

AFRICAN ENERGY COMMISSION

اللجنة الإفريقية للطاقة



COMMISSION AFRICAINE DE L'ENERGIE

COMISSÃO AFRICANA D' ENERGIA

REQUEST FOR PROPOSALS

CONSULTANCY SERVICES

**For the Development of the “2024-2030
Strategy for the Improvement and
Harmonization of Energy Statistics in Africa”**

Procurement Number: AFREC/PRO/01.24

**SUPPLIERS CHECKLIST PRIOR TO SUBMISSION OF BID
DOCUMENT**

No	Description	Tick
1	Duly filled and signed bid form	
2	Duly filled financial offer	
3	Bid validity (90 days)	
4	Read and understood the Terms Reference	
5	One original, One Electronic proposal password protected	
6	Read and understood the bid data (section 3)	
7	Attached copies of relevant Registration documents in the technical envelope	
8	CVs and Statements of Availability for the proposed experts	

Section I: Letter of Invitation

18 January 2024

Dear Sirs,

REF: CONSULTANCY SERVICES FOR CONDUCTING: The Development of the “2024-2030 Strategy for the Improvement and Harmonization of Energy Statistics in Africa”

1. The African Union would like to engage the services of a consulting for **Consultancy firm to undertake the above referenced**. The African Union now invites interested and eligible bidders to submit technical and financial proposals for the assignment as per attached Terms of Reference (TORS).
2. A **FIRM** will be selected under the *Quality and Cost Based Selection Method* procedures described in this RFP. The weight for technical and financial scores shall be 80% and 20% respectively.
3. The RFP includes the following documents:
 - Section 1 – This Letter of Invitation
 - Section 2 - Terms of Reference
 - Section 3 – Technical Proposal Submission Form
 - Section 4 – Financial Proposal Submission Form
4. The **TECHNICAL** and **FINANCIAL** offers in **ELECTRONIC** form must be in **TWO SEPARATE** documents and **PASSWORD** protected and be delivered to the address below.
5. The deadline for submission of proposals is 1500 hours Addis Ababa time on 29 February 2024. Late bids will be rejected.
6. Bidders may request for clarifications no less than seven (7) days from the deadline for submission, from Oueddoa@africa-union.org; with copy to Bel-AubeN@africa-union.org;
7. Bidders must submit the following documents: (i) Certificate of incorporation (Company Registration); (ii) At Least 3 Contactable references in the last 5 years and (iii) Company profile demonstrating (iv) CVs of proposed Experts (v) Statements of Availability for the proposed experts. These documents must be part of the Technical Proposal.
8. The address for deposit of bids is: afrec@africa-union.org; with copy to Bezas@africa-union.org;

Section 2: TERMS OF REFERENCE

Consultancy Service

For

The Development of the “2024-2030 Strategy for the Improvement and Harmonization of Energy Statistics in Africa”

1. INTRODUCTION AND BACKGROUND

The African Energy Commission (AFREC) is a Specialized Technical Agency of the African Union (AU) under the African Union Commission (AUC) which was created by the African Heads of States and Governments’ Decision in 2001 at the 37th Summit of the Organization of African Unity (OAU) and officially launched by the African Union Ministers in charge of Energy in 2008 in Algiers, Algeria.

As per its convention, AFREC has broad mandate to develop policies, strategies, research and plans based on Member states, sub-regional, regional and continental development priorities and recommend their implementation. Specifically, AFREC mandated to:

- Develop policies, strategies, research and plans based on Member states, sub-regional, regional and continental development priorities and recommend their implementation
- Design, create and update an energy continental database and facilitate the rapid dissemination of information and exchange of information among Member States, sub-regional, regional and continental institutions;
- Provide technical support, mobilize financial and technical support while providing capacity building to the Member States, sub-regional, regional and continental institutions.

In addition to its convention, AFREC’s activities and programmes are also based on the AUC Strategic Plan, various resolutions and declarations adopted by AU Summits and Energy Ministers with regard to energy development in Africa.

In line with its mandate, AFREC has established and maintained the African Energy Information System (AEIS) since 2012, which allows collection and validation of African countries’ energy statistics through the use of questionnaires, and disseminates these statistics data through publications to make it available to African Union Member states, continental institutions, regional organisations and the international organisations, investors, academia, etc. The datasets are also available on the AFREC webpage.

AFREC is collecting the energy statistics and energy efficiency data through a network of dedicated National Focal Points (NFPs) who are appointed by the Ministers responsible for energy.

Despite the importance of statistics for the planning, monitoring and evaluation of various development programs and projects in Africa, the African Union Member States still struggle to produce quality, harmonized and updated energy statistics over time and in the space. Since the adoption of the African Statistics Charter in 2009 and the Second Strategy for the Harmonization of Statistics in Africa (SHaSA) in 2018, by the Assembly of Heads of State and Government, we are witnessing now a revolution in statistical production in Africa.

To this end, considerable efforts have been made in recent years by AFREC to strengthen the capacities of the African Energy Statistical System to improve the production of quality statistics on energy in Africa including but not limited to the following: (i) Develop new questionnaires, online data collection system and visualization tools; (ii) establish train of trainers programme; (iii) support African countries to improve/establish National Energy Information System; (vi) design and publish “African Energy Balance and Indicators” and “Key Africa Energy Statistics” publications; (vii) building the capacity of experts in energy statistics and energy information systems of the Ministers in charge of energy of the 55 African Union Member States.

Currently, AFREC has 4 questionnaires for collecting energy statistics namely: (i) Energy Efficiency Questionnaire; (ii) Energy Balance Questionnaire; (iii) Energy Prices and Taxes Questionnaire and (iv) Questionnaire on Power Plant Capacity installed. With the support of this data collection, AFREC currently has a strong continental database on energy statistics in Africa.

Despite these tireless efforts made by AFREC to improve the production of energy statistics in Africa, it is clear that many African Union Member States are still facing some serious challenges to publish Energy statistics on a regular basis. And also, very few African Union Member States have a National Energy Information System (NEIS), despite the great importance of energy for African economies.

In light of the above, AFREC aims to engage a firm/company or a team of experts for a consultancy service to develop a Comprehensive Strategic Plan for the improvement and harmonization of Energy Statistics and Energy Information Systems in Africa. This Comprehensive Strategic Plan will allow AFREC to work with African Union Member States, Regional Economic communities (RECs) and relevant Pan African institutions for improvement and harmonization of Energy Statistics and African Energy Information System as well as to cover emerging areas of energy in the production of statistics in Africa.

2. OBJECTIVE OF THE ASSIGNMENT

The overall objective of this assignment is to develop 2024-2030 Comprehensive Strategy for the improvement and harmonization of Energy Statistics in Africa including the Action Plan with Costing, Resources Mobilisation and Communication Strategies.

Specific Objectives

The consultant will assist for:

- **Strengthening AFREC's roles in African Energy Statistical System (AfSS)** in terms of the regulation and harmonization of Energy Statistics and Energy Information System in National, Regional and Continental Level;
- **Elaborate the main activities and interventions** to be undertaken by AFREC and relevant stakeholders to improve and harmonize the Energy Statistics and Energy information System in Africa in the areas of Energy Statistics and Energy information System;
- Develop **Comprehensive Strategy (2024-2030) for the improvement and Harmonization of Energy Statistics in Africa**;
- Elaborate the **Continental Statistical Program and action plan on Energy Statistics for the period 2024-2030 including the Costing**;
- Develop **Resources Mobilisation Strategy for the Continental Statistical Program on Energy Statistics for the period 2024-2030**;
- Develop a **Communication Strategy** to promote the roles of AFREC in improving the energy statistics in African Union Member states as well as custodian of African Energy Information System.

3. OUTCOMES OF THIS ASSIGNMENT

The expected result of this assignment is to strengthen AFREC's roles in African Energy Statistical System and provide Comprehensive Strategy, Action Plan and Interventions than need to be done by AFREC and relevant stakeholders for improving African Energy Information System and empowering AFREC to be a custodian of African Energy Statistics.

More specifically, the outcome of the assignment includes but not limited to the following reports:

1. Comprehensive Strategy for the improvement and harmonization of Energy Statistics in Africa (2024 – 2030);
2. An Action Plan include all actions and interventions need to be implemented by AFREC, African Member states or any other relevant stakeholders to improve and harmonize the Energy Statistics in Africa (2024 – 2030);
3. Estimation costs for implementation the strategy and action plan for improvement and harmonization of Energy Statistics in Africa;
4. Communication strategy to promote AFREC as custodian for African Energy Information System as well as improve AFREC communication with African Member States, Pan African Institutions, Development Partners, donors' communities, etc;
5. Resources Mobilisation Strategy which will enable AFREC to attract required financial and technical support to implementation the strategy and action plan of improvement and harmonization of Energy Statistics in Africa (2024 – 2030).

4. SCOPE OF WORK AND APPROACH

The consultants shall work closely with AFREC to carry out the following tasks:

1. Develop an inception report covering the methodology, the work program (content and time table) and the composition of the team of experts with indication of their respective competence and tasks.

2. Should conduct an in-depth desk review and fully educate themselves of all AFREC questionnaires, tools and related documents, a comprehensive evaluation of the existing AFREC's processes on African Energy Information System (AEIS) in order to identify the key stakeholders, the main gaps and difficulties encountered in data collection, validation and dissemination;
3. An evaluation of the effectiveness of AFREC's processes in producing high quality data that satisfy a wide range of African Member States and relevant stakeholders, starting with policy makers, and of the effectiveness of the dissemination process;
4. An assessment of the resources, capacity and expertise of people involved in energy data collection and validation and of the IT infrastructure in AFREC, African Member States with the aim of identifying human and technology gaps and difficulties for producing high quality energy statistic and dissemination;
5. Draft detailed reports of Comprehensive Strategy for the improvement and harmonization of Energy Statistics in Africa (2024 – 2030) as well as its an Action Plan, estimation cost for implementation the strategy and action plan, communication strategy and Resources Mobilisation Strategy among others.
6. In the process of developing the various reports in this assignment, the consultants with the support of AFREC shall involve in a wide range of consultation including African Member States, Pan Africa institution (AFDB, UNECA, RECs), relevant international organisations and development partners, etc.
7. The final version of the reports will be validated by the Experts from African Union Member States and AFREC advisory Committee on Energy Statistics in Africa before submission to AU Policy Organs for adoption.

5. DELIVERABLES AND DEADLINES

The Consultants are expected to complete the assignment in 4.5 Months as per the following schedule:

1. An inception report covering the methodology, the work program (content and time table) and the composition of the team of experts with indication of their respective competence and tasks. The inception report shall be submitted two (2) weeks after the signature of the contract;
2. An inception meeting with AFREC technical team and selected experts from African Member states and selected experts from relevant stakeholders (in person or virtual) within 3 (three) weeks of the signing of the contract.
3. AFREC comment on the inception report within 4 weeks of the signing of the contract.
4. A draft report of the Comprehensive Strategy for the improvement and harmonization of Energy Statistics in Africa (2024 – 2030) within 8 (Eight) weeks of the signing of the contract.
5. AFREC comment on the A draft report of the comprehensive Strategy for the improvement and harmonization of Energy Statistics in Africa (2024 – 2030) within 10 (Ten) weeks of the signing of the contract.
6. Draft reports on Action Plan, Estimation Costs for implementation the Strategy and Action Plan, Communication Strategy and Resources Mobilisation Strategy among others, within Twelve (12) weeks of the signing of the contract.

7. AFREC comment on draft reports on Action plan, Estimation costs for implementation the strategy and Action Plan, Communication Strategy and Resources Mobilisation Strategy among others, within Fourteen (14) weeks of the signing of the contract.
8. Validation workshop for Comprehensive Strategy for the improvement and harmonization of Energy Statistics in Africa (2024 – 2030), Action Plan, Estimation Cost for implementation the strategy and Action Plan, communication strategy and Resources Mobilisation Strategy among others, within Sixteen (16) weeks of the signing of the contract.
9. Submit final report within Eighteen (18) weeks of the signing of the contract.

No	Deliverable	No of weeks after contract signature
1	Contract Signature	0
2	Inception Report	2
3	Inception meeting	3
4	AFREC comment on the Inception report	4
5	Draft Strategy	8
6	AFREC comment on draft strategy	10
7	Draft reports on Action plan, estimation cost for implementation the strategy and action plan, communication strategy and Resources Mobilisation Strategy among others	12
8	AFREC comment of Draft reports on Action plan, estimation cost for implementation the strategy and action plan, communication strategy and Resources Mobilisation Strategy among others	14
	Validation workshop of all reports	16
	Submission of final reports	18

6. EXPERTISE AND QUALIFICATIONS

The firm or the team shall comprise at least of the following:

1. A team leader with a minimum of Master's Degree in either Statistics, Economics, or any other related field from a recognized University. The underlying bachelor's degree (with honors) should be in either Statistics, Economics or any other related field. at least 20 years of experience in energy policy, energy information system, energy statistics, etc;

2. Expertise in energy information system, IT, energy statistics, energy policies, data collection and validation, etc. Having experience on Energy Statistics in Africa is added value;
3. Knowledge of development partnerships and regional cooperation, north – south and south –south cooperation and partnerships;
4. Expertise in statistics, energy information system, IT, energy statistics, energy policies, data collection and validation, software packages and Project Management software
5. Ability of the team member to speak and write in English and French; speaking other AUC working language is an add advantage.

7. MANAGEMENT, MONITORING & EVALUATION OF THE ASSIGNMENT:

- AFREC will assign project manager for this assignment to work closely with consultant to provide all necessary guidance to access to the required information, questionnaires and others documents and arranging internal/external meetings.
- AFREC will coordinate with African Member States and other relevant stakeholders for the consultation during the development of the reports and validation of final reports.
- The meetings related with this assignment can be done virtually as possible, in case physical meetings is needed (inception workshop, consultation workshops, validation workshop, etc), the consultants can conduct missions to perform activities that may need travel. In case of any travel required by this assignment, AFREC will provide a ticket and DSA to the consultants. The ticket and DSA will be according to the AUC rules and Regulations (the DSA as per UN rate, return ticket economy class for flight).

8. SELECTION CRITERIA

A. Technical Proposal

In preparing the Technical Proposal, consultants are expected to examine the documents constituting this RFQ in detail. The Technical Proposal shall provide the following information:

- a) A brief description of the firm and/or the team and an outline of recent experience on assignments of a similar nature with sufficient information including duration of the assignment, contract amount, and the firm's involvement;
- b) Any comments or suggestions on the Terms of Reference and on the data, a list of services, and facilities to be provided by the Client;
- c) A description of the methodology and work plan for performing the assignment;
- d) The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing;
- e) CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number

of years of experience and degree of responsibility held in various assignments during the last ten (10) years.

- f) Estimates of the total staff input (professional and support staff; staff time) needed to carry out the assignment, supported by bar-chart diagrams showing the time proposed for each professional staff team member;
- g) A detailed description of the proposed methodology, staffing and work plan to carry out the assignment;
- h) Any additional information may require.
- i) The Technical Proposal shall not include any financial information.

B. Finance Proposal

In preparing the Financial Proposal, consultants are expected to take into account the requirements and conditions outlined in the RFQ documents and list all costs associated with the assignment.

The Data Sheet indicates how long the proposals must remain valid after the submission date. During this period, the consultants are expected to keep available the professional staff proposed for the assignment. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the consultants who do not agree have the right not to extend the validity of their proposals.

9. EVALUATION OF TECHNICAL PROPOSAL

The evaluation committee appointed by the Client, as a whole, and each of its members individually, will evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as specified table below.

S/N	AWARD CRITERIA	ALLOCATED SCORES
1.	Specific experience of the Consultants related to the assignment	25
2.	Adequacy of the proposed work plan and methodology	40
3.	Qualification and Competence of the key staff for the assignment	25
4.	Knowledge and experience of the region	5
5.	Language	5
	TOTAL POINTS	100

10. PAYMENT MILESTONE

No	Activities and deliverables	Remuneration Percentage
01	Inception report outlining the consultants' approach to undertaking the remaining activities and deliverables	20%
02	2024-2030 draft Strategy for the improvement and harmonization of Energy Statistics in Africa	20%
03	Draft reports on Action plan, estimation cost for implementation the strategy and action plan, communication strategy and Resources	40%
04	Submission of final reports	20%

Section 3: Technical Proposal Submission Form

{*Location, 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. We are hereby submitting our technical Proposal,

If negotiations are held during the period of validity of the Proposal, i.e., before {*Date*} we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

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

We remain,

Yours sincerely,

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

B. 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.

4D. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

4E. TEAM COMPOSITION AND TASK ASSIGNMENTS

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

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: _____

Section 4: 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.

4A. 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:

4B. 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.

4C. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: _____

Description: _____

4D. 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.

5E. MISCELLANEOUS EXPENSES

Activity No. _____

Activity Name: _____

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