

Dear Sir/Madam

**Invitation to** submit a proposal for the project: ZE-Gen's demand generation activities to tackle market barriers

You are invited to submit a proposal to design awareness raising and demand generation activities to increase customers' willingness and understanding of their ability to access and adopt clean alternatives to FFGs ("**Awareness raising project**" or the "**Project**") which is part of the Carbon Trust's [Zero Emission Generators \(ZE-Gen\) programme](#).

The key objectives of the project are to design a project to increase customers' willingness and understanding of their ability to access and adopt cleaner alternatives, such as solar generators or behind the meter battery back-ups, by raising awareness of product options and empowering customer choice. The design should illustrate how the project will lead to measurable increased sales of alternative technologies and the displacement of FFGs to support improved economic, health and climate outcomes. Successfully selected projects will have the opportunity receive follow-on funding to implement and scale their designs.

Should your application be successful, an award letter, the Scope of Services (as amended to incorporate or include your proposal) and the Carbon Trust's General Conditions of Contract will establish the Contract for [ZE-Gen awareness raising and demand generation project - Design phase] (the "**Contract**") between you and the Carbon Trust.

Unless informed to the contrary, please send proposals and all communications by email to the following email address: ze-gen@carbontrust.com, Please insert **ZE-Gen Awareness Raising Design phase request for proposals** in the email title line.

Proposals must be submitted before **23:59 BST 16 April 2025** Any proposals received after this date and time will be deemed non-compliant.

Your proposal must consist of the following, the contents of which are described further below:

- Main tender/proposal Document (pdf) – template not provided;
- Signed Tender Certificate (pdf) – template provided (Section 25); and
- Bid Price Calculation Sheet (xls) – template provided.

The timeline of this procurement process is as follows:

- Deadline for clarification questions 14 March 2025
- Clarification Document published 19 March 2025
- Submission of full proposal 23:59 BST 16 April 2025
- Bidder interviews w/c 19 May 2025
- Successful Contractor announcement w/c 06 June 2025
- Envisaged Contract award date w/c 01 July 2025

# ZE-Gen.

Please e-mail any clarification questions, including questions about the timing of this invitation to submit an proposal, to [ze-gen@carbontrust.com](mailto:ze-gen@carbontrust.com) any time before **14 March 2025** The complete set of clarification questions and all answers to clarification questions will be circulated by **19 March 2025** and will hence be made available to all potential Bidders: <https://www.ze-gen.org/ze-gen-demand-generation>

For information about ZE-Gen, please visit <https://www.ze-gen.org/about-ze-gen/>

We look forward to receiving your proposal.

Yours sincerely

A handwritten signature in black ink, appearing to read "A. Beadle". The signature is written in a cursive, slightly slanted style.

For and on behalf of **THE CARBON TRUST**

**REQUEST FOR PROPOSALS TERMS**

**-FOR -**

**ZE-GEN'S DEMAND GENERATION ACTIVITIES TO TACKLE  
MARKET BARRIERS**

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## Supporting Documents

- Scope of Services (pdf);
- Important information for bidders (pdf)
- Terms (pdf)
- Bid Price Calculation Sheet (Excel template);

## 1. Introduction

- 1.1 This **request for proposals** has been prepared by the Carbon Trust for the purpose of inviting proposals for the provision of the goods or services described in The Scope of Services document.
- 1.2 The request for proposals process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most impactful and economically advantageous tender. The received bids will be evaluated by the Carbon Trust against the criteria provided in section 14. A shortlist of Bidders will be created and invited for interview. Carbon Trust will do a vetting of the shortlisted bidders. Carbon Trust may request shortlisted bidders to fill-in a Due Diligence Questionnaire to supply additional information prior to being invited for an interview.
- 1.3 The Scope of Services is provided in the *Awareness raising request for proposals\_Scope of Services* document.

## 2. Instructions for return of proposals

- 2.1 Proposals must be submitted by email to [ze-gen@carbontrust.com](mailto:ze-gen@carbontrust.com), before **23:59 BST 16 April 2025** Any proposals received after this date and time will be deemed non-compliant. It is your responsibility to ensure that your proposal is delivered no later than the appointed time.
- 2.2 Please insert the contract reference **ZE-Gen Awareness Raising Design phase request for proposals** in the email title line for all communications.
- 2.3 Tenders including prices must remain open for acceptance until 90 days after the closing date.
- 2.4 Late proposals will not be considered unless the Carbon Trust, in its sole discretion, decides to do so and is satisfied that the delay was caused by reasons outside of your control.

## 3. Questions about this request for proposals

- 3.1 The Carbon Trust's **Point of Contact for all communications is Marcela Betancur Diaz**. All questions relating to this request for proposals must be submitted by email to the Point of Contact at **ze-gen@carbontrust.com**. Please insert ZE-Gen Awareness Raising Design phase request for proposals in the email title line for all communications. This is the contract reference.
- 3.2 All questions must be submitted no later than 23.59 hours on **14 March 2025**. Questions submitted after this deadline are unlikely to be answered.
- 3.3 Questions may include queries relating to the Scope of Services, the General Conditions of Contract or if you have difficulty in providing the information requested. Questions should clearly reference the paragraph in the document to which the question relates. To the extent possible, questions should be aggregated and sent in one email rather than individually in separate emails.

## 4. Answers to applicants' questions

- 4.1 Answers to questions will be circulated by email to all tenderers. The Carbon Trust expects to circulate all answers on **19 March 2025** but may circulate some or all answers before or after this date if the Carbon Trust considers this to be appropriate.

All questions (which will be anonymised) and answers will be circulated to all applicants.

## **5. Clarifications made or required by the Carbon Trust**

- 5.1 In addition to answering questions from applicants, the Carbon Trust may also, in its discretion, issue further clarifications at any time if it considers this to be appropriate.
- 5.2 The Carbon Trust may also (in its absolute discretion) request clarification during the evaluation phase of any aspect of an applicant's proposal. Applicants are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly.

## **6. Submission of variant bids**

- 6.1 Variant bids will be considered. However, any variant bid must be submitted in addition to a standard bid. All variant bids must meet the minimum requirements as set out in this request for proposals (including in the Scope of Services). The Carbon Trust may exercise absolute discretion in respect of its consideration of variant bids and the award of a contract based upon a variant bid.

## **7. Structure of proposals**

- 7.1 Your proposal must explain how you will meet the Carbon Trust's requirements as described in the Scope of Services document. You must also provide the other information and documentation required by this request for proposals, including the signed Tender Certificate Form (see Section 24). In summary in response to this request for proposals, bidders are required to submit:
  - a. A Main Bid Document (pdf) – no template provided;
  - b. The signed Tender Certificate (pdf) – template provided (see section 24)
  - c. The filled-in Bid Price Calculation Sheet (xls) – template provided.
- 7.2 The Main Bid Document should be no more than 8 pages excluding appendices and no more than 15 pages including appendices. Font should be clearly legible and be at least font size 11.
- 7.3 The Main Bid Document shall as a minimum include the following information:
  - a. outline why the chosen market is suitable for their proposed awareness raising activities for generator replacement.
  - b. highlight the organisation/consortium experience working in or supporting the distributed renewable energy sector, its extensive local market and sector knowledge and demonstrate it has an established network in the project's target countries (Ethiopia, Ghana, Kenya, Nigeria, and Zambia).
  - c. outline how the Bidder will deliver the Scope of Work, focusing on the approach to meet Phase 1 objectives, but considering Phase 2 and 3 in the proposal, highlighting the bidders understanding of the market in the chosen location, key stakeholders, including, distributors, customers, products available, etc, and do so on budget and within the allocated time.
  - d. include a Gantt chart which describes the timeline for the Project, showing when each Work Package will start and finish and highlighting when deliverables are to be delivered.

- e. specify any input data, or other inputs that the Bidder requires the Carbon Trust and/or ZE-Gen to provide.
  - f. an explanation of experience and staff skills, and how these are relevant to the Approach to Work.
  - g. provide at least two examples (with reference to specific roles, responsibilities and activities the Bidder undertook) of previous work which illustrates the Bidder's skills, capabilities, and experience in all of these areas (Bidders may wish to make reference to submitted examples of previous work for other clients).
  - h. biographies of all Project staff, which illustrate how the team's skills are relevant to the Approach to Work, each staff's intended position in the Project, and their main responsibilities.
  - i. specify any Alternative Work (i.e. substitute activities to take place instead of certain activities outlined in the Scope of Services document, section 8). If Alternative Work forms part of the Approach to Work, the Bidder is expected to highlight, explain and justify the intended deviation from the Scope of Work. Alternative Work will be considered as non-optional when the tender is evaluated; and
  - j. specify any Additional Work (i.e. activities to take place in addition to the activities outlined in the Scope of Services document). If Additional Work forms part of the Approach to Work, the Bidder is expected to explain and justify why the Additional Work would be beneficial and to provide a separate quotation for these activities (see section 8). It is at the discretion of the Carbon Trust to consider Additional Work in the evaluation of the tender.
- 7.4 The Tender Certificate must be signed by an authorised signatory. Bidders must fill in the provided template.
- 7.5 The filled-in Bid Price Calculation Sheet must be provided in Excel format in addition to the information provided in the Main Bid Document. See section 14, criterion 5 for more details.
- 7.6 The failure by a bidder to submit either the Main Bid Document, the signed Tender Certificate or the filled-in Bid Price Calculation Sheet shall mean that such tender is a non-compliant tender.

## **8. Pricing**

- 8.1 To provide Bidders with greater clarity on the nature, level and type of work involved in the various Work Packages, the Total Budget for the delivery of phase 1 is expected to range between £40k and £60k (incl. VAT).
- 8.2 The Bid Price submitted with the tender must be derived from the cost breakdown in the Bid Price Calculation Sheet and must include all expenses. The Bid Price is the price for the activities that will address the Scope of Work (and any Alternative Work proposed by the Bidder). The Bid Price Calculation Sheet and the Bid Price shall not include the price of any Additional Work suggested by the Bidder. Instead, the price for such Additional Work Packages shall be stated separately to the Bid Price in the Main Bid Document.
- 8.3 If the Bid Price exceeds the expected range of the Total Budget as stated under section 8.1, to avoid receiving a lower score for criterion 5, in the Main Bid Document

the Bidder should provide a clear and justified reason why the Bid Price exceeds the expected budget.

- 8.4 All costs and rates quoted in the Main Bid Document and Bid Price Calculation Sheet must be in GBP (£) and all staff rates quoted in the tender must represent the Day Rate for employment of staff members.
- 8.5 Any expenses must be separately included under Expenses.
- 8.6 All prices must be stated in sterling and inclusive of VAT. A full breakdown of prices and rates must be given. Tenderers must state whether the prices include or exclude any expenses or other charges and what those charges and expenses will be.
- 8.7 All prices and day rates must remain fixed.

## **9. Intellectual property**

- 9.1 All intellectual property rights in this request for proposals and all material provided by the Carbon Trust to tenderers in connection with this request for proposals shall be and remain the property of the Carbon Trust.
- 9.2 The intellectual property in all deliverables shall be owned by the Carbon Trust. No third-party intellectual property shall be included in any deliverable without the Carbon Trust's prior written consent.

## **10. Anti-Bribery**

- 10.1 The Carbon Trust requires full compliance with the Bribery Act 2010. All tenderers must be familiar with the Carbon Trust's Anti- Bribery Code of Conduct <http://www.carbontrust.com/terms>.

## **11. Conflicts of Interest**

- 11.1 As a part of Due Diligence, Bidders will be required to declare in their proposals any conflict or potential conflict of interest and provide clear details of their plan for managing this. It is possible that there may be circumstances where the Carbon Trust (in its absolute discretion) considers that such a conflict or potential conflict of interest would not be manageable or acceptable. In which case, the Carbon Trust may reject the tender.

## **12. Confidentiality**

- 12.1 Tenders must treat all information supplied in connection with this request for proposals as strictly confidential. Neither this document, nor any part of it nor any other information supplied in connection with it may, except with the prior written consent of the Carbon Trust, be published, reproduced, copied, distributed or disclosed to any person other than in confidence to the recipient's advisers nor used for any purpose other than consideration by the recipient of whether or not to submit a tender.
- 12.2 By receiving and reviewing this request for proposals and/or by submitting a tender/proposal the tenderer agrees that it has a binding obligation to preserve the confidentiality of all such information
- 12.3 This request for proposals and its accompanying documents shall remain the property of the Carbon Trust and must be returned promptly (without retaining any copies or reproductions) on demand.



### 13. Interviews

- 13.1 Following the evaluation of request for proposals (including pricing), tenderers will be invited to an interview or to do a presentation on the basis that selected bidders are in the top 8 highest scorers.
- 13.2 Interviews/presentations are expected to take place during the w/c 19 May 2025. Tenderers should note that the Carbon Trust is unlikely to agree to the date(s) being changed.

### 14. Evaluation of Tenders

- 14.1 The proposals will be evaluated using a portfolio approach to facilitate the selection of tenders according to approach, geography and type of programme.
- 14.2 Proposals will be grouped by approach and geography, to be assessed with the following criteria:

Criterion	Information required from Bidders	Weighting
<p>1. Market understanding, local networks, and sector knowledge</p>	<p>Bidders must explain why they believe their chosen market is suitable for awareness raising activities for generator replacement.</p> <p>Bidders are expected to highlight their understanding of local customs and traditions of the chosen location, highlighting how the local environment and social practices will be embedded in the project.</p> <p>A close working relationship with key stakeholders such as solar generators distributors, government officials, civil society, original equipment manufacturers (OEMs), research institutions, innovators, trade bodies, end users are seen as relevant to the success of this Project. Please supply ideas of how these groups can be engaged and leveraged.</p>	<p>35%</p>
<p>2. Approach to work</p>	<p>In the Main Bid Document, Bidders are required to provide a clear and detailed description of how they plan to deliver the work for this Project.</p> <p>The description should include an initial overview of the approach followed by a description on how each Work Package and task will be delivered.</p> <p>Also, Bidders need to justify how their proposed approach meets the objectives of the Project.</p> <p>If there is any Additional Work proposed by the Bidder, these aspects will be evaluated separately. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the tender.</p> <p>Bidders are required to describe how they will manage the Project utilising appropriate resources and describe how they will work with the various stakeholders.</p>	<p>35%</p>

Criterion	Information required from Bidders	Weighting
3. Experience	<p>In the Main Bid Document, Bidders should elaborate on experience of the criteria described and explain how these past experiences are relevant for this tender. Bidders are expected to highlight their knowledge and experience in the energy sector.</p> <p>In addition, Bidders should provide at least two examples (with reference to specific roles, responsibilities and activities the Bidder undertook) of previous work which illustrates the Bidder's skills, capabilities, and experience in all of these areas (Bidders may wish to make reference to submitted examples of previous work for other clients).</p> <p>Applicants are expected to demonstrate their experience working in or supporting the distributed renewable energy sector, their extensive local market and sector knowledge and their established network in countries across Sub-Sahara Africa.</p> <p>Bidders are advised that experience is considered a key important criterion and partnerships with other companies to support certain areas of experience are welcomed.</p>	15%
4. Staff skills	<p>Bidders are required to provide biographies for any key personnel who will be involved with this Project together with proposed Project structure, intended position of the key personnel in the Project, and main responsibilities. CVs should include professional membership of the proposed staff working on this Project.</p> <p>Bidders should elaborate on the most relevant skills of the key personnel that will be involved in the Project and include examples of similar work performed by the proposed staff members, explaining how it is relevant to the Approach to Work.</p>	10%
5. Price	<p>Bidders are expected to highlight value for money in their bid, by demonstrating the impact of their proposal, a strong understanding of the sector, ability to leverage existing connections to create new ones and awareness of possible risks, specifying ways to mitigate them.</p> <p>Bidders will be required to confirm or comment on their ability to carry out the activities detailed in the Scope of Work within the initial term of the Contract and provide an outline plan of work.</p> <p>In the Bid Price Calculation Sheet, Bidders are required to provide day rates for all staff grades and to input the man-</p>	5%

Criterion	Information required from Bidders	Weighting
	<p>h involved in each Work Package as specified in the scope of services document.</p> <p>In the Bid Price Calculation Sheet, Bidders are required to provide a cost breakdown by Work Package, including man hours and day rates of personnel completing the work.</p> <p>Bidders are required to specify expected expenses separate from the estimated budget for each Work Package.</p> <p>The Bid Price will be assessed on the value for money price for the Approach to Work (which includes the price of the Work Packages in the Scope of Work and any Alternative Work proposed by the Bidder).</p> <p>If there is any Additional Work proposed by the Bidder, this will be evaluated separately. The suggestion of Additional Work by the Bidder will not have a negative impact on the evaluation of the tender.</p>	

## 15. Scoring Matrix for technical and quality criteria

15.1 Criterion will be scored on the basis of the following matrix.

0	Completely fails to meet required standard (including Bid Price) or does not provide a proposal.
1	Proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals.
2	Proposal falls short of achieving expected standard in a number of identifiable respects.
3	Proposal meets the required standard in most material respects but is lacking or inconsistent in others.
4	Proposal meets the required standard in all material respects.
5	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements.

## 16. Cessation of Procurement or Alteration of Process

16.1 The Carbon Trust reserves the right to terminate this procurement or to change any aspect of the tender process at any time.

16.2 The Carbon Trust is not bound in any way to accept the lowest or any tender. Unless any tenderer makes a formal statement in its tender to the contrary, the Carbon Trust reserves the right to accept a tender either in whole or in part. The Carbon Trust reserves the right to accept more than one tender.

- 16.3 You will not be entitled to claim from the Carbon Trust any costs or expenses which you may incur in preparing your tender or in respect of the tender process. This applies whether or not your tender is successful and regardless of whether or not the tender process is changed, the procurement is terminated, or a contract is awarded.
- 16.4 Nothing in this request for proposals or any other communication made between the Carbon Trust and/or its representatives and any person shall constitute an agreement, contract or representation (except for a formal award of contract made in writing by the Carbon Trust). Receipt by the tenderer of this request for proposals does not imply the existence of a contract or commitment by or with the Carbon Trust for any purpose and tenderers should note that this ITT may not result in the award of any contract.

## **17. Terms and Conditions of the grant**

### **17.1 Grant Expectations and Payment**

- 17.1.1 The timeframe for the work under each grant contract will likely be four months. Preferably starting in July 2025 and finishing no later than October 2025.
- 17.1.2 Payments will be staggered during the grant period, in two to three tranches, and will be disbursed when the project milestones have been met and delivered during and at the end of the contract.
- 17.1.3 Grants will be disbursed based on pre-agreed milestones and grantees will be required to periodically report against a predetermined list of indicators.
- 17.1.4 A minimum of 10% of the grant will be held back until contract completion.
- 17.1.5 The first payment will be a maximum of 20% and may be dependent on a deliverable (e.g. workplan or flash card report 4 weeks after contract signing).

### **17.2 Due Diligence**

- 17.2.1 The successful applicants will need to provide relevant documents as described below. If a consortium applies, only the lead applicant will be subject to due diligence by the Carbon Trust and the lead applicant will be responsible for all consortium partners.
- 17.2.2 Financial checks will be needed, to ensure that all organisations have a good financial history. This will include:
- 17.2.2.1 Audited accounts or 12-24 months of financial accounts (including details on sources of income and types of expenditure etc.)
  - 17.2.2.2 The Carbon Trust may request independent financial statements during the due diligence process, but this is not mandatory initially
  - 17.2.2.3 Tax and regulatory compliance certificates
  - 17.2.2.4 Relevant company insurance documentation (if the organisation does not currently have this, they may need to acquire it)
  - 17.2.2.5 Governance and management structures that are appropriate for this work
- 17.2.3 Code of conduct or ways of working to include considerations such as:
- 17.2.3.1 Sustainability/environmental considerations
  - 17.2.3.2 Gender policy
  - 17.2.3.3 Anti-terrorism/corruption/bribery/fraud etc.
  - 17.2.3.4 Data security
  - 17.2.3.5 Safeguarding

- 17.2.4 Applicants are expected to provide CVs of all the team members involved in the project. If applying as a consortium CVs of all the parties and their teams must be provided.
- 17.2.5 Successful applicants will be requested to sign a Conflict of Interest form, declaring that the applicant is not in any situation which could give rise to a conflict of interest in what concerns the performance and/or implementation of the agreement with the Carbon Trust.

## 18. Tenders Should Note

- 18.1 The information contained in this request for proposals invitation and the supporting documents and in any related written or oral communication, is believed to be correct at the time of issue or making but the Carbon Trust will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. The information given by the Carbon Trust does not purport to be all inclusive or to include all the information that a tenderer may require.
- 18.2 Tenderers should note that, in the event a tender is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that tender may be rejected.
- 18.3 It is the responsibility of tenderers to obtain at their own expense all additional information necessary for the preparation of their tender. No claims of insufficient knowledge will be accepted.

## 19. Unsuccessful Bidders

- 19.1 Bidders will be informed if they have been unsuccessful following a final decision to award to the contract to the successful tenderer.

## 20. Summary of Tender Process Timetable

- 20.1 Set out below is a summary of the timetable that applies to this procurement. The Carbon Trust reserves the right to alter this timetable by notice to tenderers.

Description	Date (and, if applicable, time)
This request for proposals issued	24 February 2025
TA Facility open for applications from	24 February – 2 March 2025, 23.59 UTC
TA Facility webinars	26 and 28 February
TA Facility kick off and implementation	10 March – 16 April
Deadline for receipt of queries from tenderers	14 March 2025
Date for Carbon Trust’s response to queries	19 March 2025
Deadline for receipt of proposals	16 April 2025
Interviews (if required)	w/c 19 May 2025
Successful and unsuccessful tenderers notified	06 June 2025
Start date of contract	01 July 2025

## 21. Checklist of documents to be included

- 21.1 You are required to include the following documents in your tender:
  - your tender/proposal
  - the completed and signed Tender Certificate Form (section 24)

- Bid Price Calculation Sheet (Excel template);

## 22. Submitting as a consortium

Due to the breadth of skills and experience required for the Project, bidders may decide to build a consortium to successfully meet the objectives of the Project. If a bid is submitted by a consortium, it is expected that, in the case that the consortium is selected as the preferred Bidder, Carbon Trust will only enter into a Contract with the Project Coordinator, and that the Project Coordinator will subcontract the other members of the consortium.

## 23. Additional application support for local applicants

For this open call for proposals, additional support is available to a select number of local applicants to develop and submit their proposals, via the Transforming Energy Access (TEA) Technical Assistance Facility

The TEA Technical Assistance (TA) Facility aims to maximise the potential of local partners to successfully access grant funding\*. The TEA TA facility is funded by UK aid from the UK Government via the Transforming Energy Access platform and delivered by EED advisory. The opportunity for TEA TA support in this round is tied to the ZE-Gen call for proposals and is open only to selected innovators or organisations based in the eligible ZE-Gen target regions that are considering applying for the ZE-Gen open call for proposals. Applications are open from **24 February** and the deadline to apply for support through the TEA TA Facility is at **23:59 UTC on 2 March 2025**.

Visit the TEA website to find full eligibility criteria and details on how to apply for support. <https://tea.carbontrust.com/tea-technical-assistance-facility>.

\*Please note that receiving the technical assistance through the TEA TA Facility does not guarantee success in securing grants. Successful proposals will be chosen by the ZE-Gen selection committee upon their review of the proposal, which is independent from the Technical Assistance Facility. At no point will the review panels be aware of which applicants have applied for/or received the TA support.

The ZE-Gen Awareness Raising Proposal submission deadline is **16 April 2025**.

## ZE-Gen open call technical assistance timelines

#	Month	Feb					March					April				
		Week					Week					Week				
		WK1	WK2	WK3	WK4	WK5	WK6	WK7	WK8	WK9	WK10	WK11	WK12			
Dates	24-28 Feb	3-7 Mar	10-14 Mar	17-21 Mar	24-28 Mar	31 Mar-4 Apr	7-11 Apr	14-16 Apr	21-25 Apr							
1	Launch of TAF & Ze-Gen Open call															
2	Webinar (2 sessions)															
3	Screening applicants, send feedback to un/successful applicants & scheduling of kick offs															
4	TAF kick off & implementation															
5	Delivery review workshop															
6	Close of TAF & Proposal submission to Ze-Gen															
7	Send feedback forms to local partners															

## Introduction to EED Advisory



- EED Advisory is a pan-African consulting firm offering technical, analytical, and advisory services in **energy, climate change, and water and sanitation**.
- Founded in 2013 in Nairobi**, EED has a team of 26 operating in Nairobi (Kenya) and Dakar (Senegal).
- Our footprint spans across 28 sub-Saharan African countries and the sub-continent of India.
- We've carried out over 149 assignments for our clients and partners who include:
  - Public Sector Agencies,
  - Development Finance Institutions,
  - Private Sector Organizations, and
  - Research Institutions.
- Our current portfolio of clients includes but is not limited to:



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## Overview of the Technical Assistance Component of the Local Partnership Inclusion (LPI) Project



### LPI Project Description

<p><b>Thesis</b></p> <ul style="list-style-type: none"> <li>Local partners (LPs) knowledge and expertise is critical to accelerating energy access in TEA's geographical scope.</li> <li>LPs require additional technical, financial and capacity development to scale their operations and to deliver the interventions required to reach SDG 7</li> </ul>	<p><b>Capacity Development Component of LPI</b></p> <p><b>Aim of the Capacity Development Component of LPI Project</b></p> <p>As part of the capacity development component, <b>EED is providing support to the LPs applying for TEA</b> funding and also develop their technical capacity to successfully apply for future donor funding.</p>
<p><b>Aim of LPI Project</b></p> <ul style="list-style-type: none"> <li>Increase <b>the inclusion of local expertise</b> in the energy access sector</li> <li>Ensure the <b>innovative solutions</b> are responsive to <b>the context and realities</b></li> </ul> <p><b>Implemented through 4 key areas:</b></p> <ol style="list-style-type: none"> <li>Funding access mechanism such as early-stage support and funding for LPs to build capacity to enable successful funding applications and due diligence compliance</li> <li>Capacity building: through LP training in legal and financial management</li> <li>Develop and engage existing networks to leverage opportunities for local partners to engage with international funders</li> <li>Improve African/Local partner visibility via ensuring their inclusion at meetings and events</li> </ol>	<p><b>What support shall we be offering?</b></p> <ul style="list-style-type: none"> <li><b>Support LPs</b> making applications <b>across TEA partner open calls by:</b> <ul style="list-style-type: none"> <li>Developing a Model Training Curriculum and Model Templates</li> <li>Assessing the needs of the LPs and provide "fit for purpose" training and support</li> </ul> </li> <li>Grant Application Support will be limited to training and assistance with:             <ol style="list-style-type: none"> <li><b>Bid Writing:</b> Training on how to write a responsive proposal, periodical reviews of their bids</li> <li><b>Due Diligence Preparation:</b> To ensure compliance with the respective funding call ask</li> <li><b>Develop tools and standard templates for future bids by the LP</b></li> </ol> </li> </ul>

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## Overview of the Technical Assistance Component of the Local Partnership Inclusion (LPI) Project



### Definition of a Local Partner

LPs are organisations, businesses, academic institutions, and entrepreneurs that are :

- Fully head-quartered** in the target regions.
- Majority (over 51%) owned/founded** by citizens, diaspora, indigenous people, refugees, migrants, or forcibly displaced people, of the target regions. **Autonomous** and operating in target regions and are part of an **international** organisation, enterprise, network, or institutional framework.

EED ADVISORY

### Eligible Countries

Within the context of the technical assistance facility, the eligible countries are:

- All countries in Sub-Saharan Africa** except South Africa
- South/South-East Asia:** Bangladesh, Indonesia, Pakistan, Philippines and Vietnam
- Pacific Island regions:** Fiji, Papua New Guinea, Samoa, Solomon Islands & Vanuatu

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EED Advisory is a multidisciplinary Pan-African consulting firm offering technical, analytical and advisory services in energy, water and climate change.

EED Advisory Limited  
50 Hamisi Road, Kileleshwa, Nairobi – Kenya  
P.O. Box 66053-00800, Nairobi | +254 (20) 2574927  
[contact@eedadvisory.com](mailto:contact@eedadvisory.com)  
[www.eedadvisory.com](http://www.eedadvisory.com)



## 24. Form of Tender: Tender Certificate

TO: The Carbon Trust

DATE: [tender to insert date]

PROVISION OF: ZE-Gen Awareness Raising and Demand Generation Campaign

We [tenderer to insert name(s)] the undersigned, having examined the ITT and all other schedules, do hereby offer to provide the Services as specified in those documents and in accordance with the attached documentation to the Carbon Trust in accordance with the Contract described in the ITT.

If this offer is accepted, we will execute such documents in the form of the Contract within 30 days of being requested to do so.

We agree, with the intention that we should be legally bound, to comply with the provisions on confidentiality set out in the ITT.

We further undertake by submitting this tender to the Carbon Trust that:-

- the amount of this tender has not been calculated by agreement or arrangement with any person other than the Carbon Trust or been communicated to any third party prior to the submission of this tender.
- we accept the terms and conditions contained within the ITT (including the General Conditions of Contract) and agree that they shall (in unamended form) constitute the terms and conditions of the Contract.
- Our tender including prices shall remain open for acceptance for 90 days.

We confirm that the signatory of this Form of Tender has all requisite authority to sign this document and we confirm that we have complied with all the requirements of the ITT.

Signature.....

Name.....

Position.....

For and on behalf of

**[NAME OF TENDERER]**