



The Voice of the **Off-Grid Solar Energy** Industry

GOGLA
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Request for Proposal (RfP)

Provision of Data Services to The National Renewable Energy Association “Energy Private Developers (EPD)” in Rwanda

1. Objectives of the Project under which the Assignment Falls

GOGLA is the global association for the off-grid solar energy industry. Established in 2012, GOGLA now represents over 150 members as a neutral, independent, not-for-profit industry association. Its mission is to help its members build sustainable markets, delivering quality, affordable products and services to as many households, businesses and communities as possible across the developing world. The products and solutions that GOGLA members sell transform lives. They improve health and education, create jobs and income opportunities and help consumers save money. To find out more, go to www.gogla.org.

GOGLA is leading the project ‘PowerUp!: Strengthening National Renewable Energy Associations’, funded by DFID, to strengthen National Renewable Energy Associations (NREAs) to promote off-grid solar markets.

The project consists of three complementary components:

- Component 1. Creating a learning and sharing network for NREAs
- Component 2. Facility for joint market enabling activities
- Component 3. Enhanced market intelligence (through national sales data collection)

The activities under these components aim to make NREAs more impactful and viable/sustainable as industry associations on the local and regional level, and ultimately raise the industry’s capacity to better serve much of the population that still does not have access to electricity.

This RfP refers specifically to Component 3 (market intelligence) of PowerUp!

2. Background

Access to reliable and up to date market intelligence is key to making informed business decisions. For example, the regular and consistent reporting of sales data allows various stakeholders, including NREA member companies, investors, donors, policy makers, and media, to better understand and navigate the dynamic off-grid solar market.

At the global level, GOGLA works in close collaboration with WB/IFC Lighting Global and Efficiency for Access Coalition to conduct a global semi-annual collection and reporting of sales and impact data from the off-grid solar sector. At the national level, there are very few examples of such re-occurrent data collection and reporting efforts, leaving a gap in the data and knowledge on the local dynamics of the sector.

Building on its own experience and positive track record, GOGLA now seeks to set up partnerships with NREAs to set up data collections in countries to offer enhanced insights and strengthen the

capacity of the associations to offer market intelligence as a membership service and to advocate for the off-grid solar industry. Without solid and regular market data, market stakeholders cannot base their decisions on solid information.

As part of Component 3 of PowerUp!, GOGLA will support Energy Private Developers (EPD) as a knowledge partner to replicate, contextualize, and further develop GOGLA's data approach at the national level. This aims to enable EPD to provide market intelligence as a value-added service to its members and to enable it to better advocate for the off-grid solar industry in the country.

This will initially take the form of a pilot/launch activities/ data collection and reporting exercise in which EPD will collect data on and from its member companies. The main purpose of the launch will be to develop the technical infrastructure, data governance, overall strategic and operational processes/approach, and test them. The launch ultimately aims at building up the capacity of EPD to be the owner of the exercise as well as set scalable foundations allowing for an expanded and periodic/re-occurrent data collections.

Against this background, GOGLA and EPD are currently seeking support from a technical Service Provider to set up the data collection / analysis/reporting infrastructure.

3. Scope of the Assignment

GOGLA is looking to contract a Service Provider of data services to EPD for the collection and reporting of sales and member data for the Rwandan off-grid solar sector. This involves in conceptualizing and putting the required infrastructure and processes in place (technical infrastructure and data governance) to effectively and efficiently collect, verify, analyze and report market data and ensure data security and confidentiality. This work will also set the foundations for periodic and continuous data collections by EPD in the framework of PowerUp! and beyond.

4. Roles and Responsibilities

To fulfil the requirements of the assignment, the selected **Service Provider** will have the responsibility to deliver the following services:

1. Develop technical infrastructure, incl. but not limited to data collection tools, access to secure servers, secure database, and dashboard/results display
2. Conceptualize and develop data governance and documentation, incl. but not limited to data governance agreement and protocol to outline data access of different stakeholders, data security (incl. provisions for training and data security infrastructures), and visualizations of processes for data gathering, processing, and communication.
3. Carry out / lead calculations development, data processing, aggregations under confidentiality rules, and statistical QA/QC of data
4. Assist with reporting, for example conceptualization and creation of standardized reports for reporting companies and effective visualizations
5. Create effective documentation to enable both knowledge retention and scale up in EPD and the transfer of knowledge to other NREAs and Service providers - to capture the outputs, process, and lessons learned from the assignment.
6. Provide ongoing technical, process, and methodological support and insights during the assignment

In addition, the selected **Service Provider** will work in close cooperation both with EPD and GOGLA:

1. Regularly (at least bi-weekly) report back to GOGLA and EPD on progress, identified challenges and proposed mitigation options;
2. Create and maintain a clear and up-to-date plan, timeline, and budget tracking for the delivery of activities under the assignment;
3. Deliver activities within the terms and timelines agreed. Signal early when this may not be feasible, recommending which amendments should be made to the agreed terms/timelines.

During the assignment, GOGLA will provide the selected **Service Provider** with:

1. Various templates, to act as a reference. Note however that no access to the existing GOGLA/Lighting Global dataset and platform will be provided
2. Ongoing methodological support and insights (incl. for EPD to deliver its responsibilities under point 2. below)
3. Training (e.g. itself or through the Service Provider who manages GOGLA’s global data collection process) on project management, communication basics with NREAs, database setup, management and interface, and/or other topics, as seen relevant.

During the assignment, **EPD** will:

1. Lead all communication with participating companies and mobilize participation (i.e., account management and outreach to enable data collection)
2. Lead and coordinate the interaction process with the technical partner and other stakeholders, incl. but not limited to providing inputs to the Service Provider on:
 - List of EPD members, with names and contact details, to create logins for the technical infrastructure
 - Final questionnaire template
 - Testing of functionalities and design (e.g. visualizations) of the questionnaire and results display
 - QA/QC of data, confirmed through means of account management with participating companies
 - Final confirmation on the output of the calculations
 - Final confirmation that the data is ready to be published
 - Text/writing to be displayed on the results display

5. Deliverables

#	Service	Outputs / deliverables
1	Technical infrastructure	<ul style="list-style-type: none"> • Access to secure servers • Secure database (following state of the art and international and local standards and data protection regulations) • Tested and fully functional questionnaire / survey • Online results dashboard/display to illustrate both aggregate and company-specific data – with data access that is secure, controlled, and ideally differentiated between different users.

2	Data governance	<ul style="list-style-type: none"> • Data sharing agreement (DSA) – a legal document to outline data access of different stakeholders • Data governance protocol – a practical manual describing through visuals and text the methodology (data gathering, processing, analysis, quality control, communication), data security (incl. provisions for training and data security infrastructures), etc.
3	Data processing and aggregations	<ul style="list-style-type: none"> • Raw data file in an excel spreadsheet with pinpointed outliers/anomalies after statistical QA/QC (format to be agreed with GONGLA) • Clean raw data files (format to be agreed with GONGLA) • Aggregated data and analysis files in excel spreadsheets (format to be agreed with GONGLA)
4	Data reporting	<ul style="list-style-type: none"> • Individual company report, including relevant pre-agreed metrics (e.g. market share in their product categories for the country in total and on specific administrative unit level); • Graphs, maps and other data illustration concepts and files; • Concept for online results dashboard to showcase state-of-the-art UX and UI and best illustrate both aggregate and company-specific data for the intended users of the dashboard.
5	Knowledge retention and transfer	<ul style="list-style-type: none"> • Short summary report and slide deck detailing: <ul style="list-style-type: none"> ○ The activities and outputs achieved. ○ Lessons learned and recommendations for subsequent developments/sustainability of the approach in the NREA ○ Lessons learned and recommendations for implementation in other NREAs just getting started with the same phase • Templates, visualizations, training and any other materials that was generated in the process and can be used/reused
6	Ongoing support and insights	<ul style="list-style-type: none"> • Evidence for participation in email exchanges, calls, face-to-face meetings, wherever necessary.

Payment against deliverables is to happen when approval by both GONGLA and EPD is secured. The final scope and list of deliverables is to be agreed upon during the contract negotiation stage with the selected Service Provider.

6. Timeline of assignment

The Service Provider is to start work as soon as possible. The timeline and list of activities is to be confirmed during the contract negotiation stage with the selected Service Provider.

While most of the project is to be physically delivered at the Service Provider's own office, the Service Provider may from time to time be requested to work from EPD to facilitate easier communication.

7. Proposal submission requirements

Firms must provide CVs of all personnel and information on their commitment/level of effort and availability for the assignment. Association between consultant teams/consultancies/firms is also



allowed. Key personnel proposed cannot be replaced at the time of implementation without prior approval by GOGLA. Both proposals covering the full and partial spectrum of services will be accepted, however priority in the evaluation will be given to the former rather than the latter.

The proposal should include:

1. CVs of team with relevant experience highlighted through 5 relevant project references from the past 3 years.
2. Client certificates (testimonies/reference letters) that confirm the quality of any project references.
3. Technical proposal that includes comments to the TOR; critical success factors for fulfilling the assignment; methodology for achieving the desired outcomes; presentation and justification of any proposed deviation from the scope, deliverables, and timeline; workplan and organigram with precise level of effort of key personnel and backstopping systems.
4. Financial proposal (in British Pounds and inclusive of VAT and other applicable indirect taxes)

The proposal must be submitted:

1. In the English language, and valid for a minimum period of 120 days.
2. To Mariana Daykova at m.daykova@gogla.org (with CC Eveline Jansen at e.jansen@gogla.org and Silvia Francioso at s.francioso@gogla.org) by latest **11:59PM CET on October 4th, 2019**
3. With a title "RfP of Data Services for EPD – application pack by [name of applicant]"

Any questions to this ToR must be submitted:

1. In the English language
2. To Silvia Francioso at s.francioso@gogla.org (with CC Eveline Jansen at e.jansen@gogla.org) by latest **11:59PM CET on September 25th, 2019**.
3. With a title "RfP of Data Services for EPD – question by [name of potential applicant]"

The answers to the questions will be shared with all applicants in due time.

8. Evaluation of proposals

Services proposed shall be reviewed and evaluated based on completeness and compliance of the proposal and responsiveness with the requirements of the RFP and all other annexes providing details of requirements. A combined scoring method will be implemented.

Firm/association	Points
<ul style="list-style-type: none"> • Proven track record (project references, HR) in developing online platforms, databases, questionnaires, data collection, processing and reporting, as well as data governance infrastructures (at least 3 years' experience) • Experience in working in the operational environments of developing and transitional economies • Experience in working with/advising associations that represent diverse membership, including small and start-up companies, is highly desirable • Experience and understanding of the Rwandan operational environment is highly desirable. • Experience in the distributed renewable energy sector is considered a plus, but it is required that the provider does not have any stake in the companies represented by EPD nor in the off-grid solar sector 	25



Technical proposal	
• Assessment of technical proposal based on documentation provided	50
Financial proposal	25
• Assessment of financial proposal based on documentation provided	
Total	100

The proposals will be evaluated jointly by GOGLE and EPD, with the final decision being taken by the contracting party (GOGLE). The shortlisted applicants might be contacted for further details or clarifications.

Please be advised that GOGLE is not bound to accept any proposal, nor award a contract or purchase order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

9. Miscellaneous

- Any discrepancy between the unit price and the total price shall be re-computed by GOGLE, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on GOGLE’s re-computation and correction of errors, its Proposal will be rejected.
- No price variation due to inflation, fluctuation in exchange rates, or any other market factors shall be accepted by GOGLE after it has received the proposal. GOGLE reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty per cent (20%) of the total offer, without any change in the unit price or other terms and conditions.
- Any contract or purchase order that will be issued as a result of this RFP shall be subject to the Annexes attached hereto. The mere act of submission of a proposal implies that the Service Provider accepts without question the DFID Standard Terms and Conditions Services Contract, herein attached as Annex 2, and GOGLE’s Anti-Terrorism, Anti-Bribery and Corruption (ABC) and Anti-Money Laundry (AML) Policies, herein attached as Annex 3.
- GOGLE’s preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted.
- Note that the Service Provider is not guaranteed to remain involved in future rounds of the data collection of the NREA or other NREAs participating in PowerUp! Component 3.

10. Annex

Annex 1 – GOGLE – Service Provider Standard Consultancy Agreement Template under PowerUp!

Annex 2 - DFID Standard Terms and Conditions Services Contract

Annex 3 - GOGLE’s Anti-Terrorism, Anti-Bribery and Corruption (ABC) and Anti-Money Laundry (AML) Policies