

Terms of reference (ToR)

Supply, install and monitor an automated and/or semi-automated biomass briquette production machinery in Gambella region, Agnuak Zone, Itang Wereda

1. Background

The project component “Energy Solutions for Displacement Settings” seeks to address the lack of sustainable energy supply in refugee hosting areas through global advisory services and the implementation of technical measures in displacement settings. Working in Ethiopia in the Gambella Region, as well as in Uganda and Kenya, ESDS is part of the overall project “Support to UNHCR in the implementation of the Global Compact on Refugees (GCR) in the Humanitarian Development Peace (HDP) Nexus (SUN)”, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and implemented by the German Development Cooperation (GIZ), with the goal to support UNHCR in its mandate to coordinate the implementation of Global Compact on Refugees (GCR).

In Ethiopia, ESDS is implemented in partnership with UNHCR, which coordinates the humanitarian partners for refugee assistance in close cooperation with the relevant government agency, the Agency for Refugees and Returnees Affairs (ARRA). Gambella is considered as one of the least developed regions of the country, characterized by poor infrastructure, low capacity of the local government and high poverty. Due to limited, and often lacking, energy services for refugees the region is experiencing a high pressure on its natural resources, burdening in consequence the relatively small host community.

Under intervention area on “access to sustainable energy and basic cooking fuel for households and social institutions”, these terms of reference are prepared to select a contractor that supplies, installs and monitors a biomass briquette production machinery in Gambella. The activity aims amongst others to incentivize the private sector actors looking to venture into alternative fuels and briquette production in Gambella regions to transition to alternative biomass fuels that are cleaner and more environmentally friendly than the currently used conventional cooking practices.

The following impacts are considered to derive from the envisioned intervention:

- Reduce the pressure on local environmental resources through providing more sustainable and alternative cooking fuels, such as carbonized briquettes;
- Boost local capacities to initiate innovative briquette production using diverse raw materials available locally that will support the market development for the biomass value chain at regional level.
- Rapid deployment of new briquetting technologies and solutions to respond to the growing demand for alternative briquette fuels in the regions.
- Improve the overall health of targeted groups i.e. end users of the briquette technologies who currently use charcoal, firewood and other unsustainable and unclean cooking approaches that create air pollution and ultimately cause respiratory problems in the communities targeted.

- Reduce carbon emissions in the regions that negatively contribute to climate change in the regions and enable end-users to recognize the benefits of clean-cooking solutions for which sustainable technologies are available and in demand.

2. Objective

Objective of the assignment

The overall objective of the assignment is to supply, install and monitor an automated and/or semi-automated biomass briquette production machinery in Gambella region, Agnuak Zone, Itang Wereda.

This includes different types of machinery as per below list (either: 1a+2a+3+4 OR 1b+3+4):

Ref.No	Description	Unit	Qty
1a	Hydraulic punch ball type charcoal dust briquette making press machine	Pcs	1
1b	Briquette press machine with an integrated conveyor for mixing	Pcs	1
2a	Pan type mixer char powder with clay for briquette charcoal production	Pcs	1
3	Hammermill charcoal crusher with cyclone	Pcs	1
4	Carbonizer/kiln for briquette charcoal production	Pcs	3

With this, the consultant is expected to deliver the following major work packages:

- Supply, installation and commissioning of the complete briquettes production machinery;
- Comprehensive capacity building for operator; and
- Warranty and after sales services for min. 1 year.

3. Tasks and responsibilities of the contractor

The contractor for the above-mentioned products is required to deliver the following work packages:

- **Supply, installation and commissioning of the complete briquettes production machinery:** Including the technical layout planning, transportation, installation and testing of the machinery at the pre-selected site in Gambella region, Itang Wereda, before commissioning and handing all relevant documentation and machinery over to GIZ and the operators;
- **Comprehensive capacity building for operators:** Including the development of an operation manual in English language and the provision of a complete theoretical and practical training package (incl. training material) to the operators, incl. operation, maintenance and repair of machinery, as well as work safety;
- **Warranty and after sales services for min. 1 year:** In addition to the manufacturer's warranty (if different from the supplier), provide warranty and

after sales services to the operators for min. 1 year, incl. a quarterly monitoring visit and the final handing over of the machinery and any obtained documentation by the end of the agreed period.

4. Bid Requirement

Bids can be submitted by well reputable private sector companies and individuals who are able to deliver automated and semi-automated machinery for the production of sustainable carbonized briquette fuel in the relevant program operational areas. Interested firms should submit the following documents along with signed and sealed letter confirming their interest to supply:

a) Cover Letter

- A cover letter with a maximum of two pages introducing the Company's with an expression of interest to be Machine Supplier.

b) Legal documents

- Renewed registration and trade licenses
- Tax payer's identification number (TIN)
- VAT or TOT Certificate
- Tax clearance certificate from accredited body
- Suppliers list registration certificate from Public Procurement Agency

c) Company profile

- General Description of the company
- Detailed description of the Company's experiences in the areas of their line of business.
- Detailed description of relevant experiences within the last three years.
- Audited Financial Statement for the past three years.
- Copies of Testimony letter from at least 3 recognized organizations or companies.

d) Technical Proposal

The Contractor is expected to provide a technical proposal with a maximum of ten pages consisting but not limited to:

- A clear statement of understanding the assignment and comments on the ToR
- Methodology and competency statement to deliver the expected deliverables
- Detailed and descriptive schedule (manpower, machinery and work schedules)

- Compliance sheet (see Annex I) with justification for equivalent products

5. Criteria for selecting the best offer

Upon the advertisement of the procurement notice, the qualified consultant is expected to submit both the technical and financial proposals. The technical proposal shall contain a critical analysis of the ToRs, including a strategy for delivery concerning methodology, cooperation, steering and work processes, as well as the consultants' contribution to knowledge management. Accordingly, consultants will be evaluated based on cumulative analysis through the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

In the bid, the bidder is required to show how the objectives defined in the ToRs are to be achieved (incl. technical-methodological concept). In addition, the bidder must describe the project management system for service provision.