



Response to Request for Clarifications

“Regional Pilot Project on Circular Economy. Transition to a clean energy circular economy through the optimization of energy-intensive value-chains in the high-impact sectors”

Consultancy Services for Baseline Studies and Selection of Value Chains

International Consultancy Firm

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No.	Question	Response
1	The CE-related project in Niger, Nigeria, Senegal, Benin/ My question is about Niger, and precisely about its political situation within ECOWAS. Your project will run there anyway regardless this turmoil?	Niger, like Burkina Faso, Mali and Guinea are currently sanctioned countries in ECOWAS region. There are different levels of sanctions, and therefore, ECREEE has been working with its stakeholders in Burkina Faso and Mali because the ECOWAS sanctions on the two Members do not preclude engagements with energy sector actors. Until the recent deposing of the civilian regime in Niger, we equally worked with partners there. Bidders are advised to include Niger in their proposals but bear in mind that the commencement of tasks in the country is predicated on when ECOWAS sanctions are eased or completely lifted.
2	Is this RFP open to firms or consulting groups?	Yes, it is. The Terms of reference include the minimum requested profiles for the team, but the number is only indicative. However, bear in mind that proposals will be evaluated by their technical quality and financial offer.
3	Is the number of days per consultant indicative of the maximum budget for professional time, considering that we may need to involve additional, potentially more junior, staff from our research team for the baseline study?	The number of days is an estimation of the maximum number of days. However, exceeding the stipulated number of hours per professional will not be a disqualifying criteria for the applicants.
4	How flexible is the team profile? Can we work with one consultant proficient in both English and French for desk review and consultations while sourcing other necessary skills from different members of our team?	Yes, there is flexibility in this requirement. However, the team should have at least one person fluent in both languages, English and French.



5	<p>Regarding national stakeholder meetings, are they expected to take place at one central venue with all stakeholders convening together, or can they be conducted individually or at relevant institutions to accommodate the convenience of the stakeholders?</p>	<p>There will be a virtual introductory meeting followed by consultations that can be done individually between the consultant and each stakeholder. Stakeholders in each country will meet together again with the consultant to comment on and validate the produced reports. The consultant must consider that these meetings will take place virtually, but they should quote separately a trip to each of the countries to meet the stakeholders and/or to organize data collection activities.</p>
6	<p>Is it acceptable to conduct these meetings by telephone if it's more convenient for the respondents?</p>	<p>Please see previous response. In case of meetings by telephone, a MOM of the conversation should be produced.</p>
7	<p>If centralized meetings are required, what is the anticipated duration (half day, one day, etc.)?</p>	<p>National meetings for validation of the reports will have a duration of 1 day. This is just an estimation that will depend on the discussions with the stakeholders during the assignment and the complexity of the report produced.</p>
8	<p>For the study in question, the total duration of the assignment will be approximately 50 working days, broken down as follows: - Expert 1 - 35 days - Expert 2 - 15 days Please specify whether the 50 days indicated as the duration of the assignment is a calendar period or a number of working days divided between the 2 experts: Expert 1: 35 working days and Expert 2: 15 working days.</p>	<p>This is a duration in days spread over the minimum duration stipulated in the terms of reference (see table below):</p> <p>Kick-off meeting - Meeting organised one week after the award of the contract. Deliverable 1: Initial Report - 4 weeks after kick-off meeting Deliverable 2: Baseline study after data collection - 6 weeks after approval of the 16 value chains Deliverable 3: Final Gap Assessment Report - 4 weeks after approval of baseline study</p>
9	<p>We have considered to engage more consultants in addition to experts 1 and 2, or do we need to stick with these 2 experts?</p>	<p>The number of experts indicated is a minimum criterion and may be supplemented by other experts, but please note that proposals will also be assessed on the basis of the competitiveness of their financial offer.</p>



<p>10</p>	<p>In particular, can the mission leader be different from the energy expert?</p>	<p>This is possible as soon as the energy expert is involved in communicating with stakeholders and organising field visits to assist or coordinate data collection.</p>
<p>11</p>	<p>If we are to partner with (Partner based outside Africa) regarding the current call (“Consultancy Services for baseline studies and selection of value chains”). Can (Partner based outside Africa) continue to be the principal investigator (PI) or the PI must come the African institution?</p>	<p>There are no restrictions about the origin/ nationality of the consulting firm, as long as it can show has proven experience as requested in the Terms of Reference, section 5.</p>
<p>12</p>	<p>What is the minimum and maximum budget to apply for in the current call?</p>	<p>Minimum or maximum limits for the financial offer have not been set for this tender. However, proposals will be evaluated by their financial competitiveness, among other criteria included in the ToR (section 8).</p>
<p>13</p>	<p>For field visits, can you tell us whether the fees line will be separate from the travel expenses line and do you have any standards to apply for air tickets, per diem and hotel expenses?</p>	<p>For field visits, you can propose the fees, airfares and travel expenses according to your standards.</p>
<p>14</p>	<p>We have planned for the following experts: 2 value chain experts, including the mission leader, the energy expert and the environment expert. If we include 2 experts per country for a 5-day trip per country, we are looking at a workload of 40 man-days at a rate of 10 man-days per expert, i.e. 20 man-days for the energy and environment experts, to be deducted from the 50 man-days indicated in the ToR.</p>	<p>The ToRs specify an estimate of only 50 working days for home work. However, this is an estimate. Please propose two separate lines in your financial offer, one for work at home and the other for travel expenses.</p>
<p>15</p>	<p>I'd like to know if it's possible to apply as an individual consultant or do you necessarily require a firm or a company? I am an energy consultant who meets the requirements of the ToR for Team Leader/Energy Expert. If possible, I can submit my application as an individual consultant (with a specific tax ID) to the ToR. I will then add the second expert to my team as a partner.</p>	<p>I confirm that you can apply as an individual consultant, but you must specify the skills of the second expert and include his/her CV in the application. It would also be advisable in this case to include a letter of engagement from the second expert.</p>