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

Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Improved cookstove (ICS) production shed construction service in Gambella refugee camps (Itang and Gog woreda)

Cost Centre: EnDev-Ethiopia

Household Energy-Cooking component

Project number/ PN 14.2275.7-207.00

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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
ToR	Terms of reference
RE	Renewable Energy
EnDev	Energising Development
EU	European Union
ICS	Improved cook stove
HHE	Household Energy
CS	Cookstove
VAT	Value Added Tax

1. Context

The Energising Development (EnDev) is a multi-donor, multi-implementer energy access partnership, currently financed at global level by six donor countries – the Netherlands, Germany, Norway, the United Kingdom and Switzerland. As a part of the global programme, EnDev Ethiopia has additional co-funding from Ireland, Korea and the European Union. The Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH acts as lead agency for the implementation of the programme and cooperates closely with the Netherlands Enterprise Agency at global level as well as other implementation partners at country level.

Currently, EnDev is implemented in 22 developing countries of Africa, Asia and Latin America. EnDev promotes access to modern energy services that meet the needs of the poor, is long lasting, affordable, appreciated by users, and creates positive economic, social and/or environmental impacts. Since its initiation in 2005, EnDev has attained an increasingly prominent position in the international process promoting energy access. As one of the first outcome and performance-based programmes in the energy sector, EnDev pioneers innovative approaches, develops new markets for proper energy access and scales-up successful programmes in many countries with a broad spectrum of technologies and a variety of different project concepts and instruments.

GIZ/EnDev Ethiopia has continued to provide supports to the development and promotion of ICS and improving biomass fuels value chain-briquetting sector by improving the technical and business skills of private producers, small & medium-sized enterprises/cooperatives engaged in ICS and briquette production.

GIZ/EnDev aims at the dissemination of ICS and carbonised briquette cooking fuel in refugee camps as part of to reduce workload and health risks, pressure on firewood, to save time and expand job opportunities for women and youth as primary cooperatives in refugee camps of Gambella region through supporting local markets in ensuring ICS supply and demand sustainability. The ICS intervention in refugee camps is possible by establishing primary cooperatives, providing technical and business training, providing production tools and constructing shed for ICS production.

Therefore, GIZ/EnDev Cooking Energy Component is seeking potential bidder to construct ICS production shed in Itang and Gog woreda refugee camps in Gambella region.

1.1. Objective of the Assignment

The main objective is to carry out ICS shed construction in 4 sites of refugee camps in Itang and Gog woreda of Gambella region. Specifically, it is to supply newly established ICS producers/cooperatives with one of the basic start-up support package- production shed as per the design and specification. 2 ICS production sheds will be constructed in Itang woreda refugee camps and the rest 2 in Gog woreda refugees.

1.2. Scope of the assignment

Under the guidance and direct supervision of the GIZ EnDev along with regional and woreda energy experts, the service provider (Construction Company) is responsible for the following work in the context of this assignment:

- Review the construction document, ICS shed design and bill of quantity developed by EnDev ET.
- Prepare a workable plan for carrying out the shed construction.
- Procure, mobilize, and transport all building materials up to the selected sites.
- Carry out the construction work as per the design and bill of quantity within the agreed modality.
- Work in close collaboration with EnDev ET concerned bodies and discuss on critical challenges faced till finalizing the assignment.
- Prepare clear implementation approaches the workplan for supplying, supply, install the machines, test and how deliver the training.
- Provide weekly progress reports to GIZ EnDev-Cooking Energy Component team

2. Tasks to be performed by the contractor

- Prepare a workable plan to construct 4 cookstove production sheds in 4 sites
- Mobilize raw materials to the construction site
- Engage experienced masons, carpenters and relevant man power for construction
- Construct 4 ICS sheds of each 48m^2 area as per the design and specification
- Handing over the completed ICS sheds and reporting

3. Concept

3.1. Technical Methodological Concept

- The qualified shed construction company makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs

- The shed construction company manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The qualified company reports regularly to EnDev-ET particularly to GIZ-EnDev/ Cooking energy Component
- The qualified bidder is entirely responsible to close follow up the construction steps of the ICS production shed

3.2. Project management of the contractor

The contractor will report to GIZ EPE/-EnDev Energy Component. EnDev/Cooking Energy Component team will backstop the assignment and overall management. Approval will be done by EnDev-Head of the Cooking Energy Component to facilitate payment. The contractor should manage the shed construction within the available time to deliver in tight deadlines

3.3. Place of Assignment

Place of assignment will be in Gambella region in Itang woreda-Nyuignil refugee camp and Goge woreda (nywuar camp, Agnwuak camp and host), and the potential bidder shall get additional information about the assignment from GIZ EnDev Cooking Energy Component team.

3.4. Period of the assignment:

GIZ shall hire the potential bidder/contractor for the anticipated contract term (Assignment period). The duration of contract shall be tentatively a maximum of ninety (90) days as of signing the contract agreement.

Milestones	Deadline (Tentative)
Proposal submission	24 September 2021
Transporting construction materials to the 4 sites	15 October 2021
Complete ICS shed construction	15 December 2021
Submission of ICS shed construction report	25 December 2021

3.5. Deliverables

- 4 ICS production sheds of each 48m^2 area constructed as per the design and specification in 4 different sites of Gambella refugee camps (3 in Gog woreda and 1 in Itang woreda
- Specific places are: in Itang woreda-Nuignyil camp and, in Gog woreda (Nywuar camp, Agnwuak camp, and host community)

- 4 Electric sockets, and 2 florescent lamps installation in each shed
- Final Report of shed construction submitted

4. Personnel concept

The potential contractor must fulfil the following requirements

- Good knowledge and understanding of construction of house buildings processes
- Ability to manage the available time and resources and to work to tight deadlines
- Valid construction license and business organization registration certificate

4.1. Team Leader

- Knowledge of building construction experiences in East African countries
- Experience of effective interaction with non-government organizations, government, and international organizations
- Excellent interpersonal, communication, negotiation, organizational management, and business writing skills in English
- Evidence of similar works previously done will be a key requirement
- At least 3 staff currently working for the company in related field and have significant experience in the construction,
- Project completion and valid handover certification with support evidence of competencies
- VAT registration certificate, renewed business license, pprofessional certificate of key personnel

4.2. Expert 1

- TVET diploma above in building construction, and other related fields.
- Relevant academic or vocational training qualification including civil and building engineering and plumbing.
- Minimum five years relevant working experience including with experience in constructing buildings;
- A minimum of at least five projects of similar nature and complexity
- Project completion and valid handover certification with support evidence of competencies

4.3. Expert 2

- TVET diploma above in building construction, and other related fields.

- Relevant academic or vocational training qualification including civil and building engineering and plumbing.
- Minimum five years relevant working experience including with experience in constructing buildings;
- A minimum of at least five projects of similar nature and complexity
- Project completion and valid handover certification with support evidence of competencies

5. Costing requirements

5.1. Assignment of personnel and travel

All the costs required for the assignment/shed construction, fee and travel for personnel is effective as per the contractual agreement of the qualified contractor

6. Inputs of GIZ or other actors

- GIZ-EPE shall facilitate with required official linking and contacts with focal person(s) wherever required.
- GIZ-EPE shall facilitate and provide necessary information of GIZ-EPE regional office and other stakeholders.
- Coordinate, follow up, supervise, monitor and evaluate the progress of the project based on submitted workplans.
- Organize meetings and briefings, if required, for the service provide to ensure access to all information and product exchanges required for the assignment;
- Review and approve submitted final work accomplishment and reports.
- Provision of facilitation and coordination related to the assignment during the implementation frame work time
- Provide detail contact information of selected shed construction sites with regional office and others implementing partners.

7. Requirements on the format of the bid

7.1. Company profiles

- **Certificate of license- Grade 4 in housing construction and above**
- **VAT registration certificate, Tax clearance certificate**
- **The Company should have licensed in construction sector,**

- **Minimum 5 years' work experience in construction sector.**
- **Sound experience and strong understanding technical drawings of ICS the shed**
- **Ability to manage the available time and resources and work with tight deadlines.**
- **Relevant working experience including with experience in briquette up-scaling of production, product optimisation;**
- **Legally registered and renewed company license**
- **Proof of previous experiences similar to assignment**

7.2. Technical Proposal:

Detail technical proposal with creative concept that includes:

- Picture supported/photo of previous construction experience
- Analyze the methodology how strategically and efficiently coordinate and manage the assignment to meet the deadlines successfully.
- Detail concept and summary outline of the proposed assignment.
- A tentative work schedule for the service provision.

7.3. Financial Proposal not exceeding 1 page

Cost summary and breakdown for the construction should clearly be presented in the financial proposal:

- Cost of shed construction
- Cost of construction raw material
- Any other relevant costs

8. Proposal submission and deadline

GIZ shall not consider any application that arrives after the deadline for submission of document. Any document received after the deadline for submission of application shall be declared late and rejected. The application of documents, both the Technical and Financial in separate and sealed envelopes, must be received the latest by 24 September 2021 to the address to be communicated by the responsible GIZ procurement/contracts department.