

Terms of Reference

PROMOTION OF PRODUCTIVE USES OF ELECTRICITY IN THE KIL SERVICE CONCESSION

I. Introduction/Background

U.S. Agency for International Development (USAID) - funded Power Africa East Africa Energy Program works to expand affordable and reliable electricity services across the region. The four-year program is focusing on the following major objectives: (1) Optimized power supply, (2) Increased Grid-based power connections (3) Strengthened utilities and other power sector entities and (4) Increased regional power trade. RTI International (RTI) has contracted with the USAID to implement the Power Africa East Africa Energy Program.

Kilembe Investments Limited (KIL) is a public limited company with the headquarters in Kasese, Western Uganda and has the license to manage and supply electricity services in the Western Service Territory covering six districts. KIL operates ten (10) feeders and operates three selling points with a network length of 568.43km LV and 283.054 km MV. Uganda's Rural Electrification Agency (REA) tasked with the design, procurement, and construction of networks in the KIL territory. KIL serves a population of 1 million Ugandans directly and indirectly and has received awards for its contributions to national growth and development in the rural communities of Uganda.

KIL and RTI International seek a consultant or consultancy (hereafter referred to as "consultant") to support KIL to target the productive use of electricity (PUE) to support their financial state with larger consumers. The purpose of this activity is to provide detailed capacity building and deliverables that will support KIL to integrate and adopt the promotion of PUE in the utility's business model.

2. Scope of Work

The activities will be implemented in the 14 load centers which were selected on the basis of PUE interest and number of new connection applications¹. The consultant will undertake the following:

Task I: Kickoff Inception Task

The consultant will meet either in-person or virtually with the consultancy management teams of KIL and EAEP to confirm deliverables, timeline for delivery, data requirements and strategy. After such meeting, the consultant will deliver an inception report that will act as a work plan for the remainder of the activity. The inception report will include at a minimum:

- Description of tasks to be performed
- Description of associated deliverables aligned with tasks
- Timeline to deliver each task
- Level of effort for each task

¹ 14 load centers: Rwesande, Bugoye, Hamukungu, Kirembe, Katholhu, Mithimusanju, Nyakatonzi, Mushenene, Karambi, Kithoma, Kanyegyero, Rwakaziba I, Kyabuharambo, and Nyakibere.

- Anticipated travel plan
- Request for meetings to deliver tasks

Task 2: Identification Survey

Conduct research in each of the 14 load centers to identify specific PUE business and income-generating opportunities in the area (adapted to the local potential and also ascertain effective demand). The generation of this information will enable the determination of clear benefits/costs of switching to electricity. The consultant will place special emphasis on business opportunities for women and the youth as well as hospitals and health centers. The survey will also identify PUE electrical appliances, PUE business development service providers and an inventory of financial institutions that can lend to PUE businesses. The consultant will share the identification survey template with the KIL/EAEP consultant management team for approval before dissemination.

Once completed, the consultant will develop a brief survey report outlining the key findings from the identification survey, raw data, and cumulative trip details from the 14 load centers.

Task 3: PUE Manual for KIL & Capacity Building

Develop a manual for the promotion of PUE that KIL will adopt and use in day-to-day operations. The manual form will be confirmed during the inception meeting. The manual's development should take the identification survey results into consideration when under development and focus on procedures to implement PUE in KIL's territory. The draft manual will be reviewed and approved by the KIL/EAEP consultant management team prior to acceptance of completion.

Using the PUE manual developed, undertake the training of KIL staff in the promotion and operationalization of PUE. This will include 10 KIL staff and 4 Board members. The purpose of including members is to ensure that PUE is institutionalized in KIL operations at a strategic level. (Estimated 2 day training)

Task 4: Community Promotional Material Development & Dissemination

Using the findings of the identification survey, develop PUE promotional and business training materials that will be used to train KIL end-users interested in starting and/or expanding existing PUE businesses. Exact materials (brochures, radio programs, social media) will be determined during the inception meeting. Material branding/marketing guidelines will be shared by KIL in advance of development and could focus on what is PUE, business focused PUE, how to start or expand PUE businesses, where to get support from, etc.

Cost of printing the developed material will be covered separate and not part of this scope

Task 5: Entrepreneur Development

The consultant will build a toolbox for business plans that can support at least 10 PUE entrepreneurs to develop simplified but bankable business plans that will be presented to banks and other financial institutions for financing. The toolbox will target PUE entrepreneurs identified during the identification survey and can be used by staff at the 14 load centers to advance PUE Business Startup and management.

The consultant will conduct training for KIL load center staff and entrepreneurs on the toolbox and business plan mentoring the 14 load centers. Giving time for entrepreneurs to develop their business plans, the consultant will then host "matchmaking" sessions for the entrepreneur business plans with local financial institutions and possibly development partners.

Task 6: Savings and Credit Cooperative Development

To facilitate local PUE financing, the consultant will support the design and formation of Savings and Credit Cooperative (SACCO) to support KIL end-users in PUE financing. The consultant will develop the legal documents needed and support the formalization of the SACCO. As part of this work, the consultant will design a PUE loan facility that the SACCO can prioritize funds for and documents to support legal registration. This task can start immediately after Task 1 and will be completed with the package of documents needed to establish the SACCO with the Ugandan government.

REQUIRED EXPERTISE AND QUALIFICATIONS

The consultant must demonstrate the expertise required to undertake this assignment. Requirements outlined below:

Recommended Team Member	Role	Required Experience
Team Leader	Main Point of Contact to facilitate delivery	10 or more years' experience managing similar consulting assignments and demonstrate experience directly related to the terms of reference, specifically with PUE.
PUE Advisor	Will conduct identification survey and develop content and deliver training; also support the coaching for bankable business plans	10 or more years' experience implementing strategies for PUE for utilities
Renewable Energy Advisor		Advanced degrees (Master's degree or above) in utility-scale renewable energy
Business/Financial Advisor		
Communication & Institutional Capacity Building Specialist	Prepare communications and marketing materials for dissemination and execute marketing campaign (radio shows) as well as the training delivery. Will prepare the matchmaking sessions as well.	Degree in communications and/or applicable field; demonstrated experience conducting communications campaigns for energy companies/utilities.
Data Specialist (M&E Specialist)	Responsible for identification survey and analysis, Oversee the development of survey instruments, data collection process, analysis, and reporting.	Advanced degrees (Master's degree or above) in data science, economics, surveying, statistics, or applicable field. Demonstrated experience conducting similar works.
Legal Expert	Focus on SACCO registration and development	Registered legal accreditation required and experience with

		SACCO registration in Uganda or East Africa country.
--	--	--

The consultant shall submit a list of personnel/team dedicated to deliverables listed above. Personnel will not be replaced without pre-authorization from KIL/EAEP consultancy management team.

3. Anticipated Deliverables

Schedule below with milestone payment upon receipt of the final, approved deliverable.

TASK	Subtask	Responsible Party	Deliverable	Estimated Timeline
1	Kickoff Inception Task	Consultant & EAEP to arrange with KIL POC	Inception Report	1 week from start
2	Identification Survey development	Consultant to develop; KIL and EAEP approval	Identification Survey for approval	+1 week
2	Identification Survey & field visits	Consultant	Survey results and trip report (basic)	+2 weeks meeting
5	Entrepreneur identification	Consultants; confirm with KIL and EAEP		Ongoing
5	Survey Analysis & Business Training Manual Development	Consultant	Draft Entrepreneurship and Business Development Manual	+2 weeks
3	PUE Manual tailored for KIL	Consultant; KIL and EAEP provide comments	Draft Manual	+2 weeks
3	Final PUE Manual	Consultant	Final Manual	+1 week
6	SACCO Concept and Materials	Consultant	SACCO legal package for registration	Ongoing
5	Entrepreneur Training and Emphasis on Health Institutions	Consultant	Bankable business plans toolbox (target 10 plans)	+2 weeks
3	PUE Marketing Campaign	Consultant	Radio or Talk Show Feature	+2 weeks
3	KIL Training on business development	Consultant	Training plan & materials	+1 week
5	Matchmaking event	Consultant	Matchmaking report	+2 weeks
	Final report to identify activities, lessons	Consultant	Final Report	+2 weeks

TASK	Subtask	Responsible Party	Deliverable	Estimated Timeline
	learned, challenges, and recommendations			

Deliverables, costing, and timing template

Bidder will prepare and submit the final deliverables according to the deadlines and payment schedule that they will propose, as directed in the RFP. RTI International will require initial drafts for review of all reports prior to acceptance of the final works

4. Period of Performance

The period of performance for this training is approximately 4 months from contract signing. The activity is expected to begin in the first week of May 2021 and be completed by late August 2021. All work must be completed within this timeframe. Any modifications or extensions shall be requested through RTI's and the Consultant's contracting officers for review and discussion.

5. Place of Performance

The consultant will work with KIL staff in Kasese, Uganda as well as the 14 load centers in the KIL territory. The consultant can be based remotely but expected to travel to this area frequently over the four-month duration.

6. Work Requirements

The following are the expected deliverables for this assignment. All deliverables will be considered completed once approved by the points of contact from KIL and RTI:

- Inception Report
- Identification Survey Report
- A business training manual on entrepreneurship and business development
- A PUE manual
- Registration package for KIL SACCO
- Business plan toolkit developed with the entrepreneurs
- Brief matchmaking report
- A draft final report after completion of the assignment detailing the activities undertaken, lessons learnt, and challenges faced and any recommendations for further improvement of the PUE program

7. Acceptance Criteria

The acceptance of all deliverables related to this activity will reside with the RTI and KIL team.

Any discrepancies involving completion of project tasks or disagreement between RTI and the chosen consultant will be referred to both organizations' contracting offices for review and discussion.

8. Gender Component

In delivering support, Power Africa will consider how gender equality and female empowerment can be advanced or achieved, and how participation by both female and male trainees will be facilitated in project activity. The consultant should indicate how they will align their project approach with this requirement.

9. Additional Information

The Consultant must recognize that the activities will be conducted in Uganda and take into consideration the travel, lodging, and/or local partnerships available to complete the work effectively.

If travel is possible for part of this assignment, RTI will cater for the selected consultant's travel costs by directly engaging and paying the providers. Therefore, bidders do not need to include any travel costs in their financial proposals.

Bidders are reminded to review all the contracting terms and conditions as detailed in the attachments (links) to this RFP such as, but not limited to required insurances, indemnity clauses and Intellectual Properties. RTI's subcontract terms and conditions can be found here: https://www.rti.org/sites/default/files/msa_template_v1_13_2016.pdf