

Call for Proposals (CFP) for Private Sector Co-Investment Grant Facility to support agriculture production, agro- processing and other MSMEs under the Rural Electrification in Sierra Leone (RESL) project

Reference Number: **2021/CFP/B5317/20439/GRT/003**

Contents of this CFP:

1. Annex A- Terms of Reference
2. Annex B - Grant Application Template
3. Annex C- Grant Budget Template
4. Annex D- Grant Support Agreement (GSA) Template
5. Annex E- List of mini-grid sites

1. General instructions for proposal submission:

How to submit? Interested organisations are requested to submit their proposal in English, on their organisation's headed paper to the addresses given below. The following documents are required to be submitted by the Deadline:

- Annex B – Grant Application Template; and
- Annex C – Grant Budget Template (please ensure correctness of calculations)

The proposal should align with all criteria listed in Paragraph 2 and respond in full to the scope of work as outlined in Paragraph 3.

When to submit?

Deadline for submission: 23 March 2021 at 12:00 noon Freetown Time (00:00 GMT)

Where to submit?

ALL proposals can be submitted as follows:

- a. Through Email: All submission should be submitted through this email address:
sithembilem@unops.org

Please note:

1. The date and time of the email received will be used as the submission date and time
 2. All email should have the following as subject: [YOUR ORGANIZATION'S NAME], Reference #2020/CFP/B5317/20439/GRT/003
 3. All documents should be clearly named and titled
 4. Multiple emails should be label as Email 1, 2, 3... plus the subject (Topic)
- b. To UNOPS designated Offices: Hard copy of the proposal can be submitted to any of the UNOPS Offices below:
1. Freetown UNOPS Office, 58 Sir Samuel Lewis Road, Aberdeen Road, Freetown, Sierra Leone;
 2. BO UNOPS Office, 17 Bernard Street, Bo;
 3. Makeni UNOPS Office, 22 Magburaka Road, Makeni

Please note:

1. Kindly write the information below at the back of the sealed envelope

**Attn: Proposal Opening
Committee, Grant Application:**

Reference :
#2021/CFP/B5317/20439/GRT/003

**Contact information: email,
phone number and address.**

2. All Submissions should be done between the Hours of 9am and 3pm, Monday to Friday
3. The sealed envelope shall contain one soft copy (in CD or USB-stick) and original in hardcopy.
4. In the event of any discrepancy between the soft and hard copy of the submission, the “Hardcopy Original” shall govern

**Deadline for both Email and Hardcopy submission of 23 March 2021 at 12:00 noon
Freetown Time (00:00 GMT)**

Contact person for correspondence, notifications and requests for clarifications, Kindly send

all clarification / questions to: sithembilem@unops.org

Clarification meetings

There will be clarification meeting as follows:

BO UNOPS Office, 17 Bernard Street, Bo;

- Date: 2nd March 2021
- Time: 10am to 1pm

Makeni UNOPS Office, 22 Magburaka Road, Makeni;

- Date: 25th February 2021
- Time: 10am to 1pm

Freetown UNOPS, 58 Sir Samuel Lewis Road, Aberdeen Road, Freetown, Sierra Leone;

- Date: 2 March 2021
- Time: 10 am to 1 pm

2. Eligibility criteria

Companies operating mini grids under the RREP/RESL in Sierra Leone are not eligible

Existing Grantees from the first CFP are not eligible

Eligibility criteria for each Grant Category as per attached Terms of Reference

Targeted Businesses/Organisations

- Private businesses/ Companies
- Community group businesses
- Farmer groups/A associations
- Savings and lending associations
- Youth groups

- Women groups;
- Clusters of businesses;
- Micro, Small and Medium Enterprises(MSMEs)

Applicant Selection Criteria

- The selection criteria detailed in the TOR will be applied for each category

Other Considerations

- Heavily indebted businesses whose sustainability is threatened will not be considered
The proposed activities should be within the mini-grid catchment areas, see Annex E-
List of mini-grid sites for details

3. Description of scope of work

UNOPS is seeking to collaborate with suitable businesses/organisations who are willing to invest part of the financial contribution for the project, with a potential to catalyse economic activities in the mini-grid catchment areas. The targeted locations for proposed interventions are listed in Annex E. The minimum percentage of the co-investment would be according to the Category applied for. The most transformative interventions will be selected; particularly the ones that can address systemic issues and unblock market constraints to demonstrate best case approaches that can be subsequently scaled up.

Below are some examples of interventions that can be funded under the Co- Investment Grant Facility:

- Setting up agriculture processing and cold storage facilities in mini-grid catchment areas
- Irrigation facilities and greenhouse technologies
- Technology upgrades for local communities and SMEs
- Equipment for SMEs and Community Group Enterprises

Reporting

- The Grantee must submit milestone reports (financial and narrative) to UNOPS, as specified in the Grant Support Agreement.
- Submit quarterly progress reports highlighting progress and achievements of the previous quarter to the UNOPS Sierra Leone office. The reports will also highlight any challenges that require the attention and/ or action of UNOPS, and include relevant documents, photos and success stories.
- At least one quarterly case study focusing on human-interest aspects of the intervention, such as impacts on community livelihood and access to vital energy appliances, equipment machinery, technology input and output markets, financial

services, technical expertise, job creation and other critical services. At least three relevant photos should accompany each case study.

Please see the attached Annex A- Terms of Reference for detailed description of the scope of works.

4. Evaluation process

In line with UNOPS evaluation principles of fairness, transparency and integrity, an independent Grant Evaluation and Selection Committee will be responsible for the review of proposals and the Grantee selection. The review is based on the criteria outlined in the 'Terms of Reference (TOR) and includes an assessment of the grant proposal's formal, technical and financial aspects. Any non-compliant proposal may automatically be eliminated from the evaluation process.

Evaluation will be done per Lot and per each category under each Lot. When evaluating more than 1 Lot, the requirement for co-contribution will be cumulated. For the evaluation process, UNOPS shall proceed to a preliminary examination of the proposals to confirm that all documents and technical documentation requested in this CFP have been provided and assess the completeness of each document submitted. UNOPS may reject any proposal during the preliminary examination that does not comply with the formal and eligibility requirements set out in Sections 1 and 2 of this CFP. Kindly refer to the **Annex A - Terms of Reference for details of Eligibility and Formal Criteria**. Following the Eligibility and Formal Criteria (preliminary examination), a two-stage procedure will be utilized in evaluating the grant proposals using a cumulative analysis system, with evaluation of the technical component 70 points (Stage 1) being completed prior to any budget component 30 points (Stage 2). **A proposal with highest cumulative scores of technical and budget will be awarded the grant.** UNOPS reserves the right to award more than 1 Grants per **category and/ or lot**.

A. Technical evaluation

During technical evaluations, the received proposals will be assessed against the technical criteria using a point system, as indicated in the criteria tables below. A total of 70 points will be allocated to the technical evaluation evaluation with a pass mark of 50 points.

Category 1: Inclusive Business Co- Investment Grants

No.	Criteria	Max. points
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1	Proposal is well structured, in the supplied template and is presented in a coherent manner	5
2	<p>Relevance</p> <p>Objectives and activities of the grant proposal are clear, achievable and relevant to the objectives of the Call for Proposals. In addition the below must be considered</p> <ul style="list-style-type: none"> -Relevance of the proposal in relation to the issue that the proposal is trying to solve -Relevance of the proposal in relation to the selected site and available economic activities -Relevance of the proposal in relation to contribution to uptake of electricity from the mini-grids -Inclusion of vulnerable groups(women, youth, people with disabilities etc) 	15
3	<p>Potential to contribute to local economic development</p> <p>Proposed interventions will have substantial impact on local economic development and access to basic services.</p> <ul style="list-style-type: none"> -Projected business growth(turnover)of business and/or businesses supported -Number of beneficiaries/ business partners -Number of direct jobs created - Projected increase in incomes for beneficiaries/business partners 	20
4	<p>Proposed intervention is likely to be sustainable.</p> <ul style="list-style-type: none"> - Potential viability of the proposed business -Is there a confirmed and reliable market for the products/services -Is there potential that business relationships resulting from the proposed intervention will last beyond the life of the project -Is there scope for replication of interventions - Is the proposed model/intervention culturally sensitive and gender responsive. 	20

5	<p>Proposed implementation plan realistic.</p> <ul style="list-style-type: none"> -Is the implementation /business plan clear and feasible -Is the proposed timeline realistic - Does the timeframe incorporate realistic activities which will ensure the sustainability of interventions - 	10
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Category 2: Co- Investment Grants for Rural Based Enterprises

No.	Criteria	Max. points
1	<p>Proposal is well structured and is presented in a coherent manner</p>	5
2	<p>Relevance Objectives and activities of the grant proposal are clear, achievable and relevant to the objectives of the Call for Proposals. In addition the below must be considered</p> <ul style="list-style-type: none"> -Relevance of the proposal in relation to the issue that the proposal is trying to solve -Relevance of the proposal in relation to available economic activities -Potential contribution of intervention to local economic development -Relevance of the proposal in relation to utilisation of electricity from the mini-grids 	15
3	<p>Potential to contribute to local economic development</p> <ul style="list-style-type: none"> - -Projected business growth (turnover) - Increased volume of business with existing and/or new markets -Number of direct jobs created - Projected increase in incomes for community business 	20

	partners	
4	<p>Proposed intervention is likely to be sustainable.</p> <ul style="list-style-type: none"> -Inclusion of relevant capacity building activities to improve the performance of the enterprise -Viability of the business Existence of business plan -Management capabilities and business experience -Confirmed and reliable market for the products/services -Business linkages with other businesses operating in the mini grid catchment areas and/or with other markets -Is there potential that business relationships resulting from the project will last beyond the life of the project 	20
5	<p>Proposed implementation plan realistic.</p> <ul style="list-style-type: none"> -Is the implementation /business plan clear and feasible -Is the proposed timeline realistic - Does the timeframe incorporate realistic activities 	10

Category 3: Co- Investment Grants for Community Based Group Enterprises

No.	Criteria	Max. points
1	Proposal is well structured and is presented in a coherent manner	5
2	<p>Relevance</p> <p>Objectives and activities of the grant proposal are clear, achievable and relevant to the objectives of the Call for Proposals. In addition the below must be considered</p> <ul style="list-style-type: none"> -Relevance of the proposal in relation to the issue that the proposal is trying to solve -Relevance of the proposal in relation to available economic activities -Potential contribution of intervention to local economic development -Relevance of the proposal in relation to utilisation of electricity from the mini-grids 	15
3	<p>Potential to contribute to local economic development</p> <p>Proposed targets are relevant to the objectives and, if accomplished, will have substantial impact on local economic development and access to basic services.</p> <ul style="list-style-type: none"> -Projected business growth of the enterprise -Number of beneficiaries/ business partners -Number of direct jobs created - Projected increase in incomes for beneficiaries/business partners 	20

4	<p>Proposed intervention is likely to be sustainable.</p> <ul style="list-style-type: none"> -Inclusion of relevant capacity building activities to improve the performance of the enterprise -Viability of the enterprise. -Confirmed and reliable market for the products/services -Business linkages with other businesses operating in the mini grid catchment areas or linkages with other markets -Is there potential that business relationships resulting from the project will last beyond the life of the project 	20
5	<p>Proposed implementation plan realistic.</p> <ul style="list-style-type: none"> -Is the implementation /business plan clear and feasible -Is the proposed timeline realistic - Does the timeframe incorporate realistic activities 	10

Category 4: Grants for Youth Groups

No.	Criteria	Max. points
1	Proposal is well structured and is presented in a coherent manner	5
2	<p>Relevance</p> <p>Objectives and activities of the grant proposal are clear, achievable and relevant to the objectives of the Call for Proposals. In addition the below must be considered</p> <ul style="list-style-type: none"> -Relevance of the proposal in relation to the issue that the proposal is trying to solve -Relevance of the proposal to the needs of the youth enterprise -Relevance of the proposal in relation to utilisation of electricity from the mini-grids 	15

3	<p>Potential to contribute to local economic development</p> <p>Proposed targets are relevant to the objectives and, if accomplished, will have substantial impact on local economic development and access to basic services.</p> <ul style="list-style-type: none"> -Projected business growth of youth enterprise -Number of beneficiaries/ business partners -Number of direct jobs created - Projected increase in incomes for the group 	20
4	<p>Proposed Business enterprise is likely to be sustainable.</p> <ul style="list-style-type: none"> -Inclusion of relevant capacity building activities to improve performance of the enterprise -Viability of the enterprise -Confirmed and reliable market for the products/services -Business linkages with other businesses operating in the mini grid catchment areas -Is there potential that business relationships resulting from the project will last beyond the life of the project 	20
5	<p>Proposed implementation plan realistic.</p> <ul style="list-style-type: none"> -Is the implementation /business plan clear and feasible -Is the proposed timeline realistic - Does the timeframe incorporate realistic activities -Will the proposed budget support the proposed activities 	10

B. Budget Evaluation

Proposals that pass the technical evaluation will move to financial evaluation. A total of **30 points** are allocated for the financial evaluation part.

Category1: Inclusive Business Co- Investment Grants

The formula below will be used to evaluate the Inclusive Business Grants:

Points for the proposal being evaluated (a) = Total Budget (proposal) being evaluated (b) / [Highest Total Budgets submitted] (c) * 30 points (Maximum number of points for the financial proposal)

That is, $a = (b/c)*30$

Category 2: Co- Investment Grants for Rural Based Enterprises and Category 3: Co- Investment Grants for Community Based Group Enterprises

Points for the proposal being evaluated (a) = Total Budget (proposal) being evaluated (b) / [Highest Total Budgets submitted] (c) * 30 points (Maximum number of points for the financial proposal)

That is, $a = (b/c)*30$

The following Criteria will be used to evaluate the Budgets

Category 4: Grants for Youth Groups

These proposals would be evaluated using Cost per beneficia: (Total budget/number of beneficiaries.). The proposals would be ranked with the highest being the lowest dollar per beneficia.

C. Declaration

Conflict of Interest

All applicants must declare if their organisation is involved in any way, active, passive or providing technical assistance in another bid that has been or is being submitted in this or

previous call for proposal or implementation of grants that have been awarded

D. Additional Due Diligence

After completion of the evaluation, prior to award, UNOPS reserves the right to conduct background checks on the applicant recommended for award to confirm that the applicant meets the eligibility, qualifications and technical requirements set forth in this CFP, and reject applicants deemed to have not met such requirements. Applicants shall permit UNOPS representatives to access their facilities with a reasonable amount of notice to inspect the applicant's premises.

A grant will be awarded to the grantee with the most attractive combination of technical and financial proposals. UNOPS reserves the right not to award any grants for any reason.

5. UNOPS Grant Support Agreement

The UNOPS Standard Grant Support Agreement (GSA) containing UNOPS General Conditions for Grant Support Agreements (Annex D of the UNOPS Grant Support Agreement template) is attached. The GSA constitutes an integral part of this CFP as it is mandatory to accept this agreement with its conditions before submitting a proposal.

Approved by:



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Title: Project Manager, UNOPS-Freetown

Date: 18 February 2021

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