

**Request Expression of Interest**  
**“Selection of Individual Consultant for conducting rapid evaluation to understand immediate impact of Solarisation of School Building in Kiribati with ISA support”**

## 1.0 Project Background

As part of our focus on promoting global solarisation, ISA extends support to Least Developed Countries (LDC) and Small Island Developing States (SIDS) by providing grants to such Member Countries for setting up solar pilot projects. The grant initiative allows eligible Member Countries to access up to USD 50,000 by submitting project proposals across various solarisation themes such as Primary Health Care Solarisation, Solar Water Pumping Systems, Solar Cold Storage, and other innovative projects. These projects are implemented through one of three channels, depending on the preference of the individual country - Direct Support to a Member Country, Implementation by ISA, or co-financing with ISA partner organisations (Agency Implementation).

As of March 2023, 27 eligible countries have expressed interest and the Detailed Project Reports of all of these have been finalised and approved by ISA. The details of 27 demo projects are mentioned below:

Details of Total Demonstration Projects		
Region	Country-Implementation (Nos.)	ISA implementation with NTPC as PMC (Nos.)
Africa	8	9
Latin America and Caribbean	2	2
Asia Pacific	6	0
<b>Total = 27</b>	<b>16</b>	<b>11</b>
Details of Completed Projects		
Region	Self-Implementation (Nos.)	ISA with NTPC as PMC (Nos.)
Africa	3	0
Latin America and Caribbean	2	0
Asia Pacific	1	0
<b>Total = 6</b>	<b>6</b>	<b>0</b>

These demonstration projects are in different phases of implementation and out of 27 demonstration projects, the implementation of 6 projects is completed. ISA now looks forward to conducting rapid evaluation for understanding immediate impact for few of the completed projects. The details of one of the projects is mentioned below:-

- **Project details:** - Solarisation of School Building
- **Name of country:** - Kiribati
- **Region:** - Asia-Pacific Region
- **Project implementing agency:** - Self Implementation by Kiribati
- **Project completed Date:** - December-2022

In pursuance of the above, it has been decided to carry out the process for selection of an Individual consultant for executing the impact assessment study of above-mentioned project in Kiribati in accordance with this Terms of Reference (ToR).

## 2.0 Scope of work

2.1 The scope of work for impact assessment study of the project includes the following:

- Developing the impact assessment methodology and getting it approved from ISA
- Conducting the impact assessment as per the finalized methodology.
- Submission of draft impact assessment report for stakeholder consultation.
- Submission of the final impact assessment report incorporating the inputs of different stakeholders.

Impact assessment of the project requires collection of both secondary data from the Project Implementing Agency, funding agency, National Focal Points (NFP) and other stakeholder and primary data through field visit to project site based on survey questionnaire and In-depth interviews with key stakeholders pertaining to project areas. The impact assessment study to cover the following aspects:

- **Techno-Commercial Impact:** Analysis of monthly generation data along with the trend, graphs, PLF, commercial savings from date of commissioning to the date of survey along with the future projections. Selected bidder to capture the technical specification of main equipment such as Solar Module, Inverters, batteries etc, photos of project site along with the consumer details and data of electricity consumption (*Demand Side Aspects- type of appliances/equipments, hours of usage, connected load, maximum demand, others before and after the installation of solar system*)
- **Operational Impact:** Analysis of school building including availability of proper lighting in different areas of facility, number of students enrolled, communication system, provision for smart classes, availability of clean drinking water and HVAC system before and after the implementation of project. The assessment needs to capture the details of training and capacity building activities conducted under this project (*number of days, no. of people, different area/technologies, no. of batches etc*) and number of people benefitted from this project etc.
- **Environmental impact:** The assessment will identify the impact of the project on the ecosystem, biodiversity, and water resources like reduction in carbon footprints and others . It will also evaluate the project's compliance with environmental regulations and the effectiveness of mitigation measures.
- **Social impact:** The assessment will evaluate the impact of the project on the local community, including social and cultural practices, livelihoods, and community well-being. It will also assess the effectiveness of the community engagement process and the responsiveness of the project to community concerns. The impact of the project on enhanced education facilities for children, views of teachers, parents and other related people etc.

- **Economic impact:** The assessment will analyse the economic benefits and costs of the project, paying capacity, creation of jobs, gender inclusion etc.

## 2.2 The impact assessment study of project should follow the “logical framework”.

The “logical framework” or log frame is an analytical tool used to plan, monitor and evaluate projects. It derives its name from the logical linkages to connect a project’s means with its ends. The main components of logical framework are inputs, activities, outputs, outcome and impact, which are described below:

- Inputs:** The financial, human, material, technological and information resources used for the development intervention.
- Activity:** Actions taken, or work performed through which inputs, such as funds, human resources, and other types of resources are mobilised to produce specific outputs.
- Outputs:** The products and services which result from the completion of activities within a development intervention.
- Outcome:** The intended or achieved short-term and medium-term effects of an intervention’s outputs. Outcomes represent changes in development conditions which occur between the completion of outputs and the achievement of impact.
- Impact:** Positive and negative long-term effects on identifiable population groups produced by a development intervention, directly or indirectly, intended or unintended. These effects can be economic, socio-cultural, institutional, environmental, technological or of other types including contribution of project to National Development Priorities and SDGs, particularly difference made in improving the quality of education ecosystem.

## 2.3 The impact assessment study should identify and highlight any scalable best practices and homegrown innovations, if any, used and create case studies out of them to disseminate it for replication in other ISA programmes. It should also capture the unintended consequences/negative externalities of implementation and how these were triggered.

## 2.4 Programme Harmonization: The impact assessment study should analyse the need to continue the program in the existing form, modify, scale-up, scale-down, or close down the program. In case if they need to be modified, suggest revisions in the project design for the effective implementation in the future. The selected bidder should also capture the recommendations for scaling up such interventions in the country (*policy, regulatory, business models, training & capacity building activities and others*).

## 2.5 Tools for evaluation: Both qualitative and quantitative tools will be utilized by the Individual consultant to assess the impact from the relevance, effectiveness, efficiency, sustainability, and impact framework.

### 2.5.1 Qualitative tool: The consultant will utilize in-depth interviews and focus group discussion.

**In-depth Interview:** The consultant will utilize in-depth interviews with one respondent at a time. This is purely a conversational method and invites opportunities to get details in depth from the respondent. One of the advantages of this method provides a great opportunity to gather precise data about what people believe and what their

motivations are. These interviews can be performed face-to-face or on phone and usually can last between half an hour to two hours or even more. Herein, it is suggested that key informant interviews be held with officials from concerned ministry in the country, implementing bodies and local administration. The assessment team may interview relevant stakeholders. A minimum five (5) key informant interviews should be conducted.

2.5.2 **Quantitative Tools:** The project site survey is important to evaluate the quantity and quality of outputs. The site surveys also give deeper insights into outcomes, with help of innovative survey designs, triangulation between qualitative and quantitative, along with weight of past evidence, a more robust understanding of project contribution to desired sector outcomes can be arrived for policy making purposes.

The consultant will conduct site visits to project sites to observe the conditions on the ground. The consultant will collect and analyse data related to the commercial, environmental, social, and economic impact of the project.

2.6 The impact assessment report will be submitted to the ISA and relevant government agencies. A summary of the report will be made available to the general public. The ISA will be responsible for disseminating the report to stakeholders.

### 3.0 Deliverables & Timeline

The following deliverables will be produced as part of the impact assessment:

S No.	Deliverable	Timeline
1	Effective date of Contract	T
2	Submission of draft Impact Assessment report	T + 18 days*
3	Submission of final Impact Assessment report along with executive summary <sup>#</sup>	T + 21 days*

\*Working days

<sup>#</sup>**Executive summary:** A summary of the report will be produced for dissemination to stakeholders and the general public.

**Note:** - The selected consultant will submit the raw data collected during the impact assessment to ISA Secretariat and this data can be made available to stakeholders upon request.

### 4.0 Qualification Criteria of the Bidder

Only those bidders who fulfil the qualifying criteria are eligible to respond to the RfP. Document/s in support of qualifying criteria are required to be submitted with the proposal. Proposal received from the bidders who do not fulfil any of the below mentioned qualifying criteria are liable to be rejected. The qualifying criteria is:

- Individual consultant must have an engineering degree with minimum 12 years of experience in energy sector
- Minimum 7 years of experience in renewable energy sector
- Must have managed/lead in executing minimum 3 similar works assignment/project focusing on conducting impact assessment/ evaluation of renewable projects for

multilateral/bilateral/government agencies in the region.

- 4.1 The individual consultant would be owner of the proposal and signing authority of the contract. He will be responsible for gathering the required team as per the requirement of this RfP and for proper execution of the study in a time bound manner. And individual consultant should be able to share their past credentials in line with the RfP requirement endorsed by the respective clients (*Minimum 5*)
- 4.2 Consultants residing in the country of project and have past experience of executing similar works assignment/project focusing on conducting impact assessment/ evaluation of renewable projects for multilateral/bilateral/government agencies in the country of project would be considered as **“local consultants”**. Local consultants would be given preference over the other international consultants.
- 4.3 Local consultants meeting the qualification criteria as per section 4.0 would be given preference during the selection process.

## 5.0 Selection Process

- 5.1 The selection process comprises of 2 phases. In phase-I, bidders meeting the qualification criteria are requested to submit the technical proposal to ISA.
- 5.2 ISA would evaluate the technical proposal as per the qualification criteria and would request the qualified bidder to present their approach and methodology to ISA through a presentation (either Online or offline mode). ISA would select the prospective bidders based on the approach and methodology presented by them to ISA.
- 5.3 In Phase-II, the prospective bidders would be requested to submit the financial bid in the prescribed format. The bidder will be selected through competitive bidding process. The bidder quoting the lowest cost will be identified as L1 bidder and will be awarded the contract. The quoted price by the bidder to include costs for data collection (primary & secondary), software for data collection & analysis, report writing, site visits, stakeholder engagement and any other cost pertaining to this assignment.
- 5.4 Local consultants would be preferred over other international consultants during selection process.

## 6.0 Terms of payment

Total duration of the assignment would be 21 days. The deliverables and timelines would be as follows:

S. No.	Deliverables	Timelines	Release of payment
1	Final Impact Assessment Report duly approved by ISA	21 days	100%

## 7.0 Proposal Inclusions

Kindly include following points in the proposal as the proposal will be evaluated based on them:

### Phase1

1. A brief introduction along with a detailed CV of individual consultant
2. Must provide details of experience in executing similar studies in the country/region as mentioned in section 4.0 of this document
3. Your understanding of the scope of work
4. Detailed approach and methodology you propose to adopt along with work plan in the form of Gantt Chart.
5. After evaluation of the technical bids, ISA would be intimating the qualified bidder for the submission of their financial bids.

### Note: -

- *No financial bid needs to be submitted during the technical evaluation stage. Only technical proposal needs to be submitted in phase-I.*

### Phase 2

Format for submission of financial bids would be shared with the bidders qualified under Phase 1 and financial bids needs to be submitted in Phase-2 within 5 working days from the date of intimation.

**Issued on: 08.05.2023**

**From: Procurement Unit, ISA**

**How to submit:**

**Proposal Submission Date: 30<sup>th</sup> May 2023 before 7 PM (IST)**

**Proposal Submission Address- E-mail: [procurement@isolaralliance.org](mailto:procurement@isolaralliance.org)**

Format: PDF files only

File names must be maximum of 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.

Expression of interest and statements of qualification must be delivered to the email address [procurement@isolaralliance.org](mailto:procurement@isolaralliance.org) by the deadline.

**The EOI and accompanying documents must be received through email clearly labelled “Expression of Interest for Selection of Individual Consultant for conducting rapid evaluation to understand immediate impact of Solarisation of School Building in Kiribati with ISA support”**

Request for Proposal and any subsequent purchase order will be issued in accordance with the rule and procedures of ISA.

This EOI does not entail any commitment on the part of ISA, either financial or otherwise. ISA reserve the right to accept or reject any or all EOI without incurring any obligation to inform the affected applicant/s of the grounds.

Interested firms may obtain further information at the below email address: [procurement@isolaralliance.org](mailto:procurement@isolaralliance.org)