

# ENACT

Enabling African Cities for Transformative Energy Access

## TERMS OF REFERENCE (ToR)

Issued by ICLEI Africa



### ICLEI Africa seeks to appoint a service provider to implement clean cooking interventions in Kisenyi informal settlement, Kampala, Uganda

ToR issued: **27 November, 2023**

Indicate interest to bid by: **11 December 2023**

Bids due by: **08 January, 2024**

Bids and technical queries can be sent to Ms Carine Buma ([carine.buma@iclei.org](mailto:carine.buma@iclei.org)) with Dr Azizat Gbadegesin ([azizat.gbadegesin@iclei.org](mailto:azizat.gbadegesin@iclei.org)) in copy.

Please indicate interest to submit a bid and any queries by 11 December, 2023, so responses to queries may be shared with all bidders. Bids will still be accepted if interest is not indicated. However, bidders must accept that they may not receive responses to questions from other bidders.

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference (ToR). If you have not heard from us 3 months after the closing date, please take it that you were not successful.

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### 1. Introduction

#### 1.1. Project background

The lack of access to modern forms of energy inhibits the growth of economies in urban centres, especially in informal settlements where energy access is often the lowest. There is a strong case that energy access is not resolved by creating connections alone, but that the quality of the service and delivery methods are also key in creating impact for the end-user. Decentralised, modern, and clean energy solutions can open new pathways for energy access in often marginalised areas such as urban informal settlements and slums.

The [Enabling African Cities for Transformative Energy Access \(ENACT\) Project](#), funded by the Foreign Commonwealth and Development Office (FCDO) of the UK government, is part of its Transforming Energy Access (TEA) programme. [ICLEI Africa](#) is appointed, through [Carbon Trust](#), as the lead implementing partner of ENACT. ICLEI Africa is working with [Energy 4 Impact](#), in two project cities - Kampala (Uganda) and Freetown (Sierra Leone) - to deliver the project.

The ENACT project aims to create an enabling environment to improve energy access in Africa's urban areas, with a focus on the urban poor living in informal settlements. The project does so by introducing market-led interventions for improved energy access. The project aim, inter alia, is to foster public private partnerships and, through funding to private energy service providers, enable the testing and implementation of financing and business models for improved delivery of sustainable energy services – for clean cooking and energy access – to households and microenterprises living and operating in informal settlements within the two project cities.

Through funding to energy providers, the project aims to open markets for energy Micro, Small and Medium Enterprises (eMSMEs) and companies to deliver good quality, reliable and affordable clean cooking products, and services to unserved and underserved urban poor populations. This will in turn improve energy access for local communities, leading to improved health and socio-economic wellbeing. In Kampala, ENACT will focus interventions in the Kisenyi community.

#### 1.2. Preliminary findings on cooking in the Kisenyi community

Between August and September 2023, the ENACT team, with support from ACTogether Uganda, carried out a baseline survey in Kisenyi. The primary aim was to comprehend the community's current status regarding access to clean cooking and to pinpoint existing gaps and opportunities for enhancing awareness and access to affordable and contextually suitable clean cooking interventions. The data collection process encompassed a mix of household surveys, focus group discussions, and key informant interviews. A comprehensive report has been compiled based on the outcomes derived from a survey on 345 households and 61 food-based microenterprises, insights from 5 key informant interviews, and input gathered through two focus group discussions.

**The full report from ENACT's baseline survey in Kisenyi will be made available on the [project website](#) and will also be shared with bidders that indicate interest in applying. Applicants are strongly encouraged to read through the report for insights on delivering contextually suitable clean cooking solutions in Kisenyi.**

## 2. Terms of reference

### 2.1. Key definitions used in this ToR

- **Service provider:** A single company/organisation or a consortium of companies and organisations partnering to deliver the services outlined in this ToR. For a consortium, a lead implementer who will be contracted for these services, must be identified in the application. The consortium can be a combination of private micro, small, or medium enterprise (eMSME), community-based organisation, or non-profit organisation. Partnerships with a diversified product offering are encouraged. Locally-owned/female owned and managed service providers are especially encouraged to apply.
- **Lead implementer:** The entity within a consortium that will lead and oversee implementation and delivery of the proposed interventions. The funding agreement will be between ICLEI Africa and the lead implementer, who will in turn sign and manage sub-agreements with the other partners involved in the proposed project, in the case of a consortium.
- **Clean cooking interventions:** These refer to the deployment of clean cooking fuels, stoves, and services within the target location (Kisenyi informal settlement) and its environs, to meet the objectives and targets outlined in this ToR. Applications offering more than one type of clean cooking technology are encouraged.
- **Sustainable jobs:** Refers to a job that has been enabled by the ENACT project, which contributes to the long-term economic, social, and environmental sustainability of a society.

### 2.2. Purpose of the ToR

The funding for the services linked to this ToR will support a service provider to **implement evidence-driven, locally viable, innovative, replicable, and scalable clean cooking interventions** that will contribute to ENACT's project objectives and targets, which include providing access to clean, sustainable, and affordable cooking solutions to **at least 1500 households and small businesses based in Kisenyi informal settlement (and its environs) in Kampala over five (5) months, from February to June 2024**. The implementation of these interventions is expected to create **at least 10 sustainable jobs**, especially for female owned and/or managed businesses.

The service is also expected to:

- i. Leverage marketing activities to raise awareness on the benefits of using clean cooking products and services for households and businesses;
- ii. Strengthen partnerships between local governments, informal communities, and the private sector in the design, implementation, and monitoring of modern and clean cooking access interventions in informal settlements and slums;
- iii. Empower women in informal settlements and slums who are engaged in productive energy use activities and/ or involved in the clean cooking supply and delivery chain; and
- iv. Collect usage data to inform intervention design and implementation in the long-term. This data will inform market pricing, carbon accounting reporting and financial modelling of cooking solutions for informal settlements.

The table below provides a high-level overview of the scope of activities linked to this ToR:

Features	Details
<b>Location</b>	Kisenyi informal settlement in Kampala, and its immediate surrounding informal settlement environs.
<b>Clean cooking technology</b>	Recommended: Electric cooking, LPG, improved biomass stoves (with briquettes or pellets). Others: Solar, ethanol or biogas stoves  The clean cooking products and services <b>should include the fuel, equipment/stove and accompanying accessories,</b>
<b>Target beneficiaries</b>	<ul style="list-style-type: none"> <li>Households</li> <li>Small businesses (mainly food sellers)</li> </ul>
<b>Anticipated results</b>	<ul style="list-style-type: none"> <li>1,500 households and small businesses using clean cooking technologies. At least 25% the beneficiaries should be small businesses (mainly food sellers), with at least a third of these businesses being female-led</li> <li>At least 10 sustainable jobs created as a result of this funding provided through the ENACT project</li> </ul>
<b>Maximum funding</b>	Up to £ 100,000 (one hundred thousand Great British Pounds)
<b>Implementation period</b>	Five (5) months, between February and June 2024
<b>Funding can cover</b>	<ul style="list-style-type: none"> <li>Last mile product distribution channels</li> <li>Product marketing, training, community engagement and awareness raising</li> <li>Monitoring, evaluation, and reporting</li> <li>After sales services and customer support</li> <li>Provision of end-user finance options to make the clean cooking products more affordable</li> <li>Others, as identified by the service provider</li> </ul>

### 2.3. Key tasks and deliverables

The service provider will implement the proposed interventions in three phases as outlined below.

#### Phase I: Inception

In the beginning of the project, the successful service provider is expected to take part in a 90-minute inception meeting with the ENACT team to discuss the project scope, expected deliverables, and management.

The service provider will carry out the following activities in this phase:

- Participate and present the proposed approach in an inception meeting with project partners (ICLEI Africa and Energy 4 Impact) and representatives from Kampala Capital City Authority (KCCA) and the Uganda Ministry of Energy and Mineral Development (MEMD).
- Develop an inception report containing an updated implementation plan with timelines, a comprehensive community engagement and awareness raising strategy (including related materials), an updated risk register, and key stakeholders to be engaged. It is recommended that the community engagement and awareness raising strategy is developed and

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implemented in liaison with a community-based organisation who has conducted similar activities in informal settlements. Applicants should allow for at least one round of review of the inception report.

- Set up last mile distribution infrastructure (including team(s)) in the community.
- Set up a monitoring, evaluation (M&E), and reporting framework. This includes submitting baseline data against which the project will be monitored. Applicants should allow for at least one round of review of the M&E and reporting framework.

### Phase II: Deployment of clean cooking products and services

The service provider will launch product deployment, sign-up customers, and roll-out the clean cooking interventions to households and small businesses living and working in Kisenyi and its environs.

This stage will also include targeted awareness raising on the benefits of clean cooking, working closely with the community and local government in designing, implementing, and monitoring the intervention, and gathering evidence to support the viability of scaling clean cooking solutions in urban informal settlements. Note, the ENACT team will carry out a monitoring visit mid-way through this phase.

### Phase III: Project closure and scale-up plan

The service provider will conduct an end-line survey to assess the successes and lessons from the clean cooking intervention. They will also develop a close-out report that includes, at minimum, lessons, challenges, and recommendations from their experience in Kisenyi, as well as a scale-up and sustainability plan beyond the ENACT funding timeline. The service provider will also lead a learning session with the project partners to present these findings and the sustainability and scale up plan.

The table below details these three project stages and their related timelines:

Phase	Activities	Key deliverables	Timeline
<b>Phase I:</b> Inception	<ul style="list-style-type: none"> <li>• Attend and present at an inception meeting with project partners.</li> <li>• Develop and submit an inception report containing at the minimum, the methodology of implementation, a community engagement and awareness raising strategy (and related materials), an updated workplan, key stakeholders to be engaged, key risks and mitigation measures, and roles and responsibilities of the team.</li> <li>• Set up a Measurement and Evaluation (M&amp;E) and reporting</li> </ul>	<ul style="list-style-type: none"> <li>• PowerPoint presentation of intervention, for the inception meeting</li> <li>• An inception report</li> <li>• M&amp;E and reporting framework with baseline data.</li> <li>• Evidence of set-up on the ground (photos, videos, etc.).</li> <li>• Awareness raising and marketing materials to be used during implementation.</li> </ul>	Weeks 1 to 4  (1 month)

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	<p>framework and submit baseline data. Note that ICLEI Africa will provide a guiding template, including targets and indicators, for the M&amp;E framework during contracting.</p> <ul style="list-style-type: none"> <li>Set up last mile distribution infrastructure (including teams) in the community.</li> </ul>		
<p><b>Phase II:</b> Deployment of clean cooking products and services</p>	<ul style="list-style-type: none"> <li>Launch and sign-up customers within Kisenyi and its environs</li> <li>Deploy products and services to the customers</li> <li>Conduct community engagement, training, sensitisation and awareness raising activities in Kisenyi</li> <li>Support monitoring visit by the ENACT team</li> <li>Participate in monthly check-in meetings and provide monthly report to the ENACT team on progress, challenges, risks, lessons, and next steps.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of launch event and other community engagement and awareness raising events (e.g. reports, photos, videos, communications material).</li> <li>Monthly M&amp;E reports on progress against targets.</li> <li>Monthly reports (in PPT) on progress with product deployment and awareness raising/sensitisation, challenges, successes &amp; lessons learnt, and next steps.</li> <li>Supporting evidence to accompany reports (e.g. photos, videos, comms material).</li> </ul>	<p>Weeks 5 – 16 (3 months)</p>
<p><b>Phase III:</b> Closure and scale-up plan</p>	<ul style="list-style-type: none"> <li>Conduct end-line survey to assess project overall performance and lessons.</li> <li>Develop close-out reporting including findings from the end-line survey, challenges, lessons and recommendations from experiences in Kisenyi, sustainability and scale-up plan beyond ENACT project funding timeline, as well as narrative and financial report.</li> <li>Present close-out report and scale-up plan to ENACT partners and KCCA and MEMD in an in-person or virtual meeting.</li> </ul>	<ul style="list-style-type: none"> <li>End-line survey concept note</li> <li>End-line survey questionnaires</li> <li>End-line survey data collected and analysed</li> <li>A close-out report, with supporting evidence such as photos, videos, communication materials etc.</li> <li>Presentation at a close-out meeting with project partners and KCCA and MEMD</li> </ul>	<p>Weeks 17 – 20 (1 month)</p>

### 3. Specifications

The budget for this ToR is up to a maximum of **£ 100 000** (one hundred thousand Great British Pounds) in grant funding for the successful service provider to deliver the activities within **five (5) months**, commencing in February 2024. Only one (1) proposal per service provider will be accepted. Co-funding by the service provider is strongly encouraged to demonstrate value for money.

The clean cooking products and services **must be ready to launch upon contracting**, and **should include the fuel, equipment/stove, accompanying accessories, and after sales services**.

All equipment must meet technical quality standards used by the Uganda Standards Bureau or other reputable clean energy organisation/associations within Uganda or internationally, e.g. the Uganda National Alliance on Clean Cooking, the Clean Cooking Alliance, the World LPG Association. Proof of such must be provided in the service provider's application.



## 4. Support from project partners

ICLEI Africa and Energy 4 Impact are referred to as project partners in this ToR. Project partners will be responsible for the following support to the service provider:

- Provide strategic advice to the service provider through-out the project to ensure implementation of context-appropriate clean and affordable cooking interventions in alignment with this ToR and ENACT's objectives;
- Monitor the progress of the project through regular check-in meetings with the service provider and reviewing reports and monitoring activities.

## 5. Evaluation criteria

Only fully completed proposals will be evaluated, with special focus on the following:

- **Affordability of the solution being proposed:** Core to the proposed intervention(s) should be mechanisms to ensure affordability of the fuel, cooking kit/stove, and accompanying accessories, which is vital to ensure continuous willingness and ability to utilise clean cooking in the informal settlement.
- **Delivery of locally responsive solutions:** Proposed intervention(s) should seek to address key findings from the baseline survey conducted in the community and service provider's knowledge of the context. This includes, but is not limited to supplying products that suit the cooking environment, consideration of stacking for secondary cooking, integrating the local supply network of charcoal and firewood retailers, continuous awareness raising activities, pricing products to consider holistic costs of cooking.
- **Experience of team members, with team structure and roles of the different individuals and/ or partners in the service provider's team.**
- **Price and detailed budget breakdown:** A detailed budget breakdown (including amount provided through ENACT plus amount of co-funding) must be submitted, indicating hourly/daily rates in **GBP**, number of hours/days aligned to the work breakdown structure, including all costs necessary to fulfil this assignment. Co-funding is encouraged. In addition to a summary budget provided in the proposal, a detailed budget must be submitted separately in Excel format. Note that the following expenses cannot be covered: taxes, import and export duties, company registration, custom duties, any other taxes or similar charges applied by local governments or by any local public authority, gifts and hospitality.
- **Scalability and sustainability of the intervention(s) and stakeholder involvement:** The service provider should demonstrate the sustainability and scalability of the implementation beyond the five months of ENACT's support, and how this will be extended to other communities and/ or cities beyond Kisenyi and Kampala. It is critical for the service provider to also demonstrate how the community and the government (all tiers) will be involved and included to ensure buy-in throughout and in the long term.
- **Demonstration of how targets will be met and lessons documented:** ENACT's targets include at least 1 500 households and business enterprises having access to clean cooking in Kisenyi and its environs; at least 10 new sustainable jobs created in Kisenyi; quantified amount of greenhouse gas (GHG) emissions abated and number of trees saved; new investment brought in as a result of ENACT's support; number of women, youths (between 18 and 30 years of age) and people with disability involved in the project; and number of new partnerships created. The service provider should demonstrate how they will monitor these targets and meet them, during delivery.

## 6. Submission process

Please submit the proposal and supporting documents to Ms Carine Buma ([carine.buma@iclei.org](mailto:carine.buma@iclei.org)) with Dr Azizat Gbadegesin ([azizat.gbadegesin@iclei.org](mailto:azizat.gbadegesin@iclei.org)) in copy by 17:00 (SAST) on 08 January, 2024. Use the subject line '**ENACT Proposal: Implementation of Clean Cooking Interventions in Kisenyi, Kampala**' with the following attached:

- i. A comprehensive project proposal in **Word and PDF format**.
- ii. A detailed budget in **Excel format**.
- iii. A detailed work plan in **Excel format**.
- iv. CVs of team members who will work on the project, including **their roles in the project**.
- v. Company/organisation registration document(s) and/or certificate of incorporation, with up-to-date tax compliance certificate.
- vi. Proof of company/organisation's up to date public liability and product liability insurance covers to the value of 2 million GBP in total. Companies **not** meeting this minimum threshold may apply. However, they will be expected to meet this requirement if contracted.
- vii. Company profile or link to company website demonstrating past relevant experience.
- viii. Evidence of certified quality standards of product(s).
- ix. Optional – product catalogue and/or specification of proposed products and services.

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**ICLEI – Local Governments for Sustainability** is a global network working with more than 2500 local and regional governments committed to sustainable urban development. Active in 125+ countries, we influence sustainability policy and drive local action for low emission, nature-based, equitable, resilient and circular development.

**Energy 4 Impact (E4I)** is an energy access platform in Mercy Corps that accelerates progress towards a more sustainable, climate resilient, and sustainable future for all. We do this in two powerful steps: by first building inclusive energy markets, and then leveraging those markets to accelerate sustainable, climate resilient development and humanitarian assistance. E4I combines multidisciplinary expertise, local know-how, and systems-centred approaches, couples with global best practices in energy innovations, technologies, and business models.