

Project/Activity Name:	CATALYTIC IMPACT FOR DAIRY SECTOR GROWTH
Agresso Work Order:	KE0367HIKE00
Country:	Kenya

REQUEST FOR PROPOSAL - 20230905KE

SOLAR INSTALLATION FEASIBILITY STUDY FOR THE CATALYTIC IMPACT FOR DAIRY SECTOR GROWTH-CATALYTIC BRIDGING PHASE- CLEAN ENERGY

RFP Release Date:	12 th September 2023
Proposal Submission Deadline:	19 th September 2023
Question/ Inquiry Submission Deadline:	15 th September 2023
Electronic submission to the attention of:	Procurement Kenya
Electronic submission:	procurement-ke@heifer.org
Contact information for inquiries about this RFP:	procurement-ke@heifer.org
Performance Period:	September to October 2023

1. INTRODUCTION AND CONTEXT

Heifer Project International (HPI) is a global non-profit working to end hunger and poverty in a sustainable way by supporting and investing alongside local farmers and their communities. Heifer was founded on the simple belief that ending hunger begins with giving people the means to feed themselves, generate income, and achieve sustainable livelihoods.

Since 1944, Heifer International has worked with more than 39 million families around the world to end hunger and poverty in a sustainable way. Working with rural communities in 21 countries in Africa, Asia, and the Americas, including the United States, Heifer International supports farmers and local food producers to strengthen local economies and build secure livelihoods that provide a living income. Heifer International Kenya has been operating in Kenya since 1981 with a Mission to work with communities to end hunger and poverty and care for the earth and its vision is “a world of communities living together in peace and equitably sharing the resources of a healthy planet”. Using a values-based community development approach, Heifer works with communities to strengthen the local economy, diversify diets with better nutrition, and properly manage water and soil systems for future generations. Heifer implements its projects through 1) Community development and 2) enterprise development approaches. Each of the projects focuses on three priority directions, namely, strengthening, and diversifying the resource base, strengthening country program efficiency, and increasing outreach and impacts through the utilization of innovative value chain systems.

2. CLIMATE CHANGE MITIGATION

The project is working with the 10 producer organizations in promoting investment initiatives that are climate-smart, such as waste management, solar chilling, and water harvesting. Through working with other private and public sector players has led to the establishment of solar chilling systems to reduce electricity costs and generator pollution. Under this phase, we are leverage on learnings from this in promoting the adoption of clean energy technologies.

3. OBJECTIVE OF THE ASSIGNMENT

Heifer Project International Kenya, The IRISH AID – Kenya is seeking for a technical environmental consultant or firm to conduct and independent valuation of three producer organizations seeking to explore the feasibility of installing solar energy systems on their premises. This will reduce the operational costs, minimize its carbon footprint, and enhance its energy independence through the utilization of renewable energy sources. The purpose of this assignment is to assess the technical, financial, economic, and environmental viability of implementing solar installations across the cooperative's facilities.

The primary objectives of the feasibility study are as follows:

1. Evaluate the solar energy potential of the cooperative's facilities.
2. Determine the technical feasibility of integrating solar energy systems.
3. Assess the economic viability and potential return on investment.
4. Analyse the environmental benefits and carbon reduction potential.
5. Advice on the financial viability and costings as per market rates of the items.
6. Provide a comprehensive report outlining the findings and recommendations.

4. SCOPE OF WORK

The feasibility study will encompass the following key aspects:

- a) Site Assessment: Evaluate the cooperative's physical infrastructure, including rooftops, open spaces, and energy consumption patterns.
- b) Solar Resource Assessment: Analyse solar irradiance data to estimate the solar energy potential of the region.
- c) Technical Feasibility: Determine the optimal solar system size, type (photovoltaic or solar thermal), and integration points.
- d) Economic Analysis: Conduct a cost-benefit analysis, considering installation costs, potential savings, payback period, and available incentives.
- e) Environmental Impact: Quantify the reduction in greenhouse gas emissions and environmental benefits associated with solar energy adoption.
- f) Risk Assessment: Identify potential challenges, such as regulatory issues, technical limitations, and financial risks.
- g) Recommendations: Provide clear suggestions regarding system specifications, financing options, and implementation roadmap.

5. METHODOLOGY

The feasibility study will be conducted through the following.

- Data Collection: Gather information about the cooperative's energy consumption, available space, and existing infrastructure.
- Solar Resource Analysis: Utilize solar irradiance data and shading analysis to estimate energy generation potential.
- Technical Design: Propose suitable solar system configurations and assess integration feasibility.
- Financial Analysis: Calculate initial investment, operating costs, potential savings, and return on investment.
- Environmental Assessment: Estimate carbon emissions reduction and environmental benefits.
- Risk Evaluation: Identify potential challenges and recommend mitigation strategies.
- Report Compilation: Compile a comprehensive feasibility report, including findings and recommendations.

6. DELIVERABLES

The consultant will deliver the following:

- A detailed feasibility report, including technical analysis, financial, economic assessment, environmental impact, and risk evaluation.
- Visual representations, such as solar system layouts and energy generation projections.
- Recommendations for system specifications, financing models, and a step-by-step implementation plan.

7. PROPOSED DELIVERABLE SCHEDULE

The feasibility study is expected to be completed within 10 days from the commencement date. A detailed project schedule will be provided upon agreement.

No.	Deliverable Task	Responsible	Due Date
1.	Inception Report	Consultant	3 rd Oct 2023
2.	Data Collection & Financial Analysis	Consultant	03 rd to 6 th Oct 2023
3.	Technical Design & Environmental Assessment	Consultant	09 th to 11 th Oct 2023
4.	Final Report	Consultant	11 th to 13 th Oct 2023

8. REPORTING AND COMMUNICATION

Regular updates will be provided to the Heifer International Catalytic Impact for dairy sector growth project manager throughout the activity duration. A final presentation of the findings and recommendations will be delivered at the conclusion of the study.

9. EVALUATION CRITERIA

The success of the feasibility study will be evaluated based on the thoroughness of the analysis, clarity of recommendations, and the practicality of the proposed solutions by the Producer organizations.

Criteria	Percentage
Understanding of the TOR, Quality and extent of information provided by the proposal, Proposed approach and methodology	20
Experience and Track Record: Individual or Company's experience in the solar energy industry, including the number of years they've been operating, references or case studies of previous projects they've completed in Kenya, similar in scale and scope to your own project, testimonials, or recommendations from previous clients.	20
Technical Expertise: contractor's team, including engineers, designers, and installers. solar panel brands and equipment recommended and their reasons for choosing specific products. Approach to system design, installation, and maintenance and commitment to quality workmanship.	20

Client Support and Warranty: Warranty and after-sales support provided by the company on both equipment and workmanship. Responsiveness and availability for maintenance and repairs over the long term. Customer support processes and how they handle issues or emergencies.	15
Certifications and Licensing: The contractor or company licenses to operate in Kenya and compliance with all relevant regulations and standards. Certifications from recognized industry bodies like the Energy Regulatory Commission (ERC) and the Kenya Renewable Energy Association (KEREAA)	15
Statutory Compliance -Taxation, registration, audits	5
Budget	5
Total Points	100

10. TEAM SKILLS AND EXPERIENCE REQUIRED

- 5 - 10 years of experience, preferably in the Engineering / Energy sector, Environmental Sciences, Climate change, Business Development, or other relevant fields.
- Solar PV training certificate from an accredited institution
- Excellent verbal and written communication skills in both English and Kiswahili, with the ability to conduct research and analysis as well as stakeholder engagement.
- Prior experience in similar roles will be an added advantage.
- Mastery PowerPoint, Word and Excel experience.
- Excellent eye for details.

11. THE APPLICATION REQUIREMENTS

Only legally registered consultancy firms and/or individuals are **ELIGIBLE** to apply and should submit the following documents upon application:

- a) Letter of expression of interest and demonstration of capability including (Name of organization/company, contact details – the name of the contact person, physical address, phone number, and email address)
- b) A technical proposal detailing your understanding and how you propose to undertake the assignment, and work plan with a general information approach as below.
 - i. Capacity Statement.
 - ii. Organization overview highlighting related assignments completed with client name, contact person, and mobile number.
 - iii. The technical capacity statement, including past experiences and activities related to the assignment.
 - iv. The capacity and portfolio of key staff especially the lead consultant.
 - v. At least three references of other clients for which similar assignments were undertaken with contact information for each.
 - vi. A clear and comprehensive work plan (draft), outlining the major activities and schedule.

- vii. Financial proposal–Applicants should submit a detailed budget in excel format in **KES**

The bidding consultancy firm **MUST** attach the following documents below when together with their bid or proposal to Heifer International:

- Certificate of Incorporation or Business Registration Certificate.
- Audited financial statements for the last three years.
- Valid CR12 Certificate.
- KRA online PIN Certificate.
- Valid Tax Compliance Certificate.
- Trade reference and clientele list including their respective contacts.

12. APPLICATION PROCEDURE

The proposal (duly signed) from the consultancy firm should comprise technical and financial proposals. Proposals will be accepted preferably in soft copy through email and mentioning the subject line; “**SOLAR INSTALLATION FEASIBILITY STUDY**” to **procurement-ke@heifer.org** on or before **19th September 2023 at 5PM EAT**.

13. LATE SUBMISSIONS AND MODIFICATIONS

Proposals received after the submission deadline will not be considered. Applicants are responsible to ensure their proposals are submitted according to the instructions stated herein. Heifer retains the right to terminate this RFP or modify the requirements upon notification to the Applicants.

14. VALIDITY OF PROPOSALS

Proposals submitted shall remain open for acceptance for Twenty-One (21) days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process is contractually binding.

15. AWARD PROCESS AND CONTRACT MECHANISM

Heifer will issue a fixed award agreement based on the submission and Heifer’s acceptance of deliverables. Once an award is issued, it will include the payment schedule with the deliverables specified above.

No.	Deliverable Task	Due Date
1.	Proposal Submission	19th September 23
2.	Selection Committee Evaluation, Review & Award	20th – 27th September 23
3.	Notification of award	28th September 23
4.	Signing award	29th September 23

16. LIMITATIONS

This Request for Proposal does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received as a result of the RFP.

17. INTELLECTUAL PROPERTY

Section 1. Ownership Generally. Subject to Section 2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the "Work Product") shall be the exclusive property of HPI. Upon request, the Contractor shall sign all documents and take all actions necessary to confirm or perfect HPI's exclusive ownership of the Work Product.

Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party before the Effective Date ("Prior-Owned IP") shall remain that Party's sole and exclusive property. With regard to any of Contractor's Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a "work made for hire" under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a "work made for hire", Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of the Contractor's rights of any kind or nature, now known or hereafter devised, in, too, and in connection with the Work Product, and HPI shall solely and exclusively own any rights therein, and in the elements thereof, including but not limited to any allied, ancillary, subsidiary, incidental, and adaptation rights. The contractor hereby waives all rights known as "moral rights", and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the way HPI may use the Work Product.

18. APPLICABLE REGULATIONS

Offerors must be legally registered to operate within Kenya and comply with local applicable legislation, including but not limited to labour law, financial requirements, taxes, etc.