
AFRICAN UNION

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REQUEST FOR PROPOSALS

Consultancy Services to Undertake Bioenergy development strategy and investment plan for Western Africa region

Procurement No: AUC/IED/C/011

April 2019



Section I: Letter of Invitation

9 May 2019

Dear Sirs,

REF: REQUEST FOR EXPRESSIONS OF INTEREST: Consultancy Services to Undertake Bioenergy development strategy and investment plan for Western Africa region

1. The African Union would like to engage the services of a consulting for **Consultancy Services to Undertake Bioenergy development strategy and investment plan for Western Africa region**. The African Union Commission invites interested and eligible bidders to submit technical and financial proposals for the assignment as per attached Terms of Reference (TORS).
2. An **Individual Consultant** will be selected under the *Consultant Qualification Selection* procedures described in the AU Procurement Manual available on <https://au.int/en/bids>. The pass mark shall be 70%.
3. The deadline for submission of EOIs is 31 May 2019 at 1500hrs. Late submissions will be rejected.
4. Bidders may request for clarifications no less than 7 days from the deadline for submission, from **The Chairperson, Internal Procurement Committee, African Union Commission, Telephone number (+251) 11 5517700, Ext 4341, Email tender@africa-union.org** with a copy to Munhamoa@africa-union.org
4. Bidders must submit the following documents: (i) CV; (ii) Methodology and proposed work plan (iii) proposed budget in a separate document (iv) contactable references for work done in the last 5 years.
6. The address for deposit of bids is: **The Chairperson, Internal Procurement Commission, African Union Commission, Building C, 3rd floor, TENDER BOX, Roosevelt Street, P. O. Box 3243, Addis Ababa, Ethiopia or tender@africa-union.org**

Yours sincerely,

Head, Procurement, Travel and Stores Division

Section 2: Terms of Reference

BACKGROUND AND INTRODUCTION

The energy system of West Africa is facing interrelated challenges of sustainable energy access, energy security and climate change mitigation and adaptation. Principal among the energy challenges of sustainable energy access are the widespread and unsustainable production and utilization of traditional biomass (firewood and charcoal). The effects of the high dependence of the populations on the traditional biomass usage continues to contribute to related health problems as documented by the WHO, especially its impact on women and children. However, this sector can be modernized and play a significant role in improving access to modern energy in Africa, including clean cooking fuels and technologies, income generation, economic development, etc. Continuing the current consumption of biomass can reverse development gains and can lead to increased poverty, exacerbate climate change, threaten food security and lead to increased mortality caused by respiratory diseases.

According to the energy balance of the region, almost 80% of the primary total energy consumption comes from traditional biomass. In addition, over 90% of the population use wood and charcoal for domestic cooking. Wood resources are all harvested from the natural forests, often in unsustainable manner despite the existence of national forest policy frameworks in most countries. However, implementation of national policies, that are often centrally managed, are constrained in most cases by: (i) lack of necessary budgetary support for personnel and tools resulting in weak policy enforcement; and (ii) the absence of community involvement in forest management. Some of these factors have rendered the natural forest open and uncontrolled and wood resources almost free. As a consequence, there are no incentives for efficiency in the production and utilization of these resources.

The socio-economic situation in the region is characterized by weak and inadequate infrastructure, lack of access to modern energy services and poverty including energy poverty particularly in the rural and peri-urban areas. As the populations increase, productivity in agriculture and other factors decline and the energy access situation worsens, more and more people migrate to the urban centres in search of better living. This contributes to increase in urban populations and thereby exerting more pressure on the weak and inadequate infrastructure and social amenities, thus aggravating the already precarious poor social service delivery systems and increase poverty. Most urban centres in ECOWAS are finding it difficult to maintain the weak and inadequate energy infrastructure operating. The energy services in the urban areas are marred by inadequate and power outages that has and continues to stifle the little gains in economic transformation of the region, leading to higher unemployment rates, increased poverty and social exclusion.

It is against this background that the African Union Commission (AUC) in partnership with the UN Economic Commission for Africa (ECA) and NEPAD Planning and Coordinating Agency (NPCA) initiated a programme to modernize the bioenergy sector in Africa, through a consultative process spanning several years and involving a cross section of stakeholders and African Union Member States. This culminated in the development of the *African Bioenergy Framework and Policy Guidelines* in 2013. The purpose of the Framework is to (a) build consensus on shared framework that inspires and provides guidance to individual countries and regions in developing bioenergy policies and regulations; and (b) enhance awareness among African policymakers and the civil society about the need for more environmentally friendly and socially acceptable bioenergy development policies.

The AUC and its partners would like to work with ECREEE to strengthen the bioenergy policy that was adopted in July 2017 in Monrovia, Liberia by the Authority of the ECOWAS Heads of States and Government in order to domesticate the regional policy in each country by assisting member states in developing their National Bioenergy Action Plans (NBEAPs).

National Action Plan for the implementation of the Regional Policy

In order to attain the objectives of the ECOWAS Bioenergy Policy, the following actions will be implemented:

- 1) Secure a coherent, efficient and flexible legal, institutional and regulatory framework in order to develop consistency between the regional and the national Bioenergy policies and action plans;
- 2) Each Member State has a National Bioenergy action plan and necessary budgetary requirements;
- 3) Ensure detailed resource assessment and mapping of biomass resources (including municipal, agro-industrial waste) for effective planning and investment;
- 4) Make Bioenergy technologies and services an attractive business for private investors/entrepreneurs;
- 5) Develop capacity for national officials, and technical experts on the design, implementation and operation of Bioenergy systems, value chain and applications;
- 6) Encouraging the use of bioenergy and biomass sustainability assessment tools
- 7) Work on financial Intermediation, seeking a larger involvement of the private industrial and banking sector in the Bioenergy sector;
- 8) Promote Advocacy, Awareness and Knowledge Management through various communication channels

OBJECTIVE OF THE ASSIGNMENT

The objective of the study is to:

- i. Develop specific national Bioenergy Baseline Report; and
- ii. Have the fully elaborated national action plan document and Implementation plan in harmony/line with the ECOWAS Bioenergy Policy adopted by the Authority of ECOWAS Heads of State and Government

The Regional Policy document is the first step towards aligning the national governments' Policies, legislative procedures and guidelines in a systematic approach for fostering greater public and private sector participation. It is expected that more sustainable patterns of energy production/generation, transformation, transportation/distribution and consumption would be established for the benefit of the population, especially the rural people and women in the biomass supply and demand sectors.

Specific objectives of the assignment

The ECOWAS Bioenergy Policy focuses on creating the enabling environment for the penetration of Bioenergy markets in the Member state by removing the barriers related to policy, legal and regulatory frameworks. It identified and set targets at Regional targets. National targets should be set harmonized with the Regional Bioenergy Policy targets. It is anticipated that the development of national targets and action plans would increase the penetration of Bioenergy intake by promoting incentive schemes for the private sector both for sustainable production of fuels and components for the systems locally and thereby increase the overall impact of the policy implementation for:

- i. diversification of energy services to the population;

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- ii. increase and improve sustainable energy access and security with the provision of energy services from Bioenergy in the urban and rural areas, taking special consideration for vulnerable groups in the rural and peri-urban populations;
 - iii. technology acquisition, with establishment of production plants within the country for fuels/briquettes, assembly and manufacture of energy systems and/or components;
 - iv. establishing Bioenergy businesses – for design, production, construction, installation, operation, maintenance, increased socio-economic activity in production and use of Bioenergy fuels and devices/equipment, and hence increase income levels;
 - v. reduction of the national energy import bills and savings on balance of payment;
 - vi. increased food production that enhances energy access with due consideration to the GBEP and other sustainability Indicator (SI) in all aspects of the production and consumption cycles, with particular emphasis for the rural population, including youth and women;
 - vii. utilization of waste (municipal solid & liquid wastes, agro-industrial wastes), including invasive plant species for conversion into energy; and
 - viii. Application of efficiency in both the production and consumption cycles particularly in the woody biomass resources.

Description of the assignment

The following issues have to be considered:

- In the development of national action plans, the ECOWAS Bioenergy Policy and Implementation plan has to be taken into account to align the national targets in terms of pathways and target periods taking into account biomass resource availability.
- The national action plans have to explore resource and capacity requirements at institutional and individual levels in the operationalization of the document.
- Where policies exist, gaps sometimes exist and or there are inadequate policy instruments in place to achieve the overall policy objectives. As an example, it is important to consider how to accommodate Bioenergy based power generation system, either stand alone or embedded in the existing energy supply systems. Where necessary, practical issues and incentives should be provided concerning potential independent power producers (IPPs) such as applicable feed-in tariffs, technical specifications for power generation, etc. need to be addressed by current policies and regulations. In addition, there are no model power purchase agreements (PPAs) in place at national levels that would guide negotiations between national electricity utility companies and potential investors.
- Contradictions do sometimes exist between Bioenergy policies and other sector policies. As an example, whereas Bioenergy policies should seek to reduce the costs of Bioenergy equipment available in the market as a way of increasing affordability, the importation of such equipment may attract import duties that may be higher than those levied against fossil fuel based equipment. In essence, this is due to the fact that Bioenergy policies tend to be developed independently of broader development policy thrust and efforts.
- Inter-related nature of Bioenergy and other sectors such as municipalities/land, the environment, agriculture, and forestry are often over-sighted or neglected. In the planning and drafting stage, all stakeholders that relate to food and agricultural and forestry sectors, land and environment are necessary to be involved in the process;

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- Energy policies often focus on matters concerning commercial energy supply, especially grid based electricity and oil products. In addition, energy issues for urban areas and peri-urban areas tend to receive more attention compared to matters concerning rural areas. For rural and remote areas, where decentralized Bioenergy systems have greater market opportunities and are competitive options for providing access to energy services, no policy frameworks are in place. Energy needs for rural areas that include mechanical power, household energy or sustainable use of biomass (as opposed to the traditional use) are often neglected. It is important to ensure that the strategies are adequate, coherent and are aligned with policies for other sectors like, land tenure, education, environment, health, agriculture, trade, industry etc.
 - Sustainability in the Bioenergy sector is key to contribute to the SE4all agenda and SDGs. As the Global Bioenergy Partnership (GBEP) of the FAO (of the United Nations) has developed a set of Sustainability Indicators for the Social, Economic and Environmental criteria, it would be necessary to incorporate these indicators in the planning process for future activities in national Bioenergy project implementation;
 - The greatest energy demand in the region comes from the traditional use of biomass, accounting for almost 80%. Yet the traditional of biomass is among the least regulated and formalized, thus making the policing even more challenging. This is compounded by the fact that the supply and demand of components are often managed separately and uncoordinated institutionally. Special attention should be given to this component in terms of developing a comprehensive and harmonized approach for bringing sustainability in the supply and demand components.

Expected outcomes

- The objective of this assignment is to develop Bioenergy Development Strategy and Investment Plan for Western African region based on the Africa Bioenergy Policy Framework and Guidelines and previous studies done under the programme as well as international, continental and regional best practices. Furthermore, the Bioenergy Development and Investment Strategy should include Action Plan and detailing budgets for required interventions to harmonize sustainable bioenergy development in regional levels. It is also important to prioritize and focus on the specific types of bioenergy resources relevant to each region.
- Developed Baseline Report on the current Bioenergy situation in the country, taking into account the information and data collected and containing comprehensive situation analyses on the existing policies, legal and regulatory frameworks, institutional arrangements, use of all forms of biomass (including waste resources), including cooking energy
- Developed National Bioenergy targets based on the ECOWAS Bioenergy Policy targets up to 2030

Activities

- a. Collect existing national documents from different sectors (energy, water, agriculture, land, gender, etc.) directly or indirectly related to the bioenergy sector of the member State;
- b. Make an inventory of all national stakeholders relevant to the implementation of this study.
- c. Provide Baseline Report with a review of the current energy situation, vis –a-vis all the Bioenergy components of the supply and demand in the member state. These include woody

resources, residue (agro -industrial or municipal liquid and solid wastes, invasive plant species, etc), sustainable and modern biomass & fuels, including gasification technologies (briquettes, biogas, bioethanol) and cooking devices. Gathering of information and data through internet and meetings with selected stakeholders in the country.

- i. Review of national policies and strategies of the energy and Bioenergy sectors to identify areas that need updating and further strengthening;
- ii. Review existing policies on land administration, agriculture and Forestry that hinder the development of sustainable Bioenergy. Special attention should be given to any constraints on the use of non-food, feed, fiber and other uses for increasing access to energy services;
- iii. Review the existing incentive schemes for promoting Bioenergy including Custom duties/tax on Bioenergy equipment and systems and how to provide the necessary incentives through duty/tax exemptions and other mechanisms;
- iv. Review the already existing experience with Bioenergy Independent Power Providers and the impacts on the national economies and propose ways to improve their operations;
- v. Review existing institutions (public, private, civil societies and other bodies) involved in the Bioenergy sector and provide an institutional arrangement. Provide a profile on their operations with detailed list, contacts and background and any revised institutional arrangements that can improve the operationalization of the sector.

d. Baseline Report in the Bioenergy sectors should take into account:

- i. laws and regulations that create a level playing field for various fuels, technologies and devices in relation to fossil-fuel based systems;
- ii. Adequate consideration should be given to use of Bioenergy resources to satisfy national and regional demands prior to any consideration to export. Alternate option is to produce enough sustainably for meeting national demand and export;
- iii. Special consideration to rural communities, youths, gender and people at disadvantage for local production and consumption with special incentives;
- iv. Grid-connection and off-grid generation of large and small scale Bioenergy electricity generation,
- v. Bioenergy sources for off-grid and mini-grid systems, including hybrid systems;

THE SCOPE OF WORK

A lot of work has been done in the regions, mainly by regional and national institutions to advance modern renewable energy agenda. However, it is observed that such efforts tend to focus on renewable options such as solar, hydro, wind and geothermal, at the expense of the bioenergy sector, on which the majority of African households rely. It is, therefore, expected that the consultant will take into consideration what exists in the Western African region in terms of data availability and their quality, bioenergy value-chain, bioenergy market, private sector participation, available skills, linkages with improved cook stoves programmes, financing tools and mechanisms, bioenergy innovation, gender mainstreaming and bioenergy for productive use, the role of bioenergy in national energy plans, the important regional and international players.

Drawing on lessons learned from the implementation of the continental framework and policy guidelines, to the consultant shall develop Bioenergy Development Strategy and Investment Plan with associated action plans for Western Africa region. In consultation with the relevant stakeholders including Regional Economic Communities, Regional Centres for Renewable

Energy and Energy Efficiency, bioenergy developers in the region, among others, the consultant will make specific strategies on the bioenergy resources most prevalent in the regions.

In carrying out the assignment, the consultant shall explore issues pertaining to bioenergy situation in the two regions, especially on how to:

- a) Address poor information among stakeholders on biofuels industry including existing opportunities, programmes, markets, technologies (such as improved cook stoves, efficient conversion platforms and use), and potentials of biofuels as a viable energy source. This would mainstream biofuels as one of the key and sustainable energy sources for households and transport sectors, as well as bedrock for rural development. This will also help to mitigate against climate change factors and job creation for the young people.
- b) Build partnerships to address the lack of awareness on high impact programmes as well as poor communication amongst stakeholders. In addition to the development of tailor-made communication packages, this intervention will lead to enhanced capacities through knowledge-sharing, financing and improved delivery of biofuels programmes as well as improve communication between researchers, local communities and policy makers.
- c) Create enabling environment to address weaknesses in establishing a well-functioning and modern biofuels industry, such as weak policies, low levels of R&D, low levels of biofuels development and the absence of improved and localized cooking technologies. This will, among others, enhance the development of robust policies that support localized solutions, enhance incentives and integrate biofuels into the wider energy economy.
- d) Develop necessary policies, strategy, incentives and action plans to address inadequate enforcement and poor attitudes towards modern biofuels development, which will lead to the design of viable and effective regulatory frameworks, as well as a greater awareness by all stakeholders.
- e) Develop adequate regional funding and investments strategy in the bioenergy sector to address mainly the lack of support for innovative R&D, inadequate feedstock production by small-scale farmers, low levels of biofuels market development and the lack of support for localized cooking technologies. Addressing these issues will lead to enabling frameworks that support and enhance innovative financing for local players and dedicated funding for R&D, while also enhancing the capacity of private projects developers to design viable and bankable projects.
- f) Enhance knowledge generation in the biomass/biofuels sector at all levels to address limited technical capacity at the local level, lack of capacity to manage the biofuels sector, and limited technical know-how of feedstock development. Addressing these issues will boost inclusive growth and improve local solutions and knowledge.
- g) Promote increased private sector participation (PSP) in the biomass/biofuels sector to address the lack of capacity to develop bankable projects, lack of enabling environment for PSP, technical skills deficiency in biofuels development and the lack of awareness by financial institutions on the benefits of biofuels. Addressing these barriers will lead to improved investments from financial institutions to project development, enhanced investor

confidence, increased local participation, and effective implementation of biomass/biofuels projects/programmes.

All these issues will be explored against the regions' and national existing and planned strategies whose robustness in delivering a viable modern bioenergy economy will be analyzed with a view to strengthen them. It is also expected that the strategy framework document will be organized around these issues.

EXPECTED OUTPUTS AND DELIVERABLES

The project will consist of six (6) explicit outputs that will form the backbone of the Bioenergy Development Strategy and Investment Plan. The strategy and investment plan should focus on the following core areas among other:

a) Overview of the bioenergy industry:

- Bioenergy/biofuels (liquid, solid and gaseous) and their sources
- Basic bioenergy technologies
- Various applications of biofuels
- Linkages of biofuels industry to other sectors of national economy
- Desired infrastructure and investment environment for biofuels
- Relationship between food, biofuels and ecosystem
- Barriers to the uptake of biofuels

b) Enabling policies and regulations:

- Stakeholder's analysis
- Existing Biofuel policy and formulations
- Biofuel regulatory framework
- Biofuel development strategy and their implementation
- Ensuring sustainable biofuel development

c) Development of systems of innovation:

- Research ethics and data management
- Principles of research project management
- Technology/knowledge transfer and commercialization issues
- Best practices in "life cycle" management of system of innovation
- Strategies to identify and access research funding opportunities
- Training and skills development

d) Biofuels standards/standardization:

- The role of fuel quality standards and standardization in biofuel programmes
- Technical biofuel quality standards
- Blending mandates, infrastructural and end-use compatibility
- Standards relevant to vehicle fleets and compatibility
- Sustainability frameworks, criteria and certification
- Inspection, monitoring and evaluation

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- Standard related to cross cutting issues

e) *Bioenergy markets and project development:*

- Understanding biofuels markets
- Business model for various feedstock
- Tools for mobilizing appropriate feedstock for biofuel production
- The development of appropriate feedstock supply chain
- Drafting a business model, investment profile and business plan for biofuels
- Role of public sectors to enable the private sector
- Financing biofuels projects

The consultant shall submit the following deliverables:

1. Inception Report describing the work programme and methodology
2. Draft full report of Bioenergy development strategy and Investment plan for review by AUC and the region's main stakeholders
3. Present the strategy in validation workshop to be organized by AUC
4. Final Report incorporating inputs from the validation workshop

CONSULTANCY'S COMPETENCIES DELIVERABLES AND REMUNERATION

The consultant that is envisioned to undertake this assignment has to have proven track record in carrying similar types of work and should provide references that are not older than three (3) years. The following competencies and experience are required:

- Masters qualification or higher in related disciplines such as engineering, energy economics, statistics, social science, business science;
- More than 10 years of strategy development in similar areas of work;
- Excellent analytical and reporting skills in English
- Publication record

The AUC is an equal opportunities institution, and gender equity will be strived at in the selection of the suitable consultant.

DURATION AND SCHEDULING OF THE ASSIGNMENT

Since there is already a body of knowledge in existence throughout the African region, it is anticipated that developing the framework and strategy document will not take more than 60 workdays per region. The consultant shall submit detailed plan of carrying out the assignment

The remuneration will be paid according to the following milestones:

- 25% on submission of the inception report
- 50% on presentation of the draft report and presentation at the Stakeholders Workshop
- 25% on presentation of the accepted final framework and investment strategy document.

SELECTION CRITERIA

- a) General Education Qualification and Relevant Training (20 points);
- b) Experience Related to the Assignment (25 points);
- c) Technical approach and methodology (40 points)
- d) Work plan (10 points)
- e) Language (5 points) (At least AU Languages)

REFERENCES

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		No. of Staff:
Address:		No. of Staff-Months; Duration of Assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, If Any:		No. of Months of Professional Staff Provided by associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _____

**C. COMMENTS AND SUGGESTIONS OF CONSULTANTS ON THE TERMS OF REFERENCE AND ON
DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE CLIENT**

On the Terms of Reference:

- 1.
- 2.

On the data, services, and facilities to be provided by the Client:

- 1.
- 2.

F. FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

{Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.}

Education:

{Summarize college/university and other specialized education of staff member, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.}

Languages:

{For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.}

Employment Record:

{Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.}

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
{Signature of staff member and authorized representative of the firm} Day/Month/Year

Full name of staff member: _____

Full name of authorised representative: _____

Financial Proposal - Standard Forms

- 4A. Financial Proposal submission form.
- 4B. Summary of costs.
- 4C. Breakdown of price per activity.
- 4D. Reimbursable per activity.
- 4E. Miscellaneous expenses.

FINANCIAL PROPOSAL SUBMISSION FORM

{Date}

To: {Name and address of Client}

Sir / Madam:

We, the undersigned, offer to provide the consulting services for {Title of consulting services and Procurement Number} in accordance with your Request for Proposals dated {Date} and our Proposal (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of {Amount in words and figures}. This amount is exclusive of the local taxes which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., {Date}.

Commissions and gratuities, if any, paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorised Signature:
Name and Title of Signatory:
Name of Firm:
Address:

SUMMARY OF COSTS

Cost Elements	Currency(ies) ¹	Amount(s)
Total Amount of Financial Proposal		<hr/>

¹ Maximum of three currencies in addition to the Currency of the Country specified for performance of the Services.

BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: _____

Description: _____

Price Component	Currency(ies)	Amount(s)
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

REIMBURSABLE PER ACTIVITY

Activity No: _____

Name of Activity: _____

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	International flights	Trip				
2.	Miscellaneous travel expenses	Trip				
3.	Subsistence allowance	Day				
4.	Local transportation costs ²					
5.	Office rent/accommodation/ clerical assistance					
	Grand Total					_____

² Local transportation costs are not included if local transportation is being made available by the Client. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Client.

MISCELLANEOUS EXPENSES

Activity No. _____

Activity Name: _____

Item No.	Description	Unit	Quantity	Currency	Unit Price	Total Amount
1.	Communication costs between _____ and _____					
2.						
3.	Drafting, reproduction of reports					
4.	Equipment: vehicles, computers, photocopiers, etc.					
5.	Software					
	Other (specify)					
	Grand Total					_____ _____