeholders to understand their interests and to gain support for utility-enabled DER projects and their respective business models
- **Work Package 2: Develop a utility-enabled DER database, segmentation, and prioritization.**
 - Develop a database of suitable candidate utility-enabled DER sites across DisCo’s operational area for various business models by working closely with the various business unit.
 - Identify DER projects to constitute the next wave of projects for consideration by GEAPP (under an upcoming program)
 - Segment customers for specific DER business models
 - Collaborate and follow up with other DER/DisCo staff to aggregate DER projects into a unified system to simplify and streamline operations, including DisCo regional/area office managers and other decentralized DisCo staff on the field



- Review budgets developed by developers necessary to execute DER projects, while ensuring the financial sustainability of the project
- **Work Package 3: Establish a DER strategy, including a DER department unit, at IE.** Closely working with RMI, and the DER Team Leader at IE, the DER Officer will develop a DER strategy at the DisCo. The DER strategy shall include:
 - Research, develop, recommend and implement distributed energy resource solutions that make identified utility-enabled DER business models feasible and visible
 - Prioritize key business models for the DisCo territory
 - DER project targets by 2025 and 2030 in terms of installed capacity (MW) and annual generation (MWh)
 - Quantify the financial benefits for the DisCo as it relates to the 2025 and 2030 targets
 - Develop a DER investment plan (M\$) to meet the 2025 and 2030 targets identified
 - A plan to establish a DER unit/department at the DisCo, with gradual staffing requirements by 2025
- **Work Package 4: Drive and amplify the DER conversation within the DisCo,** business units and its senior management, constantly seeking to promote DERs and new opportunities, leveraging and being supported by RMI. Particularly for this work package the DER officer will be supported and closely work with the DER Team Leader. The following activities are expected:
 - Produce information briefs, presentations for constant awareness and buy-in from senior management
 - Knowledge transfer and raise/create awareness among DisCo's employees on DER benefits and advantages, including raising awareness on business models
 - Consolidate all past and current efforts/initiatives by DisCo to promote DERs. This will help identify project-specific execution gaps to inform new projects earmarked for implementation.
 - Provide technical support to DisCo's, customer services, marketing, and communications staff to ensure utility-enabled DER projects are well received and supported by customers and staff within the DisCo.
- **Work Package 5: Data collection.** Ensure a transparent, smooth data collection and acquisition process. This work package is broken into the following:
 - General data collection and acquisition. The DER Officer will be responsible for collecting required data internally at the DisCo through a methodical, smooth, and transparent way for RMI. Examples of data sets RMI may require are required investment for distribution network upgrades, customers and metering data, and feeder-level data on energy allocation and consumption, peak demand, and losses
 - Facilitate Monitoring Evaluation and Learning data collection and acquisition. For each DER pilot project, there will be a need to establish data-sharing processes before project commissioning. The DER Officer is expected to liaise and mobilize DisCo resources to facilitate the data acquisition on the DisCo side (electricity flowing into the DER project service area) as well as to provide inputs to RMI and the project on what KPIs and frequency or reporting are advisable.



Deliverables include:

- Periodic updates on DER pilot project status to RMI
- Database of all DisCo DER projects
- Database of feasible utility-enabled DER projects to be implemented under the second-wave of projects, categorized by business model and prioritized
- DisCo strategy document that captures:
 - DisCo's data collection system
 - DER implementation plan to achieve DisCos DER goal/objective
 - Roadmap and staffing needs for establishing DER unit/department
 - Marketing/promotion strategy for DERs
- Promote understanding of DERs within DisCo
 - Information briefs, power point presentations, Memo
 - Summary reports of knowledge transfer sessions
- DisCo data requested by RMI
- Monitoring and Evaluation plan for pilot projects

Duration

This is a limited term contract starting in February 2023 and lasting for 12 months.

GUIDELINES FOR APPLICATION SUBMISSION

The expert/consultant will possess the following skills and experience to cover the scope of work described above:

Minimum Qualifications

- A graduate degree in an applicable field such as engineering (mechanical, electrical, civil, energy), business (marketing, finance, international), economics, computer science, mathematics, physical or social sciences
- 2+ years of cumulative work experience in a DER-related power sector role and excellent work references.
- Experience working in sub-Saharan Africa on energy access, climate, and/or renewable energy topics.
- Experience in engaging stakeholders and managing stakeholder relationships, preferably in the energy sector.
- Exceptional and concise writing capabilities.
- Good presentation skills
- A high degree of professionalism, thoughtfulness, and respect across interpersonal interactions.
- Demonstrated initiative and accomplishment in previous work.



Preferred Qualifications:

- 2+ years of cumulative work experience with utilities
- Demonstrated experience delivering consulting solutions to utilities, DER services firms, DER technology firms, and public entities
- Demonstrated understanding of current Power market issues including utility economics, distribution-transmission infrastructure; value of solar; DER integration and valuation; alternative regulatory policies, and integrated grid technologies
- Experience in project management
- Experience in supporting fundraising activities and conducting business development for projects.
- Understanding of basic financial analysis and metrics (e.g., NPV, cash flows), energy analysis (e.g., LCOE), and their application to African energy issues.
- Experience working among diverse groups with varying perspectives and/or facilitating challenging conversations.
- Deep understanding of the electricity industry, including utility and regulatory models in Nigeria.
- Ability to stick with a problem through resolution but also knowing when to ask for help.
- Ability to listen actively, be diplomatic, and share knowledge and information well.
- Willingness to plunge into unfamiliar disciplines and take risks by exploring and testing new ideas.

Quotation Content

Applicants should submit:

- A statement of interest that includes a description of how the above requirements are met
- Applicant's CV including official name, address, and contact information

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

RFQ Process & Timeline

Stage of Procurement	Date, Time, Time zone
RFQ released	13 January 2023, 9am WAT
Deadline for questions	18 January 2023, 5pm WAT
Questions answered by RMI	20 January 2023, 5pm WAT
Application submission deadline	27 January 2023, 5pm WAT
Interviews with selected tenderers (if applicable)	1 February 2023, 5pm WAT
Final tenderer selection	3 February 2023, 5pm WAT



All questions about this RFQ 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 applications must be sent via electronic mail to the same contact listed below by 27 January 2023, 5pm WAT

Alberto Rodriguez

Manager

arodriguez@rmi.org

When sending questions or submitting an application please use this electronic mail subject: IE DER Officer RFQ

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

EVALUATION AND SELECTION

Evaluation Criteria

The following elements will be the primary considerations in evaluating quotations submitted in response to this RFQ.

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Selection Process

No quotation 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 RFQ without obligation to such prospective tenderers or make multiple awards under this RFQ. Procurement contracts will not be awarded to tenderers debarred by the U.S. government or named on restricted parties lists. Any quotation may be rejected in whole or in part for good cause when in the best interests of RMI.

A quotation will be selected based on the evaluation of the RFQ 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 quotation was not selected, should request explanation. The RMI procurement contact shall promptly provide in writing an explanation of why such quotation 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.