

DATE: 11/02/2022

REQUEST FOR INFORMATION: No. 2022/RFI/002

REGARDING

PROJECT FEASIBILITY STUDY DESCRIPTION FOR MARKET RESEARCH

CLOSING DATE AND TIME: 03/03/2022 – 23:59 hrs. Geneva time

The Office of the United Nations High Commissioner for Refugees “UNHCR” is requesting information regarding the provision of Project Feasibility Study Description for Market Research.

This Request for Information (RFI) seeks market information regarding potential Project Feasibility Study Description for Market Research. This information is sought for planning purposes only. Therefore, this RFI is not a solicitation and will not result in a contract, nor does it create any obligation on the part of UNHCR.

INTRODUCTION TO UNHCR

The Office of the United Nations High Commissioner for Refugees was established in 1950 by the United Nations General Assembly to lead and co-ordinate international actions to protect refugees and to identify lasting solutions for them. The organization’s primary purpose today is to safeguard the rights and well-being of refugees, forcibly displaced communities and stateless people worldwide.

In more than six decades, the agency has helped tens of millions of people restart their lives. Today, a staff of some 16,800 people in 134 countries work to help about 70.8 million displaced people. For further information on UNHCR, its mandate and operations please see <http://www.unhcr.org>.

I. General information

UNHCR seeks to reduce its CO2 emissions by 45% by 2030. To achieve this goal, UNHCR established the Green Financing Facility, an innovative financing model to migrate its over 530 UNHCR offices worldwide from fossil fuels to renewable energy. To reach this goal sustainably, there is anticipated to be private sector collaboration through procurement modalities for off- and on-grid solar and solar hybrid projects in different scales. To enable flexibility in high-risk areas, UNHCR is investigating the opportunities for modular solar solutions in addition to stationary hybrid systems within the different operation sites. Assessments for a pilot site in East Africa are underway with the UNHCR targeting implementation of a modular solution in 2022.

II. Request for Information

UNHCR is soliciting the market for technology related information and to identify potential service providers interested in supplying UNHCR with a Project Feasibility Study Description for Market Research.

The objective of this Request for Information (RFI) along with Annex A; Terms of Reference is to gather information and gain an understanding of the current market for Carbon Project Feasibility Studies enveloping Reforestation projects and Clean cooking projects. We request the interested companies to include the following information in the cover letter to be submitted for this RFI based on the requirements seen in Annex A:

- a. Would you or your firm be able to carry out the proposed feasibility studies?
- b. Do you and/or your firm have prior experience in the areas to be studied?
- c. What period of time would be needed to carry out the proposed studies, and what would be the approximate budget needed?
- d. Do you have any feedback on the structure and description of the ToRs as per Annex A?

Subsequent to this RFI and the submissions received, UNHCR may seek clarification(s) to the information provided by your organisation.

In case of any clarifications needed on this RFI, please consolidate and send such clarification requests to sivakumar@unhcr.org with gyarmatm@unhcr.org in cc. In the interest of transparency, UNHCR may decide to publish the clarifications to all potential suppliers. The supplier names will be anonymised.

III. Submission Instructions

Interested parties are requested to respond in writing not later than **03/03/2022 – 23:59 hrs. Geneva time**. The documents must be sent by email only to: sivakumar@unhcr.org with gyarmatm@unhcr.org in cc.

The covering letter must bear your official letter head, clearly identifying your company.

Documents including all attachments should be submitted in PDF format. (Copies of the PDF format documents may, as an addition, be included in Excel or other formats etc.).

It is your responsibility to verify that all e-mails have been received properly before the deadline. Please be aware that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of 10 MB so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:


- 2022/RFI/002: Project Feasibility Study Description for Market Research
- Name of your firm with the title of the attachment
- Number of e-mails that are sent (example: 1/3, 2/3, 3/3).

All proprietary, confidential information or any other limitations on the disclosure must be clearly marked and labelled. To the fullest extent consistent with UNHCR's rules and legal

obligations, information identified by a respondent as “Proprietary” or “Confidential” will be kept confidential.

UNHCR will review the responses and may seek further clarifications and information from certain respondents. These requests for clarification or information may take the form of communication by telephone, in writing, or emails. In addition, certain RFI respondents may be invited to present their responses and/or conduct on-site demonstrations to UNHCR. UNHCR will not bear any costs relating to such presentations or to the preparation and submission of the RFI responses.

Note: This document is not construed in any way as an offer to contract with your firm.


Martine Israel
Head of Unit (HQ Procurement)
Division of Emergency, Security and Supply