

Terms of reference (ToRs) for the procurement of services below the EU threshold

Data Collection, Assembling, and Submission Process

**Project number/
cost centre:**

14.2275.7-207.90

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToRs	Terms of reference
EPE	Energy programme Ethiopia
EnDev	Energising Development
ESDS	Energy Solutions for Displacement Settings
GPE	Green Peoples Energy
EGEC	Ethiopian-German Energy Cooperation
MoWIE	Ministry of Water, Irrigation and Energy

1. Context

As an international cooperation enterprise for sustainable development with worldwide operations, the federally owned Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports the German Government in achieving its development policy objectives. GIZ promotes complex reforms and change processes.

In Ethiopia, GIZ has been working for more than 40 years in bilateral cooperation on behalf of the German Federal Ministry for Economic Cooperation and Development (BMZ) and the commission of the Ethiopian Government and other international donors.

GIZ, on behalf of the German government, is implementing various energy projects in Ethiopia with the aim towards strengthening the energy sector transformation in cooperation with private and public sector partners, collaborating support a sustainable supply of energy services to lower-income households, social institutions, and small to medium-sized enterprises. This is intended to contribute to Ethiopia's national strategies (National Electrification Plan, Growth & Transformation Plan, Climate Resilient Green Economy) to specifically:

- Support a sustainable supply of energy services to lower-income households, social facilities as well as small and medium-sized enterprises (SME);
- Create sustainable markets for renewable energy technologies in cooperation with public and private sector stakeholders; and
- Support the private sector in the Ethiopian energy sector, and promote investments in off-grid renewable energy and energy efficiency.

The energy projects under the Energy Programme Ethiopia (EPE) include:

- [Energising Development \(EnDev\)](#) – a multi-donor funded global partnership project, with co-funding from the Irish Aid, Korea Foundation for International Health Care (KOFIH), and the European Union (EU).
- [Energy Solutions for Displacement Settings \(ESDS\)](#) – funded by the German Federal Ministry for Economic Cooperation and Development (BMZ).
- [Green Peoples Energy \(GPE\)](#) – funded by the German Federal Ministry for Economic Cooperation and Development (BMZ).
- [Ethiopian-German Energy Cooperation \(EGEC\)](#) – funded by the German Federal Ministry for Economic Affairs and Energy (BMWi).

GIZ Energy Programme Ethiopia works in close cooperation with the Ministry of Water, Irrigation, and Energy (MoWIE) as its main political partner in the implementation of the programme activities.

EnDev Ethiopia has trained over 800 small-scale service providers who produce and sell energy-efficient cookstoves as well as retails solar systems in more than 310 districts across seven regions.

These service providers (ICS Producers and Solar System Retailers) have sold more than 400,000 improved cookstoves, 320,000 Pico PV systems, and 48,000 different sizes of SHS to households beside more than 1,000 social institutions and 3, 000 SME's get access to efficient energy solutions.

Within this context, the Monitoring and Evaluation unit under the Energy Programme Ethiopia (EPE) collects different data from these EnDev Project service providers every month through

telephone, and this collected data is managed and analysed to track the project progress over time.

The technologies that these service providers promote and distribute are the following:

- **Improved Cookstoves (ICS):** Includes Mirt (Slim, Classical and Mirt with Chimney), Gonzie, Tikikil, Multifuel Tikikil, and Institutional Rocket Stoves (IRS), and these ICS are mainly used for baking and cooking.
- **Solar products:** Includes different model PicoPV and a different size of Solar Home System (SHS), and these solar products are mainly used for lighting and charging

Therefore, looking at the above-mentioned information the program would like to hire a consultant for this project who can observe and understand the project prompted technologies, required data, data management system and start collecting the data on monthly basis through telephone to make preliminary data analysis.

2. Tasks to be performed by the contractor

The overall objective of the consultancy contract is to collect, assemble and analyse the project (EnDev) intervention areas data through telephone and submit the organized/completed data using the prepared formats as well as a database every month. Besides, support/assist the Monitoring and Evolution unit on data-related requisitions.

The specific objectives of this assignment are:

- Using the programme data collection format, collect the required data from all service providers as well as institutions (cooperatives, health centres health posts...etc) which are found in the project implementing regions on a monthly basis during the assignment period.
- Assemble the collected data based on the programme databases (Reginal Database, SIMENDEV, Data for OCS, and Main OCS) and submit the organized/assembled data to the Monitoring and Evaluation section.
- Give support to the Monitoring and Evaluation unit as required.

The contractor is responsible for providing the following services:

- The consultant will be expected to understand the work from the programme M&E team
- Based on the understanding of the assignment the consultant shall prepare an inception report as well as a presentation on how the work will be done (methodology, timeframe ...etc)
- The consultant shall prepare a presentation and present it to the focused group of the programme in the kick-off meeting.
- Collect all the necessary formats and tools from the responsible unit (M&E)
- Review and understand the existing data collection formats and assembling tools (Databases).
- Collect the relevant information/data monthly through telephone by using the existing data collection format. The collected data at a minimum shall provide:
 - ❖ Technologies sales (ICS and Solar products) to households (HH), social institutions (SI), and Small and Medium-Sized Enterprises (SME's)

- ❖ Type of technologies (Name of ICS, Model of PicoPV, Size of SHS sold)
 - ❖ Technologies sold to urban and rural areas
 - ❖ Type, number, and name of institutions that obtain the technologies
 - ❖ Type and Number of SME's that obtain the technologies
 - ❖ Prices of technologies.
 - ❖ The number of connected households, social infrastructures, and productive uses through the Mini-grid.
 - ❖ The functional status of solar electrified social institutions (health centres, health posts.... etc)
- Based on the M&E filling guidance, the consultant must file the collected data in hard copy (based on the provided formats) and in soft copy via provided tools.
- Update the database monthly with all EnDev-ET promoted technologies that are reported by the programme service providers.
- Analyse monthly sales volume for ICS/solar products from EnDev-ET implementing regions.
- Provide an analysis summary that a minimum contains sales trend, monthly sales (with maximum and minimum sales), and inputs for data verification, tracking, and follow-up.
- Provide support to the M&E team in the preparation and timely submission of technical reports to the donor.
- Ensures accurate and timely data collection, entry, management, analysis, and report.
- Record and categorize different requests that come from service providers.
- Work closely with the responsible/focal regional office colleagues' when collecting and updating services providers' sales figures as well as biodata.
- Work closely with responsible/focal regional colleagues to register promotional activities and capacity development measures provided.
- Communicate the collected and assembled data to regional colleagues (a focal person for sales data) every month for data validity, reliability, reachability.
- After receiving confirmation from regional responsible or focal colleagues, submit all the assembled and analysed data to the M&E team every month.
- Adapt and implement different tools or techniques to improve the quality of the data collection.
- Prepare, submit, and present a quarterly sales trend presentation as well as a summary report on points analysed and captured to the focused groups of the project.
- The consultant must ensure working closely with the responsible regional colleagues and M&E team when performing all activities.
- The consultant must ensure keeping a good communication network with service providers.

The Contractor is responsible to produce the following deliverables:

- Inception report and kick-off presentation
- Hard copies of regional service providers technologies sales data for each month (July 2021, to December 2022).
- Soft copies of summarized and assembled technologies data (regional database, SIMENDEV, data for OCS, main OCS, numbers of connected HH SI and PU through Mini-grid, and status update of solar electrified social infrastructures)
- Quarterly Sales trend presentation and summary reports

- Submit final analysis report a week before the contract is concluded, the report shall a minimum covers the challenges faced and recommendations
- Any summarized and analysed reports based on the M&E team request.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at locations:

Milestone	Deadline/place/person responsible
Inception report and kick-off presentation	1 week after contract signature/ Addis Ababa/ Contractor
Hard copies of regions monthly sales recorded data	1 week before contract conclusion/ Addis Ababa/ Contractor
Soft copies of summarized and assembled regions technologies data	Every month till end of the contract period / Addis Ababa/ Contractor
Quarterly sales trend presentation and summary reports	Quarterly till end of the contract period / Addis Ababa/ Contractor
Requested data	Every month till end of the contract period / Addis Ababa/ Contractor
Final report	1 week before contract conclusion/ Addis Ababa/ Contractor

Period of assignment: From November 01,2021 until 30 December 2022.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Other specific requirements

Project management of the contractor

- The bidder is required to explain its approach for coordination with the GIZ project.
- The contractor is responsible for selecting, preparing, training, and steering the experts (international and national, short and long term) assigned to perform the advisory tasks.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- All documents developed under this contract will be property of GIZ. A reporting template will be provided to the Contractor.
- Personal data collected by GIZ may be entrusted to the contractor in order to fulfil the contract. The contractor is obliged to protect this data under the standards of the European General Data Protection Rules (GDPR), in particular the Art. 44-50 GDPR. The contractor shall act as an independent data controller for the personal data that the processes in connection with the contract and shall comply with the applicable obligations under data protection legislation.

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 8), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

National Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): master's degree in Monitoring and Evaluation, Social Sciences, Development Studies, Statistics, or a related discipline.
- Language (2.1.2): Good business language skills in English and other home country languages are preferable: Oromifa, Tigrigna, Sidama, Wolayita, Gurage, Hadiya, and Kefa
- General professional experience (2.1.3): 20 years in monitoring & evaluation, socio-economic development and/or environment, and most preferably in energy sector
- Specific professional experience (2.1.4): 10 years in both quantitative and qualitative data collection, assembling, analysis, documentation and development of high-quality reports.

- Leadership/management experience (2.1.5): 6 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in Sub-Sahara Africa (region), of which 2 years in projects in East Africa (Ethiopia)
- Development Cooperation (DC) experience (2.1.7): 6 years of experience in DC projects
- Other (2.1.8): Experience working with other GIZ projects on similar project is desirable

Expert 1

Tasks of expert 1

- Using the programme data collection format, collect the required data from all service providers as well as institutions (cooperatives, health centres health posts...etc) which are found in the project implementing regions monthly.
- Update the database monthly with all EnDev-ET promoted technologies that are reported by the programme service providers.
- Analyse monthly sales volume for ICS/solar products from EnDev-ET implementing regions.
- Provide support to the M&E team in the preparation and timely submission of technical reports to the donor.
- Record and categorize different requests that come from service providers.
- Work closely with the responsible/focal regional office colleagues' when collecting and updating services providers' sales figures as well as biodata.
- Work closely with responsible/focal regional colleagues to register promotional activities and capacity development measures provided.

Qualifications of expert 1

- Education/training (2.2.1): a bachelor's degree in Social Science or related fields
- Language (2.2.2): Good business language skills in English and other home country languages are preferable: Oromifa, Tigrigna, Sidama, Wolayita, Gurage, Hadiya, and Kefa
- General professional experience (2.2.3): In research, statistics or any other related social Science fields
- Specific professional experience (2.2.4): In quantitative data collection, examination, and analysis methods
- Regional experience (2.2.6): East Africa (Ethiopia)

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Expert 2

Tasks of expert 1

- Using the programme data collection format, collect the required data from all service providers as well as institutions (cooperatives, health centres health posts...etc) which are found in the project implementing regions monthly.
- Update the database monthly with all EnDev-ET promoted technologies that are reported by the programme service providers.
- Analyse monthly sales volume for ICS/solar products from EnDev-ET implementing regions.
- Provide support to the M&E team in the preparation and timely submission of technical reports to the donor.
- Record and categorize different requests that come from service providers.
- Work closely with the responsible/focal regional office colleagues' when collecting and updating services providers' sales figures as well as biodata.
- Work closely with responsible/focal regional colleagues to register promotional activities and capacity development measures provided.

Qualifications of expert 1

- Education/training (2.2.1): a bachelor's degree in Social Science or related fields
- Language (2.2.2): Good business language skills in English and other home country languages are preferable: Oromifa, Tigrigna, Sidama, Wolayita, Gurage, Hadiya, and Kefa
- General professional experience (2.2.3): In research, statistics or any other related social Science fields
- Specific professional experience (2.2.4): In quantitative data collection, examination, and analysis methods
- Regional experience (2.2.6): East Africa (Ethiopia)

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Expert 3

Tasks of expert 1

- Using the programme data collection format, collect the required data from all service providers as well as institutions (cooperatives, health centres health posts...etc) which are found in the project implementing regions monthly.
- Update the database monthly with all EnDev-ET promoted technologies that are reported by the programme service providers.

- Analyse monthly sales volume for ICS/solar products from EnDev-ET implementing regions.
- Provide support to the M&E team in the preparation and timely submission of technical reports to the donor.
- Record and categorize different requests that come from service providers.
- Work closely with the responsible/focal regional office colleagues' when collecting and updating services providers' sales figures as well as biodata.
- Work closely with responsible/focal regional colleagues to register promotional activities and capacity development measures provided.

Qualifications of expert 1

- Education/training (2.2.1): a bachelor's degree in Social Science or related fields
- Language (2.2.2): Good business language skills in English and other home country languages are preferable: Oromifa, Tigrigna, Sidama, Wolayita, Gurage, Hadiya, and Kefa
- General professional experience (2.2.3): In research, statistics or any other related social Science fields
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Soft skills of team members

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- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel

Price offer for number of experts and number of days shall be made strictly as per the below requirements;

Team leader: On-site assignment for 360 expert days

Expert 1: Assignment in country of assignment for 360 expert days

Expert 2: Assignment in country of assignment for 360 expert days

Expert 3: Assignment in country of assignment for 360 expert days

Travel

– Not applicable –

Workshops, training

– Not applicable –

Other costs

– Not applicable –

Flexible remuneration item

6. – Not applicable –

7. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

8. Availing the necessary documents and information to the consultant in line with the objective of the assignment.
9. Providing detailed contact information of focal persons of the regional colleagues as well as service providers.
10. Facilitating and preparing set up and other related matters for the consultant
11. Casually check whether the assignment is performed as required and agreed plans/schedules.

12. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

As the contract to be concluded is a contract for works, please offer a fixed lump sum price that covers all applicable costs (fees, travel expenses etc.). The price bid will be evaluated based on the specified lump sum price. For our internal costing and any further commissions, please also provide the daily rate which the prices are based on. A breakdown of days is not required.