

NORDIC DEVELOPMENT FUND (NDF)

REQUEST FOR EXPRESSIONS OF INTEREST - CONSULTANCY SERVICES

SERVICE PROVIDER FOR THE ENERGY AND ENVIRONMENT PARTNERSHIP TRUST FUND

1. The Nordic Development Fund (NDF) hereby invites consultancy firms to indicate their interest in the role of Service Provider supporting management and implementation of the Energy and Environment Partnership Trust Fund ("EEP Trust Fund" or "the Fund") covering Southern and East Africa.
2. Since 2010 the Energy and Environment Partnership Programme with Southern and East Africa (EEP-SEA) has operated as a regional challenge fund providing grants to support improvements and innovations in access to clean energy and energy security. Overall objectives are to reduce poverty, stimulate the growth of an inclusive and job creating green economy, and mitigate global climate change.
3. The program identifies early stage, clean energy projects through a competitive challenge fund mechanism, selecting for innovation, commercial viability and scale-up potential with particular focus on impact on job growth, poverty reduction, improved resilience and gender as well as under-served and vulnerable communities. It has been an early catalyst and funder for many of today's clean energy success stories across the region, establishing itself along the way as a leader in promoting green growth. It has run 13 Calls for Proposals (CfPs), evaluated more than 1800 proposals representing a broad range of renewable energy and energy efficiency technologies and business models, and approved more than 220 projects for a total financing commitment of more than EUR 55 million.
4. EEP-SEA is currently led by the Ministry for Foreign Affairs of Finland (MFA Finland) and supported by additional financing from the UK Department for International Development (DFID) and the Austrian Development Agency (ADA). It is currently in its 2nd phase and scheduled to end on 31st December 2017.
5. In 2016, MFA Finland approached NDF to explore the option of launching a third phase of EEP as a multi-donor trust fund to be established with NDF assuming the role of lead donor and Fund Manager and retaining focus on Southern and East Africa. The renewed structure would capture synergies between EEP-SEA and NDF by establishing a platform to enhance the role of the facility as a long term driver of sustainable development and climate change mitigation and as a catalyst for blended finance investment.

6. The EEP Trust Fund will retain and enhance the successful features from EEP-SEA Phase 2. This entails a continued focus on 3 core components: (1) clean energy challenge fund; (2) business development support; and (3) knowledge exchange. The Fund will target Southern and East Africa with flexibility in future to expand geographic focus to other countries in the region pending interest and available funding from financing partners. A working Concept Note detailing indicative design for the planned Fund can be found [here](#).
7. Specific objectives of the Fund will be to improve clean energy access and security across the region with particular focus on under-served, low income and vulnerable communities; support and catalyse access to finance for a new generation of innovative sustainable energy projects and business models through direct financing in the form of grants and other instruments (including returnable grants and concessional loans); spur job growth in the green economy; and facilitate regional knowledge exchange in the form of project, policy and investor dialogue.
8. Trust Fund implementation arrangements, roles and responsibilities will be allocated between: (1) development and financing partners (including NDF); (2) NDF as Fund Manager; and (3) a Service Provider.
9. The role of the Service Provider is to ensure the successful and efficient implementation of Fund activities within an agreed time frame and budget, managing for intended results and reporting against defined indicators. Specific responsibilities will include but not be limited to: (1) successful setup and management of day-to-day Fund operations, including updating of Fund manuals and procedures and maintenance of Fund website; (2) management of all aspects of CfPs, including technical evaluation and scoring of applications and support to project proposals in advanced stage of development; (3) effective financial management including administering and verifying disbursement request documentation and payments; (4) comprehensive portfolio results-based monitoring and project reporting based on regular project visits; (5) technical advisory and business development support to project developers and grant recipients to enable access to follow-on financing from other sources; (6) facilitation of knowledge exchange in the form of project, policy and investor dialogue, outreach and events; (7) support and facilitation of Fund governance arrangements; (8) effective country coverage throughout the Southern and East Africa region including placement of the core team in the region; and (9) efficient carryover of services, results monitoring and support to the active portfolio from previous phases.
10. The Service Provider will need to ensure mainstreaming and application of relevant NDF policies in Fund operations, notably [NDF Environmental and Social Policy and Guidelines](#), ensuring environmental, social and gender standards and safeguards are well established in all activities. Attention to these issues should be demonstrated in the Expression of Interest.

11. The assignment is expected to be implemented over a period of 48 months with possibility of extension, as agreed between NDF and the Service Provider and subject to availability of funds.
12. NDF now invites eligible firms to indicate their interest in providing these services and to provide information on relevant qualifications and experience. Expressions of Interest should follow the sub-heading structure below (indicated in bold). Submissions should not exceed 10 pages.
 - **Firm (or Consortium) Presentation** (approx. 1 page)
 - **Approach:** detailing strengths, expertise in the sector, proposed approach and other relevant information, including application of environmental, social and gender standards (approx. 5 pages)
 - **Summary of Similar Assignments** (approx. 2 pages)
 - **Descriptions of Key Staff:** detailing key members of the team expected to be involved in the assignment (approx. 2 pages)
13. A shortlist of qualified firms will be established based on an evaluation of Expressions of Interest. Short listed firms will be invited to submit detailed technical and financial proposals. Evaluation criteria and relative weighting for short list selection are as follows:
 - Proposed approach (20%)
 - Assignments of similar nature conducted in the last 10 years (30%);
 - Experience in Southern and East Africa (20%);
 - Availability of appropriate skills among key staff (30%).
14. Establishment of the short list and the selection procedure shall be in accordance with the “Nordic Development Fund - General Procurement Guidelines for Grant-financed Projects” (2009) available on the NDF website at <http://www.ndf.fi>.¹ The selection method is Quality and Cost Based Selection. There are no eligibility restrictions; consultants of all nationalities are eligible to submit expressions of interest. Consultants may constitute joint ventures to enhance their chances of qualification.
15. NDF takes all appropriate measures in its procurement activities to prevent fraud, corruption and other prohibited practices as defined in the [NDF Policy on Anticorruption and Integrity](#). NDF requires all parties involved in a procurement process, including Service Providers, to observe highest ethical standards and all applicable laws, including but not limited to obligations relating to payment of taxes or social security contributions in accordance with legal provisions of the country where established or where the agreement is performed. Should NDF become aware of corruption or other illegal practices during the procurement process, NDF

¹ As an international governmental organisation NDF is not subject to national laws on public procurement.

reserves the right to reject any tender or the Service Provider's participation in the procurement process.

16. Submission of an expression of interest by a firm does not imply any obligation of NDF to include the firm in the shortlist. Nor does inclusion of any firm on the shortlist imply any obligation of NDF to select the firm for the assignment. All decisions by NDF are final and cannot be appealed. All decisions are subject to availability and approval of funding.

17. Expressions of interest must be received at the email address below no later than **July 26, 2017 at 12pm local time (Helsinki)** with the subject line **“EOI: Service Provider for the Energy and Environment Partnership Trust Fund.”**

Email: charles.wetherill@ndf.fi

18. Additional information on EEP-SEA Phases 1 and 2 results and implementation can be obtained at the [EEP-SEA programme website](#).