**REQUEST FOR EXPRESSION OF INTEREST (REOI)**

**Kigali, on 22 June 2023**

**Ref No:** RW-REG/EDCL-339044-CS-QBS

**Project:** Rwanda - Energy Access and Quality Improvement Project

**Tender Name:** **Hiring A Firm To Conduct Impact Assessment For Rwanda Electricity Sector Strengthening Project (RESSP)**

1. **BACKGROUND AND CONTEXT**

The Government of Rwanda (GoR) obtained IDA credit of US$ 95m for the “Rwanda Electricity Sector Strengthening Project (RESSP)” effective May 2016. The RESSP Development Objective was: “To Enhance the Operational Efficiency of the Electricity Utility and Increase Access to Electricity Services”. Under the agreement, Electricity Utility Corporation Limited (EUCL) was the implementing entity. However, aspects relating to increasing access were implemented under Energy Development Corporation Limited (EDCL) through the Projects Implementation Support Agreement (PISA) signed between both corporations.

Implementation of the project began in May 2016 and was completed October 31st, 2022.

1. **OBJECTIVE OF THE ASSIGNMENT**

All the project activities have been achieved (or substantially achieved). The main goal of this assignment is to ensure an effective documentation and dissemination of lessons learned and field insights made during the implementation period. This shall be done by taking stock of the key significant stories of the project beneficiaries in all areas financed by the project. The second objective is to improve the implementation of other programs, such as EAQIP that are funded by the World Bank.

This assignment serves to support both EUCL and EDCL in ensuring knowledge and experience gained is being created (made explicit), documented and shared in an effective manner.

**Duration of the assignment**

The duration of the assignment is Three (3) months.

**Scope of the assignment**

1. Developing a methodology to collect the stories in collaboration with the project team.

2. Capitalizing lessons learned and achievements of RESSP in collaboration with the different stakeholders.

3. Collection of success stories

4. Designing of knowledge sharing products concerning most significant change stories.

The selected most qualified firms shall be requested to provide proposals.

**2. Selection process**

Consultant Firm may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Quality Based Selection (QBS) method set out in the Procurement Regulations.

Shortlisted firms between 5 to 8 companies will be ranked based on the number of provided experiences (completion certificates supported by their related contracts).

The expression of interests must be submitted in written form (electronically) addressed to the Managing Director of the Energy Development Corporation Limited (EDCL) through the e-procurement system not later than 17/07/2023 **at 5:00pm Kigali time (GMT +2).**

Sincerely,

Done at Kigali, on 22/6/2023.

**Gentile UMUSHASHI Félix GAKUBA**

**Head Procurement Management Services Managing Director**

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| **Terms Of Reference For Hiring A Firm To Conduct Impact Assessment For RESSP** **Price Schedule Contract** |

1. **BACKGROUND AND CONTEXT**

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The objectives and results of the programme are presented in the table below**.**

| **Project name** | **Project description** |
| --- | --- |
| Rwanda Electricity Sector Strengthening Project-RESSP | 1. **Objective:**

Enhance the operational efficiency of the utility and increase electricity access.**2. Components:** 1. Electricity Sector Capacity Strengthening
2. Increased Access to Electricity Services
3. Technical Assistance and Project Implementation Support

**3. Outputs:**1. People provided with access to electricity under the project (additional 324,000 people will get access to electricity by connecting about 72,000 households, of which 50 percent are female beneficiaries),
2. Improved performance of electricity sector in Rwanda: (i) Reduction in commercial losses (from 7.6 percent to 4 percent); and (ii) Reduction in Energy Not Served in Kigali City 15KV network (up to 0.2GWh))
 |

Since the inception of RESSP, the project has managed to provide electricity access to over 83,000 households and productive users (including public institutions, health centers, schools, etc.) through the extension of on-grid power networks countrywide and reduced energy not served in Kigali City 15KV distribution network (total annual Gigawatt-hour (GWh)) from 2.56GWh in 2015 to 0.2GWh.

These connections have laid foundation for socio-economic growth by opening avenues of income generation activities and other productive engagements in the project areas. The project wishes to document the best practices and lessons learned by assessing the impact of the project on the country as a whole and particularly by highlighting the impact on the beneficiaries’ lives through success stories.

The outcome of this knowledge documentation will also serve as a knowledge project to be shared with programme’s stakeholders and other interested development partners active in the sector in order to enhance the sustainability of future undertakings in the energy sector.

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This assignment serves to support both EUCL and EDCL in ensuring knowledge and experience gained is being created (made explicit), documented and shared in an effective manner.

**3. TASKS (GENERAL AND SPECIFIC)**

1. Developing a methodology to collect the stories in collaboration with the project team.

* The first will focus on the impact in terms of enhancing the utility’s operational efficiency as per RESSP’s objectives in Component A. This mostly concerns the internal processes of the utility.
* The second will focus on the impact in terms of increasing electricity access as per RESSP’s objectives in Component B. This concerns the utility’s customers and other stakeholders involved in the process of connecting customers.

2. Capitalizing lessons learned and achievements of RESSP in collaboration with the different stakeholders.

* Conduct (in-person or telephone) interviews/workshops with the most important stakeholders (analysis of stakeholders is presented in Annexes).
* Discussions with the project team concerning the different activities of the project and findings already available.

3. Collection of success stories

* Field visit (Eastern, Western, Northern, Southern provinces and City of Kigali) resulting to a broad selection of simplified stories. The estimated number of interviews is about 400 interviews.
* Analysing of this first selection by different stakeholders.
* Second field visit resulting to a deeper interview of the respondent selected during the analysis and photographs of each respondent.
* Sharing and discussing with the project team to finalize the selected stories.
* Providing suggestions on improvements going forward for similar projects

4. Designing of knowledge sharing products concerning most significant change stories.

* Based on outputs of this task above or on inputs provided by the programme (both in terms of final content and guidelines for design), to design products ready for knowledge sharing. These products can be (but don’t have to be limited to):
	+ Infographic (size A4)
	+ Reflection paper
	+ Booklets
	+ Folders
	+ Posters
* Based on inputs provided by the programme, to write scripts and produce video content accordingly
1. **DELIVERABLES**

Payments will be made against approved deliverables, as follows:

* An Inception report with a clear methodology, timeframe and the key content of the stories/best practices/video scripts to be documented.
* Lessons learned document, with relevant information from interviews/workshops.
* Compilation of most significant change stories (simplified and complete) illustrative how the project has improved people’s lives in the electrified areas including pictures and impacts on the operational efficiency of EUCL.
* For each knowledge sharing product: a digital version (source file and pdf) of the document plus instructions for printing.
* A ready to print, professionally designed (in a booklet form) manuscripts comprising of case studies/success stories and photographs.
* A 5-10 mins video documentary of key achievements, interviews, people’s quotes and any other relevant information.
* Overall consultancy report (draft and final) including all outputs and knowledge sharing products designed.
1. **PAYMENT MODALITIES**

|  |  |
| --- | --- |
| 1. After approval of the Inception Report
 | 20% of the total expert’s price |
| 1. After the reception and approval of the compilation of most significant change stories and analysis of these stories and the ready to print, professionally designed (in a booklet form) manuscripts
 | 45% of the total expert’s price + reimbursable up to date |
| 1. After the reception and approval of the script for 5-10 mins video documentary
 | 15% of the total expert’s price + reimbursable up to date |
| 4. After the approval of the final consultancy report | 20% of the total expert’s price +reimbursable up to date |

**5. SCOPE OF WORK AND DURATION**

|  |  |  |
| --- | --- | --- |
| **Task**  | **Activity**  | **Duration**  |
| **1.**  | Submission of final inception report indicating how the consultant will undertake the assignment  | Expected: avg. 10 days  |
| **2.**  | Capitalization of lessons learned with organization of workshops.  | Expected: avg. 15 days  |
| **3.**  | Collection of success stories and analysis of these stories.  | Expected: avg. 20 days  |
| **4.**  | Design of knowledge sharing products (deskwork)  | Expected: avg. 10 days (Depending on type of product) |

The overall duration of the contract is 3 months

**6. PROFILE**

**Experience of the firm** (either national or international):

* To be legally registered to perform impact assessment studies.
* With the general experience of 7 years in Communication and Design.
* Experience of 3 years with similar assignments in field narrative research documenting good practices and changes in people lives through development through story telling or video documentaries, preferably in an energy context. At least two Certificates of good completions should be provided.
* Experience in East Africa, preferably Rwanda.

| **Experience of the team members:** the firm should propose a team composed of team members that have proven experience and qualification for each of the below: Key staff members  | **Background**  | **Experiences**  | **Skills**  |
| --- | --- | --- | --- |
| Team leader  | Master’s degree in management, economics or related  | 7 years of general experience and 5 years of coordination activities with 2 similar projects (proven with certificate of good completion)  | - Team leadership/coordination skills - Facilitating workshops (related to knowledge capitalization) - Reporting skills  |
| Communication & content writer  | Bachelor’s degree in communication, graphic design or related  | 5 years of general experience and 3 years of specific experience related to content writer and communication management. Participation to at least 2 similar projects (proven with certificate of good completion)  | - Writing of knowledge management documents (sample to be provided) - Developing script for video (duration: 5 and 10 minutes) (samples of scripts and video to be provided) - Speaking Kinyarwanda and English, French is a bonus. - Reporting skills  |
| Designer  | Bachelor’s degree in communication, graphic design or related  | 5 years of general experience and 3 years of specific experience related to design of knowledge sharing product (see above in Section 3). Participation to at least 2 similar projects (proven with certificate of good completion)  | - Design of Folders, Booklet… (Samples to be provided)  |

**7. REPORTING ARRANGEMENTS**

The service provider will report to the project knowledge management expert, based in EAQIP; the consultancy will be carried out in English. Contact with beneficiaries will happen in Kinyarwanda.

**8. ASPECTS OF THE PRICE SCHEDULE CONTRACT**

*This is a framework contract where quantities are not precisely known. The KM is composed of several main tasks and related man-days which are not known in advance.*

*The Consultant will therefore provide a quotation based on unit prices agreed upon in this tender together with a services schedule to be discussed/negotiated. Once the agreement is reached, a service order will be given to the consultant.*

*Therefore, the number of person-days to perform the work will be agreed upon at each service order. For information purpose, it is estimated around 3 months to perform the whole assignment during the contract duration.*