

ICLEI Africa
71 Burg Street
Cape Town
8000

Date of notification: 23rd July 2014

Notice of Request for Proposals

Expert assistance for Urban-LEDS case study on small scale embedded renewable energy and net metering in South Africa

Please see below the request for proposals for technical support as part of the Urban-LEDS project being implemented in South Africa by ICLEI Africa, in partnership with UN-Habitat and funded by the European Commission.

All interested service providers should provide the following information:

1. Overview of the experiences and expertise of the proposer to the theme in question
2. Summary of the proposer's writing experience and ability to convey technical information in an accessible and readable style to municipal officials in cities across the world, and interested institutional partners, especially in South Africa.
3. Demonstrated knowledge of a) the small-scale embedded renewable energy and net metering context in South Africa, and, (preferred) b) Specifically in Nelson Mandela Bay Municipality
4. A budget breakdown of the consulting fees offered including number of scheduled days assigned
5. Location of proposer's offices

The brief terms of reference below outlines the scope of the project. A letter of appointment will outline any further necessary details

The closing date for submissions of interest is 11th August 2014

To submit quotations with the subject line "Reply to ToR for Net metering Case Study", or to find out more about this RFP, please contact:

Steven Bland, Project Manager, ICLEI Africa

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Terms of Reference (ToR)

for assignments of authoring a city case study for the project “Promoting Low Emission Urban Development Strategies in Emerging Economy Countries” (Urban-LEDS)

Expert assistance for Urban-LEDS case study in South Africa

This document shall define the needs, expectations, and proposed assignment as a guideline for identifying, selecting and contracting experts within the Urban-LEDS project for the authoring of city case studies.

Expert consultant for compiling information and writing case study

For external use

Task	Delivering one Urban-LEDS case study on city experiences in South Africa
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Summary	To gather all relevant data and information, and write a case study on the experiences of project city Nelson Mandela Bay Municipality in promoting local small scale embedded renewable energy generation, with brief additional reference to lessons learnt in other cities in South Africa.
Description of the assignment, expected outcomes	<p>A decision by NERSA in 2011 to issue standard conditions for small scale embedded energy generation within municipal boundaries set the scene for South African municipalities to play a stronger role in encouraging local embedded generation. Active municipalities still need to pioneer local enabling conditions for net metering arrangements and some have begun to do so. While still in its relative infancy, the experiences of metropolitan municipalities to date in promoting small scale renewables, especially through net metering processes, are of value to other municipalities looking to take similar approaches, as well as national government and other interested stakeholders as they develop further national guidelines and policies.</p> <p>The assignment seeks to document the context, rationale and experiences to date of Urban-LEDS project satellite city Nelson Mandela Bay Municipality in promoting local embedded</p>



	<p>generation, and make conclusions about what this says about the future of small-scale embedded generation, from both a regulator (local/national government) and user (citizens/business) perspective.</p> <p>The case study will be drafted according to the ICLEI Case Studies Author's Form, reviewed to incorporate feedback from ICLEI Africa, the Municipality and other relevant national organisations, and submitted with final texts and images. Layout will be completed by ICLEI Africa.</p> <p>A full brief will be compiled based on the service providers experiences and the judgement of both Nelson Mandela Bay Municipality and ICLEI Africa, but the case study is expected to cover some or all of the following:</p> <ul style="list-style-type: none"> - Brief background to the policy context for small scale embedded renewable energy - Roles & responsibilities at different scales (governance) - Case of NMBM: approach taken, rationale, process used, success stories so far, up-scaling & challenges ahead - Snippets of cases from up to 3 other metro's in South Africa; highlighting contrasting/different approaches used - Include a user (citizen/business) perspective as well as institutional (local government) (eg. on the motivations & ease of use for users) - Conclusions/reflections about what the case(s) demonstrate about a) Multi-level governance for the low-carbon transition b) the future trajectory of small scale renewables in South Africa <p>Drafts of the case study may involve consultation nationally with relevant organisations (eg NERSA, SACN). The case study must make use of some initial background information on the SSEG initiative in NMBM collated by SALGA/GIZ, as a starting point for further investigation. SALGA/GIZ will also be a contributing editor.</p> <p>Local consultation (Nelson Mandela Bay Municipality, local citizens and business) will be required, as will some engagement with other South African cities with experience in this area.</p>
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Concrete deliverables expected	<p>1 completed authors form for preliminary content outline</p> <p>1 completed case study (approx. 8 pages), including relevant graphs/charts and 2-6 good quality images per case.</p> <p>Delivered in ICLEI case study format and including all additions in printable quality and with respective copyright confirmation.</p>
Time frame, location	<p>Deadline for Applications: 11^h August</p> <p>Selection & hiring process: 11th-15th August</p> <p>Preliminary discussions & content planning: 18th-22nd August</p> <p>Information gathering & writing: <u>25 Aug – 30 Sep. 2013</u></p> <p>First draft of 1 Case Study (CS) <u>01 October 2014</u></p> <p>Final draft of first 1 CS: <u>28 October 2014</u></p>
Available budget	<p>Payment to expert discussed based on:</p> <ul style="list-style-type: none"> - Quotations based on days worked at expected day rate (this project is donor-funded) - Travel & subsistence for one 3 day visit to Nelson Mandela Bay (if consultant is not based in the city) - 50% upon completion of case study author's form, 50% upon final delivery
Deadline for indicating interest	11 th August 2014
Contact information	<p>ICLEI - Local Governments for Sustainability – Africa 71 Burg Street, Cape Town, 8000, South Africa Tel: +27 21 2020 398 Fax:0878096185</p>

