



TERMS OF REFERENCE

ICLEI – LOCAL GOVERNMENTS FOR SUSTAINABILITY - AFRICA

ICLEI AFRICA SEEKS TO APPOINT A SERVICE PROVIDER TO REVIEW AND FINALISE DRAFT NATIONAL POLICY RECOMMENDATIONS UNDER THE 100%RE PROJECT

Date issued: 08 May 2024

Bids due: 28 May 2024

Please indicate interest for submitting a bid and any queries by 21 May 2024 to allow for responses to be shared with all bidders.

Bids will still be accepted if interest is not indicated, but bidders must accept that they may not receive the responses to questions that other bidders may have received.

ICLEI Africa reserves the right not to appoint a service provider in relation to this Terms of Reference



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As part of the [100% Renewables Cities & Regions Roadmap \(100% RE\) project](#), [ICLEI Africa](#) seeks the services of a service provider with relevant credentials to review and finalise draft national policy recommendations for enabling a transition of cities/regions in Kenya towards 100%RE,.

1. Background

The **100% Renewables Cities & Regions Roadmap** project (100% RE) - funded by the German Federal Ministry for Economic Affairs and Climate Action (BMWK) through the International Climate Initiative (IKI) - is a global initiative supporting national and local level governments to promote the transition towards 100% renewable energy strategies in Kenya, Indonesia and Argentina. The 100% RE project works with cities and regions (counties in Kenya's context), to build a path for cities/regions to develop and implement renewable energy and energy efficiency projects, through the assessment of local renewable energy potential and project concepts, as well as the development of financeable projects.

The deep-dive cities/regions in the three project countries receive focused attention, particularly on capacity building, development of a roadmap to identify pathways for expanding their renewable energy generation, and promotion of renewable energy policies and related strategies, with the goal of meeting local energy demands in households and industry through renewables by 2050. Other 'network cities' in the project countries benefit via experience sharing, capacity building, peer-learning, policy dialogues and recommendations.

As such, the activities of the 100%RE project are centered around the following work packages: 1) multi-level stakeholder engagement at the national level, 2) empowering local governments and key stakeholders, 3) developing strategies and action plans for renewable energy transition; 4) providing technical expertise to support the development of priority projects into financeable projects, and 5) consolidating methodologies, guidance and resources, with dissemination.

[ICLEI Africa](#) is leading the implementation of the 100%RE project in Kenya in 3 counties: Kisumu (deep-dive), Mombasa & Nakuru (network counties).

2. Objectives and deliverables

As part of the project's objectives to enable the transition towards 100% renewables, especially in the buildings (electricity), transport and clean cooking sectors at local and regional level in Kenya, the national policy recommendations aim to:

- guide the development of enabling frameworks at the national level for unlocking RE and energy efficiency potentials, accelerating energy transitions, optimizing use of resources and technology, and for preparing financeable RE projects at the local and regional (sub-national) level.
- support national energy and climate targets and plans, bridging gaps such as planning horizons, sectors, multilevel governance, etc.

The recommendations will draw upon the experiences from the Kisumu, Nakuru and Mombasa counties as well as general experiences of national governments and the private sector.

3. Approach



In order to meet the requirements of this Terms of Reference, the appointed service provider is expected to deliver the assignment as summarised below:

Table 1: Overview of activities and deliverable of the assignment

	Activity and Description	Deliverables
1	<p>Desktop research and engagement with stakeholders</p> <p>National policy recommendations to support the transition to a 100% renewable energy future in Kenya is to be developed.</p> <p>This document will give an overview of the existing energy policies and the policy tools the national government is using to encourage the transition towards 100%RE across all end-use sectors (not only 100% renewable electricity). With a focus on buildings (Electricity), Transport and the Clean cooking sectors, the challenges to current policy implementation will be presented. This will then be followed by policy recommendations that can address, reduce or remove the barriers to the uptake of 100%RE. There should be a particular focus on enabling counties (cities/regions) to undertake renewable energy action under their jurisdiction and improve vertical policy alignment and integration.</p> <p>A draft document will be made available to the successful service provider who can then build on, but not duplicate, existing project documents – Initial Energy Status Report, the National Energy Situational and Stakeholder Analysis report and additional workshop reports such as the Serious Games workshop report, Policy dialogue workshop report, Multilevel governance dialogue workshop report, etc. The service provider is expected to refine this draft further based on more desktop research, stakeholder engagement and their level of expertise on such policy documents.</p> <p>Interviews with key stakeholders at the national government level regarding their views on the proposed recommendations may be included to enrich the desktop research, where possible.</p> <p>References should be appropriately cited.</p> <p>It is expected the document will be 20-30 pages when completed.</p>	<p>A 20- 30-page Word document on the National policy recommendations for enabling a transition of cities/regions in Kenya towards 100%RE, creating an enabling policy framework for the same and supporting national targets on climate and energy, Kenya’s commitment to Paris Agreement through NDCs and SDGs among others.</p>

4. Budget

The available budget for this piece of work is up to **4 000 Euros**, all inclusive.

5. Service provider requirements

- Proposals may be submitted by an individual or a group of individuals.
- Extensive knowledge of the Kenyan national policy landscape and/or relevant experience in the Kenyan energy sector.
- Demonstrate relevant experience in completing research and writing projects in Africa, via proof of previous assignments and contactable references.
- Demonstrated skills in producing high quality outputs.



6. Evaluation criteria

Bids will be evaluated in response to:

Demonstrated understanding of the ToR and work required to deliver the assignment	15%
Proposed methodology	15%
Qualifications and skills of the service provider	30%
Demonstrated relevant experience of the service provider	30%
Detailed budget	10%

7. Timelines

Submission and delivery timelines are as follows:

- **08 May 2024:** Terms of Reference issued
- **28 May 2024:** Deadline for submission of bids
- **03 June 2024:** Successful bidder is notified
- **21 June 2024:** First draft of the National policy recommendations is expected
- **5 July 2024:** Final draft of the National policy recommendations is expected

8. Submission process

When submitting your application please include the following information:

- 1) A proposal, containing at minimum the following:
 - a) Curriculum vitae of each key team member(s) proposed for the assignment (not more than 5 pages each)
 - b) A summary of relevant experience of service provider
 - c) Workplan
 - d) Budget breakdown in Euros

Kindly submit your proposal, budget, and supporting documents to Dr. Azizat Gbadegesin at azizat.gbadegesin@iclei.org.

Submissions should be made by **16:00 (SAST) on 28 May 2024**.

Please use the subject line: **'Service Provider: 100%RE National Policy Recommendations'** when submitting your proposal.

If you have not heard from ICLEI Africa 3 months after submitting your application, kindly note that either ICLEI Africa has decided not to appoint a service provider for this piece of work, or you have been unsuccessful in your application.

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- For more information on ICLEI Africa see: <http://africa.iclei.org/>
 - For more information on the 100% Renewables Cities and Regions Roadmap project see: <https://africa.iclei.org/project/towards-100-re/> and <https://renewablesroadmap.iclei.org/>