

REQUEST FOR PROPOSAL (RFP)

The RFP submission deadline has been extended till 14 September 2023

Regional Center for Renewable Energy and Energy Efficiency (RCREEE)	DATE: August 10, 2023
	REFERENCE: Med/01/2023

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Senior Expert - Energy Efficiency Finance and Digitalization**

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

The technical proposal and the financial proposal files MUST BE COMPLETELY SEPARATE and may be submitted on or before Thursday, September 14, 2023 via email with title (ref: GRANT CONTRACT ENI/2020/420-413) to the addresses below:

Procurement@rcreee.org

Your Proposal must be expressed in the English Language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by RCREEE after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of RCREEE requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by RCREEE after it has received the Proposal.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Expert accepts the General Terms and Conditions of RCREEE. The PRAG rules of the EU are in place with reference to all aspects concerning this RFP.





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Intellectual property rights and all contents shall follow the legal reference of the EU funded project.

Please be advised that RCREEE is not bound to accept any Proposal, nor award any contract, nor be responsible for any costs associated with a Experts preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

RCREEE encourages every prospective Expert to prevent and avoid conflicts of interest, by disclosing to RCREEE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Procurement Section

8/10/2023



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I) Background and Objective

Introduction:

meetMED is an EU-funded project (ref: GRANT CONTRACT ENI/2020/420-413) that aims to contribute to enhancing the energy security of beneficiary South Mediterranean Countries (SMECs)¹, while fostering their transition to low carbon economy, thereby contributing to more stable, efficient, competitive and climate-resilient socioeconomic contexts. Launched in 2021, meetMED second phase activities aim at strengthening the implementation of EE measures and improving countries' energy mix focusing on building and appliances' sectors through a multiscale, multi-partner and inclusive approach at local and regional levels, thereby fostering regional cooperation.

The second phase of the project is implemented by the Regional Centre for Renewable Energy and Energy Efficiency (RCREEE) in cooperation with the Mediterranean Association of the National Agencies for Energy Management (MEDENER).

Within the current energy context in the region, one of the priorities of the South Mediterranean countries (SMECs) is to secure energy provision and to promote energy saving and EE applications. High risk linked to new technologies, lack of regulatory framework, cumbersome administrative procedures, absence of national standards and incentives and clear financing instruments can be challenging for EE projects implementation basically in the financing phase.

There are difficulties for project developers to access finance unless relevant instruments exist (transition funds, incentives) and financing institutions (international and commercial banks) are keen on financing energy efficiency.

Constraints and barriers could come indicatively from the diversity of sources of funding, the lack of visibility on conditions, processes, financing modalities, the sizing of projects, the loan inadequacy

¹ SMECs includes Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine, and Tunisia.



and financing instruments (inappropriate grants) regarding the type of projects (maturity of loans, liquidity, and cash flow measurement, etc.). Constraints are both on the offer side and demand side.

Hence, there is an essential need to set up guidelines and/or an online platform providing comprehensive and clear tools and guidance to assist in the development of bankable energy efficiency projects in general and more particularly for building and appliances.

This RFP will be under the framework of meetMED activity 5.2.1 **Develop Interactive Tool and Guidelines on a Dedicated Platform for the South Mediterranean Countries.**

Objective of the assignment:

This assignment aims to:

- Prepare the contents and structures of the Interactive Tool and Guidelines to be published on the dedicated Platform, based on the review of the currently existing meetMED funding guide on financing capabilities with specific focus on efficient buildings and appliances in the SMECs, and complete any missing data/information to ensure high quality contents of the Interactive Tool and Guidelines.
- Provide comprehensive technical assistance on developing a webtool for the project users / owners in the SMECs to get information and assist them in designing their projects in terms of financing energy efficiency in buildings and in appliances.
- Develop the layout design of a platform that will be online and consisting of two components, **1) Webtool and 2) Interactive funding guide.**
- Prepare the Terms of Reference (ToR) for consulting firm specializing in web development to create the platform and follow up the implementation processes.
- Dissemination of the outputs to the stakeholders in the SMECs through dedicated webinar / session to discuss the content and the interface.
- Finalize, commission, and hand over to RCREEE all relevant activities with the web developer.



II) Description

Scope of Work:

The purpose of this RFP is to identify and select an expert/s with a proven track record on the energy efficiency financing mechanisms in building and appliances in SMECs with a solid experience on planning and designing the interactive tools as well as preparing ToR for web developers to showcase interactive tools on a dedicated platform. Where the platform will act as a resource centre for the grand public and experts that are interested in EE in the Buildings and appliances sector in SMECs according the general and technical requirements described below:

General requirements

- Develop the content of the interactive funding guide and webtool to assist the users/project owners on accessing energy efficiency financing in buildings and appliances in the SMECs.
- Develop the layout design of a platform that includes the webtool and funding guide.
- Prepare a Terms of Reference (ToR) targeting web development firm.
- Follow up on the platform implementation processes.
- Support for presenting the platform and dissemination among SMECs.

Technical requirement

- Provide comprehensive experience in the field of energy efficiency and access to finance focusing on buildings and appliances in the SMECs.
- Develop a content and layout design of interactive webtool targeting public users/project owners in the SMECs countries to get information and assist them to financing their projects.
- Prepare the contents of the Interactive Tool and Guidelines to be published on the dedicated Platform, based on the review of the currently existing meetMED funding guide on financing capabilities with specific focus on efficient buildings and appliances in the



SMECs, and complete any missing data/information to ensure high quality contents of the Interactive Tool and Guidelines.

- Develop the layout design of the interactive funding guide for access to financing energy efficiency in buildings and appliances in the SMECs.
- Prepare a visualisation presentation to give a clear vision on the platform's² content, tabs, and data display etc.
- Prepare a Terms of Reference (ToR) including selection criteria for a consulting firm specialized in web development to create a dedicated platform to showcase the webtool and funding guide in close coordination and cooperation with activity team and project management, and take the necessary actions to comply with and modify all the comments.
- The ToR should include a full description of the general and technical requirements of the platform, as well as the frontend and backend features and any other additional requirements and criteria that need to be mentioned in the ToR.
- Participate in the selection process of a consulting firm (a web development firm).
- Responsible for the platform's technical content and design implementation processes and ensuring they are aligned with the technical requirements and platform interface.
- Engage in the dissemination of the platform to the stakeholders in the (SMECs) through dedicated webinar / session to discuss the content and interface of the platform.
- Finalize and hand over all relevant activities with the web developer.

List of activities

- Mapping of national, regional, and international interactive tools and guidelines dedicated to project users / owners initiatives for financing EE in buildings and appliances.
- Conduct a comprehensive review and data collection through desk research to identify all ongoing initiatives and projects as well as existing funds, incentives, and financing schemes in the SMECs, in order to develop the content of webtool and funding guide.

² The platform consists of two components, **1) Webtool and 2) Interactive funding guide.**



- Identification of each step of the funding mechanism, introduction of administrative procedures, financial models, constraints, and steps to be followed for accessing energy efficiency finance.
- Submit a report on the content of the funding guide in the SMECs.
- Develop the layout design of a platform including a web tool and an interactive funding guide for access to finance within energy efficiency projects in buildings and appliances.
- Prepare a Terms of Reference (ToR) including selection criteria for a consulting firm specializing in web development to create, design, and maintain the platform to showcase the webtool and funding guide in close coordination and cooperation with the activity team and project management, and take the necessary actions to comply and modify all the comments.
- The ToR should include a full description of the general & technical requirements, as well as the evaluation criteria, frontend & backend features of the platform, and any other additional requirements/criteria that need to be mentioned in the ToR.
- Participate in the selection process of a consulting firm (web development firm) and ensure its compatibility with the ToR.
- Follow up with the web development firm/developer during creating of the platform and ensure that the interface is designed according to the general layout³ and all its functions.
- Engage in the dissemination and/or consultation workshop of the platform to the stakeholders in the (SMECs) through dedicated webinar / session to discuss the content and the interface of the platform.
- Finalize, commission, and handover to RCREEE all relevant activities with the web developer.

Expected timeframe, outputs and deliverables

The duration of the assignment is expected between September 2023 to February 2024, where the deliverables will be as follows.

³ General layout: The content and layout design of interactive webtool and funding guide.



No	Deliverables/ outputs	Tentative due dates
1	Detailed work plan and methodological procedures for this assignment	25.09.2023
2	Submit a report on the content of the webtool and funding guide.	15.10.2023
3	Develop the layout design of a platform including a web tool and interactive funding guide.	23.10.2023
4	Prepare a Terms of Reference (ToR) for consulting firm	12.11.2023
5	Participate in the selection process of a consulting firm (web development firm) and ensure its compatibility with the ToR	12.12.2023
6	Ensure that the interface designed according to the general layout and all its functions.	31.01.2023
7	Participate in the consultation workshop to discuss the users' interface.	15.02.2023
8	Finalize and handover all relevant activities with the web developer.	28.02.2023

Qualifications

- Advanced university degree (Master's degree or equivalent) in the field of finance, energy, economics, engineering, and/or any other relevant field.
- At least 15 years of professional experience in relevant field.
- A minimum 5 years of progressively responsible experience on access to financing energy efficiency at the international level.
- Proven experiences on the energy efficiency financing mechanisms in the SMECs.
- Proven experiences in designing and layout the interactive tools and data display, mainly in the energy efficiency field.
- Ability to produce comprehensive analysis, analyzing data, and to draft and review reports.
- Familiar with web development's technical aspects.
- Working experience with international or regional organization will be considered as an advantage.
- Excellent in the MS office.
- Proficiency in English.



- Solid knowledge and prior experience in providing similar services.
- Familiarity with financial analysis.
- Excellent communication and problem-solving skills.
- Experience in applying the **EU visibility rules** is an asset.

Requirements for Submission of Financial Proposal

The Expert must send a financial proposal based on a **lump sum lower than a maximum ceiling not exceeding EUR 12,000**. The total amount quoted shall be all inclusive and include all costs components required to perform the deliverables identified in the TOR,

Payments will be made upon completion of the deliverables/outputs and as per below percentages:

Payment Terms:

No	Deliverables/ outputs	Tentative due dates	Percentage for Payment
1	Detailed work plan and methodological procedures for this assignment	25.09.2023	30%
2	Submit a report on the content of the webtool and funding guide.	15.10.2023	
3	Develop the layout design of a platform including a web tool and interactive funding guide.	23.10.2023	
4	Prepare a Terms of Reference (ToR) for consulting firm	12.11.2023	40%
5	Participate in the selection process of a consulting firm (web development firm) and ensure its compatibility with the ToR	12.12.2023	
6	Ensure that the interface designed according to the general layout and all its functions.	31.01.2023	
7	Participate in the consultation workshop to discuss the users' interface.	15.02.2023	30%
8	Finalize and handover all relevant activities with the web developer.	28.02.2023	

Payment release will be made within thirty (30) days from the date of meeting the following conditions:

- a) RCREEE's written acceptance of the quality of the outputs; and
- b) Receipt of payment request from the Expert.





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Travel Cost:

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between RCREEE and the expert, prior to travel.



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Annex 1

Description of Requirements

Context of the Requirement	<p>meetMED is an EU-funded project aims to contribute to enhancing the energy security of beneficiary countries (namely Algeria, Egypt, Jordan, Lebanon, Libya, Morocco, Palestine and Tunisia) while fostering their transition to low carbon economy, thereby contributing to more stable, efficient, competitive and climate-resilient socioeconomic contexts. Launched in 2021, meetMED second phase activities aim at strengthening the implementation of EE measures and improving countries’ energy mix focusing on building and appliances’ sectors through a multiscale, multi-partner and inclusive approach at local and regional levels, thereby fostering regional cooperation.</p> <p>The second phase of the project is implemented by the Mediterranean Association of the National Agencies for Energy Management (MEDENER) in partnership with the Regional Centre for Renewable Energy and Energy Efficiency (RCREEE).</p>
Implementing Partner of RCREEE	MEDENER
Expected duration of work	6 months
<p><i>Conditions for submitting proposals</i></p> <p><i>(Email Submission)</i></p>	<p>1) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with a password and clearly labelled. The files must be sent to the dedicated email address specified in the RFP.</p> <p>2) The password for opening the Financial Proposal should be provided only upon request of RCREEE. RCREEE will request passwords only from Experts whose Technical Proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>3) The Financial Proposal and the Technical Proposal files MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. <i>The file with the “FINANCIAL PROPOSAL” must be encrypted with a password.</i></p>
Ceiling	Payment for this service shall not exceed the amount of EUR 12,000 .
Target start date	20 th of September 2023
Latest completion date	End of February 2024
Implementation Schedule indicating breakdown and timing	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required



of activities/sub-activities	
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Proposal prices shall be subjected to taxation	<input checked="" type="checkbox"/> yes, please submit proposal prices inclusive of all applicable taxes <input type="checkbox"/> No, please submit proposal prices exclusive of all taxes
Currency of Proposal	<input type="checkbox"/> United States Dollars <input checked="" type="checkbox"/> Euro <input type="checkbox"/> Egyptian Pounds
Payment Provisions	Payment shall be made via bank transfer in EUR
Deadline for Submission	Date: 14.09.2023 1:00 PM EGYPT Time Zone Time: 1.00pm (Local Time)
Deadline for submitting requests for clarifications/questions	08.09.2023
Contact Details for submitting clarifications/questions	<p>Address: RCREEE, Cairo, Egypt E-mail address dedicated for this purpose: Procurement@rcreee.org Attn. Queries– RFP#Med-01-23</p> <p>This email address is officially designated by RCREEE. If inquiries are sent to other person/s, even if they are RCREEE staff, RCREEE shall have no obligation to respond nor can RCREEE confirm that the query was received.</p> <p>Any delay in RCREEE’s response shall not be used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers.</p> <p>The expert/s will not be permitted to take advantage of any errors or omissions in the ToR. Should such errors or omissions be discovered, the expert/s must notify RCREEE accordingly.</p>
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days <p>In exceptional circumstances, RCREEE may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.</p>
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted



Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<p>1. Project Manager</p> <p>2. Sustainable Energy Economics and Policies Expert</p>
Type of Contract to be Signed	<p><input type="checkbox"/> Long-Term Agreement</p> <p><input checked="" type="checkbox"/> Sub-Consultancy Agreement</p>
Criteria for Contract Award	<p><input type="checkbox"/> Lowest Price Quote among technically responsive offers</p> <p><input checked="" type="checkbox"/> Highest Combined Score (based on the 80% technical offer and 20% price weight distribution)</p> <p><input checked="" type="checkbox"/> Full acceptance of the RCREEE Contract General Terms and Conditions. This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.</p>
Assessment of the Proposal	<p>Technical Proposal (80%) <u>Only technical proposal receiving a score of 80% points for the technical proposal will be considered technically compliant and have the financial proposal assessed.</u></p> <p>Financial Proposal (20%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by RCREEE.</p>
RCREEE will award the contract to:	<p><input checked="" type="checkbox"/> One and only one Expert</p> <p><input type="checkbox"/> One or more Experts</p>
Contract General Terms and Conditions	<p><input checked="" type="checkbox"/> General Terms and Conditions for Expert contracts</p>
Annexes to this RFP	<p><input checked="" type="checkbox"/> Form for Submission of Proposal</p>
Contact Person for Inquiries (Written inquiries only)	<p><i>Procurement Section</i></p> <p>Any delay in RCREEE 's response shall be not used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	<p>None</p>



Annex 2

FORM FOR SUBMITTING EXPERT'S TECHNICAL PROPOSAL

(This Form must be submitted only using the expert's Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

To:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to RCREEE in conformity with the requirements defined in the RFP dated 8/10/2023 , and all of its attachments, as well as the provisions of the RCREEE General Contract Terms and Conditions:

A. Qualifications of the expert

The expert must describe and explain how and why they are the best entity that can deliver the requirements of RCREEE by indicating the following:

- a) *Profile – CV describing the nature of business, field of expertise, qualification, licenses, certifications, accreditations;*
- b) *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) *Track Record – list of similar services as those required by RCREEE, indicating description of contract scope, contract duration, contract value, contact references;*
- d) *Work samples: compile relevant examples of design work, publications, layout design an interactive webtools, events, videos, awareness campaigns, videos, social media materials, infographic videos, and other creative art.*

B. Proposed Methodology and approach for the Completion of Services

The expert must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

C. Qualifications of Key Personnel

If required by the RFP, the Expert must provide:

- a) *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) *CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) *Written confirmation from each personnel that they are available for the entire duration of the contract.*



Annex 3

FORM FOR SUBMITTING EXPERT’S FINANCIAL PROPOSAL

(This Form must be submitted only using the expert’s Official Letterhead/Stationery)

[insert: Location].

[insert: Date]

To:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to RCREEE in conformity with the requirements defined in the RFP dated 8/10/2023 , and all of its attachments, as well as the provisions of the RCREEE General Contract Terms and Conditions:

Cost Breakdown per Deliverable

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1			
2			
3			
4			
5			
6			
7			
8			
	Total	100%	

[Name and Signature of the expert]

[Designation]

