

# Request for Proposal (RFP)

*“Study to Investigate the Difficulties for Household Solar Systems in SAARC Region”*

April, 2017



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## **1. Background Information**

With energy demand projected to more than double in South Asia by 2035, it is imperative that the region finds renewable sources to generate power while reducing greenhouse gas emissions. Continuing on with business as usual is unacceptable, as the harmful effects of climate change have the potential to wipe out the progress this region has worked toward in its fight against poverty.

Present-day solar PV technology, a low-carbon energy solution, is well suited for South Asian countries. With large areas of the region endowed with bountiful solar radiation, many countries in the region have the ideal conditions for utilizing solar energy.

Solar energy is a promising solution to meet demand for electricity services of rural households in remote locations in developing countries. After some early success in SAARC Member States, more and more doubts have arisen about the effectiveness and suitability of small PV systems for rural development. There have been many organizational, financial and technical problems that appeared in various programmes of household Solar Home Systems (SHS).

Off-grid solar PV systems are applicable for areas without power grid. Currently, such solar PV systems are usually installed at isolated sites where the power grid is far away, such as rural areas or off-shore islands. But they may also be installed within the city in situations where it is inconvenient or too costly to tap electricity from the power grid.

### **Objectives of the Study**

The study shall review the already completed household Solar Home System programmes and projects implemented by the Member States. It will help to identify barriers and suggest measures for the promotion and development of Solar Home Systems in the SAARC Region.

The study will observe the present conditions of the SHS, the degree of satisfaction experienced by the users of SHS, finding constraints in SHS, investigating the constraints and measures to overcome these for success of solar energy in Member States.

## 2. Terms of Reference (TORs) of Study

Study may cover following topics but not limited to:

- a) Review of current status of Solar Home Systems (SHS) in each Member State;
- b) Identify and investigate barriers and difficulties in SHS;
- c) Suggest measures for the promotion and development of SHS in the SAARC Region;
- d) Explore the lessons learnt from success stories in the world;
- e) The study may also review and explore the following issues related to SHS in each Member State:
  - i. Policy area and national political will,
  - ii. Implementation issues,
  - iii. Institutional issues
  - iv. Regulation issues,
  - v. Technical quality issues,
  - vi. Cost issues,
  - vii. Supply chain issues,
  - viii. Training and awareness issues,
  - ix. Ownership issues,
  - x. Safety and security issues,
  - xi. Social /print media,
  - xii. Government support (Tax, credit and subsidies),
  - xiii. Tariff structure issues,
  - xiv. Operation and maintenance issues,
  - xv. Life cycle cost,
  - xvi. After sale supplier,
  - xvii. Replacement issues,
  - xviii. International support,
  - xix. Industrial issues,
  - xx. Market and access issues,
  - xxi. Awareness and acceptance issues;
  - xxii. Any other
- f) Conclusions and suggesting country-wise recommendations

### **3. General Terms & Conditions**

Following terms and conditions will apply for the purpose of this study:

- a) The selected expert / party will enter into a service agreement with SAARC Energy Centre to conduct the study.
- b) The expert(s) / party will report to the Director SAARC Energy Centre and will remain in close contact with SEC Programme Coordinator deputed for this particular Study.
- c) E-mail/ Skype / Video Link will be the preferred mode of communication between expert(s) / party and SEC.
- d) To facilitate the expert(s) / party in the conduct of the study, SEC will give free access to all relevant data available with it. This shall include all SEC publications, reports / data / information held in SEC library and data bank. Other than this, collection of all additional data/ information, for the purpose of this study, will be the sole responsibility of the expert(s) / party.
- e) Expert(s) / party will design and structure the study by taking into account, but not limited to the TORs and Proposed Minimum Contents of the study, as suggested by SEC. Expert(s)/ party is/are encouraged to add or improve the contents of study in consultation with SEC.
- f) Expert(s) / party will submit the Table of Contents along with any further additional information about the study within two weeks of the signing of the service agreement.
- g) The expert(s) / party will regularly submit the progress of study report on fortnightly basis to SEC for mutual coordination and timely feedback from the Program Coordinator.

### **4. Duration of the Assignment**

- a) The expert(s) / party will submit first draft report of the study within three months of the signing of the service agreement. SEC shall review the draft and notify the expert(s) / party of its evaluation. Any weaknesses / short-comings / improvements pointed out by SEC shall be addressed by the expert(s) / party in the draft study report accordingly.
- b) SEC will send the improved draft study report to the selected reviewer(s) for peer-review and comments. The expert(s) / party will incorporate the comments / suggestions of the reviewer to finalize the study report.

### **5. Deliverables**

After finalization of the study, the expert(s) / party will submit the following:

- a) Soft copy of Final Study Report (editable version)

- b) A comprehensive power point presentation covering the important features and the outcome of the study.

## **6. Payment Terms**

SEC will pay honorarium to the expert(s) / party after completion, peer review and acceptance of the final study report.

## **7. Hiring Process of Expert (s) / Party**

All interested expert (s) / party are encouraged to submit their technical & financial proposals to undertake this study. The expert (s) / party may be an individual or individuals teamed up to strengthen their expertise for addressing technical, commercial, financial and legal aspect of the study. Hiring process will be as following:

- a) Submission of technical & financial Proposals by expert (s) / party by the set deadline.
- b) Screening of technical & financial proposals for their completeness by SEC.
- c) Technical evaluation of screened proposal by Evaluation Committee for shortlisting of suitable expert(s) / party.
- d) Interview of shortlisted expert(s) / party shall be interviewed on Skype / Video Link.
- e) Final selection will be based on combined scores of technical evaluation (70% weightage) and financial proposal (30% weightage).
- f) The successful expert(s) / party will be intimated and offered to enter into agreement with SEC to undertake the study. In case he / she declines, next highest expert(s) / party will be offered to proceed with service agreement.

## **8. Format of Proposal**

All proposals should be accompanied by a covering letter indicating your ability and availability to undertake the study within the stipulated timeframe. The proposal shall comprise of two separate parts: Technical Proposal and Financial Proposal. The Technical Proposal should have following major components:

- a) Methodology and Work Plan to conduct the study (guidelines given in Annexure – I)
- b) Curriculum Vitae (CVs) of the expert (s) / party as per template in Annexure – II. Scanned copies of testimonials / degrees / certificates should be attached with the CV.
- c) Relevant experience

Financial proposal should stipulate a lump-sum amount in US Dollars to undertake the assignment as per format at Annexure – III.

## Methodology and Work Plan for Performing the Assignment

The outline of Technical Proposal (maximum three pages, including charts and diagrams if any) inter-alia covering the following:

- a) **Methodology:** You are expected to briefly specify your understanding of the objectives and TORs of the study / assignment. Please describe your methodology for achieving the objectives, the TORs and meeting the expected outcomes within time frame specified for the study. Also please highlight potential difficulties in carrying out the study and how you will address these.
- b) **Work Plan:** The work plan should transform your methodology in to clearly distinguished activities along with their timelines. Please specify the nature and duration of each activity, phasing and inter-relations, milestones and delivery dates of the report (*take 1 May 2017 as reference date to start*).

## Standard Template for Curriculum Vitae

Assignment / Study / Task Applied for			
Name			
Nationality			
Present Address			
Postal Address			
Cell and Landline Telephone			
Alternate Contact (If away)			
Fax			
Email			
Skype ID			
Languages			
(Proficiency in speaking, reading & writing of each language by <i>Excellent, Good, Fair or Poor</i> )			
Language	Speaking	Reading	Writing
References			
Name, Position, Institution and Country	Email	Telephone	



**Academic Qualification / Education** *(College/ University & other higher educational institutions)*

Degree	Institution	Specialization	Courses Attended	Year Completed

**Professional Courses, Trainings etc** *(professional courses / short courses (other than academic courses) attended)*

Course Title / Description	Institution and Country Attended	Duration (MM+DD)

**Work / Job Experience** *(All positions held since graduation)*

<b>Period (YY+MM)</b>	<b>Position</b>	<b>Employer</b>	<b>Major Responsibilities</b>

**Experience Specifically Related to This Assignment / Study / Task**  
*(Related projects, research work and other (local/ SAARC region/ international))*

<b>Brief Description of Project / Research / Field Work Undertaken</b>	<b>Organization and Country / Location</b>	<b>Year</b>	<b>Duration (YY+MM)</b>

**Format for Financial Proposal**

<b>FINANCIAL PROPOSAL</b>	
<b>Description of Assignment</b>	<b>Total Amount (USD)</b>
Study to Investigate the Difficulties for Household Solar Systems in SAARC Region	

It is certified that the given RFP has been thoroughly read, understood and agreed upon. The expert / party undertakes to complete the assignment within stipulated time at the total cost quoted above.

Expert / Party: \_\_\_\_\_

Signature with date: \_\_\_\_\_