

## **Renewable Energy for Refugees project, phase 2 (RE4R II Project)**

**Request for Proposal to provide Renewable Energy  
use awareness raising services in Mahama, Kiziba,  
Mugombwa, Nyabiheke and Kigeme Refugee  
Camps and Host Communities in Rwanda.**

The Renewable Energy for Refugees project, phase 2 (RE4R II Project) delivers renewable energy investments in humanitarian settings, working directly with refugees and host communities in Rwanda.

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December 2022



Contact the RE4R Tender Committee for information  
[RE4Rtender@practicalaction.or.ke](mailto:RE4Rtender@practicalaction.or.ke)



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# Introduction

## Practical Action – About Us

Practical Action is an innovative international development group, putting ingenious ideas to work so people in poverty can change their world. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. We share what works with others, so many more people can change their worlds.

Our vision is for a world that works better for everyone. We believe that:

- Technology is a key enabler of human development; and that technological innovation has the power to propel us into a better world.
- All people should have access to, and a voice in, shaping the technologies that can improve their lives.
- A sustainable future for our planet requires a fundamental shift in the way technology is developed and used.
- Gender equality and the empowerment of vulnerable groups is an important prerequisite to achieving inclusive and sustainable development.

### Our mission

To develop and demonstrate practical, technology-based solutions that enable women and men living in, or vulnerable to poverty, to lead dignified lives, ensuring local ownership and that the solutions work in the longer term without us. We aim to inspire change through the widespread adoption of sustainable technologies that work - socially, economically and environmentally, so that more people benefit from our learning.

### Our Ambition

Our ambition is that by 2030 we will have transformed the way technology is used to improve the lives of people living in, or vulnerable to, poverty.

With 50 years of expertise, Practical Action has a strong heritage and track record of bringing communities and experts together to find practical, sustainable solutions to enable people to meet their needs, which work for both people and the planet. Technology features in everything we do. Working throughout Africa, Asia and Latin America, Practical Action improves the lives of around one million people every year through improved access to energy, sustainable agriculture, water, sanitation and waste management, and disaster risk reduction. In the context of Rwanda, our ambition is that the needs of rural communities and refugees are integrated in rural energy provision systems to increase opportunities for livelihood diversification and access to social services.

## The Renewable Energy for Refugees project, phase 2 (RE4R II Project)

Practical Action secured funding from Swedish International Development Cooperation Agency (Sida) to implement a four-year Renewable Energy for Refugees Project, phase II (RE4R II) in Rwanda, in close partnership with United Nations High Commissioner for Refugees (UNHCR) and Ministry of Emergency Management (MINEMA). The project will use market-based approaches to address the energy needs of households, enterprises and communities in Mahama, Kiziba, Mugombwa, Kigeme and Nyabiheke refugee camps in Rwanda. The project will provide access to affordable and sustainable sources of renewable energy, and improve the lives of both refugees and the communities that host them.

RE4R II draws on Practical Action's considerable experience gained in RE4R I project, but also from other renewable energy programmes in developing countries – working directly with communities to deliver the best energy services and products possible. It also builds on existing tools and methodologies developed through our humanitarian energy work as part of the Moving Energy Initiative and the experiences of UNHCR and government ministries in Rwanda to improve energy access.

The project scope includes using market-based mechanisms to support local entrepreneurs, businesses and livelihoods within refugee and host communities, enhance private-sector involvement in the humanitarian sector, and ensure the long-term financial and environmental sustainability of investments. Fossil fuel options and free distribution of products and services are not covered under the remit of this project. All interventions delivered within

the project will use renewable energy technologies and services to meet the climate change and refugee response objectives of UNHCR and the Rwandan Government.

The RE4R II Project implementation has an end date of 31 August 2026.

The project will be delivered in Rwanda through four technology focussed interventions:

<b>Intervention I:</b>	Solar home system for households and small enterprises
<b>Intervention II:</b>	Improved cook stoves and clean fuels for households
<b>Intervention III:</b>	Stand-alone solar street lights
<b>Intervention IV:</b>	Support business to upgrade their operations mainly on the Productive Uses of Energy

## Request for Proposals Summary

Practical Action seeks to partner with a **community mobilisation** organisation / company for the delivery of community-level awareness raising activities relating to the RE4RII project interventions. This activity's purpose is to enhance end-user knowledge on the availability and benefits of renewable energy solutions offered through RE4R II, as well as other renewable energy technologies more generally, to support informed decision making for beneficiary communities regarding their energy needs. Activities will be delivered in refugee camps and host communities in Mahama, Kiziba, Mugombwa, Kigeme and Nyabiheke. The awareness raising activities should commence in April 2023 and be completed by July 2023.

Specifically, the activity aims to:

- Increase end users (refugees and host communities' members) knowledge of renewable energy products;
- Encourage the use of renewable energy products and services offered by the RE4R II interventions and selected suppliers;
- Enhance the sustainability of the interventions through increasing demand, behaviour change and enhancing community ownership;
- Encourage the productive use of renewable energy technologies for improved livelihoods.

Practical Action will contract an organisation who can demonstrate the most effective model for delivering awareness raising activities in the said project areas.

Examples of awareness raising activities include but not limited to:

- Localised knowledge product creation: *appropriate knowledge products produced in local language (Kinyarwanda), for example: flex posters, flyers*
- Participatory methods for community-level knowledge exchange: *for example, community theatre, song and dance groups or/and focus group discussions*
- Mass communication: *for example, mega-phone announcements, local radio announcements*
- Product demonstrations / exhibitions

## Scope of Services

The selected community mobilisation organisation will conduct the following activities:

- Field-level consultation: *Consultation with key stakeholders to understand appropriate methods for information sharing, knowledge exchange and behaviours change communication within the refugee camps and the host communities*
- Assess any gender related issue around the renewable energy solutions use to design specific messages
- Design and development of localised communication method and materials: *co-creation with Practical Action field staff and technical analysts to develop appropriate knowledge method and materials for dissemination*
- Design and development of localised community-level participatory knowledge activities: *co-creation with Practical Action field staff and technical analysts to develop community-level knowledge exchange activities.*
- Delivery of agreed community-level awareness raising activities

- Data collection and reporting: *proving details on activities and beneficiaries, beneficiary numbers (disaggregated by sex, age), participant feedback, etc*

## Request for Proposal Process and Timeline

The Request for Proposal process will be conducted in the following steps:

#	Activity	Date
1	Request for Proposals issued	16 December 2022
2	Application for the camp familiarisation visit deadline	28 December 2022
2	Applicant camp familiarisation visits (facilitated by Practical Action)	16-20 January 2023
3	Proposal submission deadline (Closing Date)	9 February 2023
4	Proposal evaluation of by the tender committee and communication team completed,	23 February 2023
5	Notification of successful Applicants	2 March 2023
6	Contract negotiation and award complete	9 March 2023
7	Camp access authorization request	14 March 2023
9	Start of implementation	3 April 2023

## Camp Familiarisation Visits

Practical Action will guide the camp familiarisation visits, to achieve this, applicants will require permission to enter the camps from MINEMA. Applicants should e-mail: **RE4Rtender@practicalaction.or.ke** requesting to participate in camp familiarisation visits which will be held from 16 to 20 January 2023. These are compulsory visits, whereby camp and host community set up will be demonstrated and context explained.

**Note:** Applicants should send names, contact details and a copy of the national identity card/passport of the person(s) who shall attend the camp visit not later **than 28 December 2022** to facilitate camp authorization permit.

## Administration

Proposals must be delivered in written form to the RE4R II Tender Committee by 9 February, 2023 at 10.00 a.m (CAT) to the address below, and shall clearly indicate the RFP reference number: **PA/RWA/RFP/2023/005**

### Practical Action Rwanda Office

**KG 596 St, No 18  
Kacyiru Sector  
Gasabo District  
Kigali, Rwanda.**

Proposals shall also be submitted by e-mail: **RE4Rtender@practicalaction.or.ke**

Applicants are requested to submit proposals using the Proposal Response Document provided as Part 2 of this document.

For further information or any queries relating to this Request for Proposals, please contact the RE4R II Tender Committee using the details above or the following email address:

**RE4Rtender@practicalaction.or.ke**

# Request for Proposal Information and Conditions

## 1.1 Definitions

The following definitions apply to this Request for Proposal:

- a) **Applicant** - a person or organisation who responds to the Request for Proposal.
- b) **Contractor(s)** – the successful Applicant(s) selected to partner with Practical Action to provide the services.
- c) **Proposal** – The completed Proposal Response Document and supporting documents.

## 1.2 Proposal Contents

Applicants are requested to submit proposals for the delivery of the services as specified in this RFP, including details of awareness raising activities in Mahama, Kiziba, Mugombwa, Nyabiheke and Kigeme Refugee Camps and the surrounding host communities, including:

- Evidence of legal and financial status (supporting documents)
- Details of relevant experience and expertise on awareness raising for such settings
- Proposed awareness raising delivery model with details of the activities and products that will be offered to refugee and host communities
- Mobilization strategy to attract participants to the proposed activities
- Details of any support required from Practical Action
- Complete budget for the services
- Work plan/schedule for intended activities, including key dates
- Data collection and reporting plans
- Any possible evidences or samples of the past experience

## 1.3 RFP Administration

Proposals must be received in the following format to be considered:

- All sections of the Request for Proposal Response Document must be completed. Incomplete responses will not be considered.
- Completed responses and supporting documents must be signed and stamped.
- One hard copy of the Request for Proposal Response Document and supporting documents are to be submitted to **Practical Action Tender Committee** using the provided tender box at the address below:

**Practical Action Tender Committee**  
**Practical Action Rwanda Office**  
**KG 596 St, No 18**  
**Kacyiru Sector**  
**Gasabo District**  
**Kigali, Rwanda.**

- The envelope shall indicate the RFP reference number: **PA/RWA/RFP/2023/005** but no other details relating to the proposal.
- The proposal will also be submitted to the e-mail: **RE4Rtender@practicalaction.or.ke**
- Proposals must be received at the addresses above no later than 9 February 2023 at 10.00 (CAT). Proposals received after the closing date will not be considered.
- Proposal budgets must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

### 1.3.1 Correspondence

All communications from Applicants to Practical Action relating to the RFP must be in writing and/or e-mail, and addressed to the RE4R Tender Committee. Any request for information should be received at least 5 days before the closing date. Responses to questions submitted by any Applicant will be circulated by Practical Action to all Applicants to ensure fairness in the process.

The RE4R Tender Committee shall consider any reasonable request from any unsuccessful applicant for feedback on its proposal and, where appropriate, provide the unsuccessful applicant with reasons why the proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which the RE4R Tender Committee receives the request.

## 1.4 Proposal Conditions

Proposals will be evaluated by the RE4R Tender Committee. Proposals will be evaluated on merit against the evaluation criteria outlined in Part 3. Practical Action ultimately reserves the right throughout this process to select any servicing option that best meets its requirements and to hold discussions with any and all Applicants.

Neither issuance of this RFP nor receipt of Proposals represents a commitment on the part of Practical Action

All Proposal Response Documents and supporting documentation shall become the property of Practical Action and will not be returned.

Practical Action shall not be responsible for, or in any way liable for, any costs incurred by Applicants in the preparation of any responses or presentations relating to this RFP.

Neither party shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.

### 1.4.1 Exclusion Criteria

Organisations blacklisted/suspended by the Rwanda Public Procurement Authority for whatsoever reason, are excluded from the RFP process.

Applicants will automatically be excluded from the RFP process if it is found that they are guilty of misrepresentation in supplying the required information within their Proposal or fail to supply the required information.

### 1.4.2 Acceptance of Proposals

Practical Action may, unless the Applicant expressly stipulates to the contrary in the Proposal, accept whatever part of a Proposal that Practical Action so wishes. Practical Action is under no obligation to accept the lowest or any Proposal.

Proposals shall remain open and valid for a period of at least 90 days from the designated closing date. Applicants are required to state in their proposals that it will remain valid for this period. Once a proposal is accepted during this period, the price quoted must remain unchanged for the entire period of the resulting contract unless otherwise specified in this RFP.

## 1.5 Partner Contract Details

Following the selection and notification of the successful Applicant(s) the contract for the partnership will be awarded. The contract shall be for the requested support under the selected delivery model **for awareness raising services on RE4R II interventions in Mahama, Kiziba, Mugomba, Nyabiheke and Kigeme Refugee Camps and their host communities** and will be made between the successful Applicant(s) and Practical Action, and will be subject to Practical Action's Contract Terms and Conditions which shall include commitments to upholding Practical Action's policies (available on request) for:

- Safeguarding
- Code of Conduct
- Complaints Framework
- Equal Opportunities and Dignity at Work
- Protecting Practical Action from Financial Crime

Practical Action reserves the right to request the successful Applicant(s) and their staff to undergo a security and/or due diligence process.

It is anticipated that Practical Action may enter into contracts with one or more successful Applicants. How and with which Applicants contracts will be entered into will be at the discretion of Practical Action.

## 2 Request for Proposal Response Document

### Organisation Details

<i>Legal name of organisation</i>	
<i>RFP contact details – first name/last name, office address, email and telephone number.</i>	

### Supporting Documentation Checklist

Company Registration Certificate	
Valid Certificate of VAT registration	
Proof of using Electronic Billing Machine (EBM) invoice	
Valid Certificate of Tax Clearance	
Valid Certificate of Clearance from RSSB	

### Experience and Expertise

Provide details of the experience and qualifications of the key personnel proposed for your delivery of the services. If applicable, please provide details of any sub-contractors or implementing partners you propose to engage with for your delivery of the services.

### Delivery Model Details

Please provide details of your proposed delivery model for the following locations, including any particular strategies or activities that will ensure that your approach provides impact.

- Mahama in Kirehe District, and its host community
- Kiziba in Karongi District, and its host community
- Mugombwa in Gisagara District, and its host community
- Nyabiheke in Gatsibo District, and its host community
- Kigeme in Nyamagabe District, and its host community



### Data Collection and Reporting

Provide details on how you will share information on the activities completed and report the effectiveness and impact of your approach/activities. Provide details of your data collection methods, including any targets and milestones.

## Schedule

Please provide a schedule or work plan for the implementation of your activities across all the camps.

## Budget

Please provide your budget showing details of how much funding you will need for the main activities defined in the delivery model. Include a breakdown by year(s) eg. Year 1, Year 2, Y3 and Y4, , and location using the following guide:

#	Activity Description <i>(suggested activity breakdown below – amend as required to reflect Proposal delivery model)</i>	Year 1 - RwF					Total
		Mahama	Kiziba	Mugombwa	Nyabiheke	Kigeme	
1							
2							
3							
4							
5							
6							
7							
	<b>Total</b>						

### Notes

1. All costs within the budget must be in RwF.
2. The budget should be shown exclusive and inclusive of any local tax (such as VAT) and duty. Applicable local taxes and VAT should however be itemised separately and shown in the total budget submitted.

## Supplementary Information

Provide details of any other information we should be aware of when evaluating your Proposal

## Proposal Validity

Please confirm that your Proposal is valid for at least 90 days from the Closing Date.

## 3 Evaluation Criteria

### 3.1 Evaluation Procedure

The RE4R II Tender Committee will review the proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one or more of them.

### 3.2 Evaluation Criteria and Weighting

Proposals will be evaluated by the RE4R Tender Committee and communication team. Proposals will be evaluated on merit against the evaluation criteria outlined below.

Category	Details of criteria	%
Proposal Completeness	Applicant has completed the Proposal Response Document and provided all supporting documents	Yes/No
Ability of the applicant to deliver the service	Assesses the capability of the Applicant to deliver the proposed service including their experience and expertise, the team on the ground and the key partnerships they are proposing.	10
Delivery model	Assesses how the proposed delivery model aligns with the aims of the services required in the context. Assesses the proposed delivery model and activities	40
Budget, timelines and feasibility of the services	Assess the soundness of the proposal budget and timelines and if they are realistic and aligned with the aims of the services. Assesses the overall financial and technical feasibility of delivering services and any associated risks. Assessment of the value for money of the proposal.	30
Data Collection and Reporting	Assesses Applicant's plans for data collection and reporting and the proposed targets/milestones. Assesses applicants plans to evaluate effectiveness and impact.	20
	<b>Total</b>	<b>100</b>