



TERMS OF REFERENCE

Consultancy to Undertake Assessment of Power Plant for Solar System Installation in Blood Banks

Project Locations: Wau and Torit Blood Banks

A. Project Title

Blood Donor Recruitment and First Aid, Phase 3

B. Organisational Background

The South Sudan Red Cross (SSRC) is one of the 191 National Societies worldwide and was founded on the eve of South Sudan independence in 2011. The SSRC is a volunteer-based humanitarian society and works as auxiliary to the public authorities in the humanitarian field. Based on the Statutes of the International Red Cross and Red Crescent Movement, the SSRC was established through an Act of Parliament on 9th March 2012.

SSRC was formally recognized by the International Committee of the Red Cross (ICRC) on 18 June 2013 and In November 2013 the SSRC was admitted into the International Federation of Red Cross and Red Crescent Societies. SSRC's headquarters is based in Juba with a total of (17) branches and a growing network of units. There are currently over 250 SSRC staff members at the Headquarters and branches and approximately 12,000 volunteers across the country.

The society's work is guided by the Seven Fundamental Principles (humanity, impartiality, neutrality, independence, voluntary service, unity and universality) and by Red Cross Red Crescent Strategy 2020, which voices our collective vision and determination to move forward in tackling the major challenges that confront humanity in the present decade.





C. Project Background

The South Sudan Red Cross (SSRC) is a legally established humanitarian organization (National Society) through the Act of Parliament of the Republic of South Sudan (2012) and plays an auxiliary role to public authorities. SSRC is in third phase of the Blood Donor Recruitment and First Aid, Phase 3 implementation in Juba, and Phase 2 in Wau and Torit respectively. Torit and Wau have maternity wards which the project supports with recruitment of donors and management of blood collected for transfusion in the hospitals in project locations. The blood donor recruitment is an activity performed to develop programmes that aim to create awareness about the importance of the voluntary unpaid blood donation among the population. The blood donation programme is expected to comply with the international standards, particularly the African Society for Blood Transfusion (AfSBT) and International Society for Blood Transfusion (ISBT) guidelines. The National Blood Transfusion Services of the Ministry of Health of South Sudan leads and oversees all activities related the National Blood Programmes.

Once collected, blood is stored at recommended temperatures to ensure patient safety. This condition requires that the electrical power is sustained for 24 hours. The aim of this assignment is to identify a qualified electrical engineer (solar energy expert) to undertake an assessment and determine power capacity/load that would be needed for solar installation for normal functioning of the blood banks. Torit hospital blood bank has an existing solar system but had in the recent times experienced technical glitches which need to be improved. Wau blood bank runs on generator with minimal schedules. A new solar power needs to be set up to provide sustained cold chain storage of the blood in Wau blood bank.

D. Purpose of the assignment

The main objectives of this assignment are:

- 1) To assess the potential of solar energy at designated blood banks;
- 2) To prepare tender document and accompany tender process

E. Scope of Work

The scope of service of the assignment includes the following. The consultant can propose the modifications in the scope of work to meet the objectives of the assignment.

A. Assessment

- Conduct an assessment in Wau and Torit blood banks;
- Design adequate solar power system based on the load;
- Recommend system specifications to meet requirements;
- Recommend specific product models and sizes that will best suited for this need;
- Estimate cost for procurement and installation.



B. Development of Standard Tender Document

- The consultant will be required to develop the Standard Tender Document and if required, will assist in accompanying tender process to ensure adherence to tender specifications and selection of suitable firm or Consultant;
- Prepare technical specifications and draft tender documents, eligibility, appraisal and evaluation criteria for the selection of Consulting Firm or Individual Contractor;
- Based on power consumption calculation, undertake financial and economic analysis and estimate cost for solar system installation;
- Tender development process will be undertaken by the consultant within twelve (12) working days and the amendments and submission of final version for two (2) working days within the contract period;
- Any other related activity as may be reasonably requested by the Project Coordinator.

F. Expected Outputs and Deliverables

Inception Report –this shall be submitted within two days of contract award. It shall contain the updated implementation plan, schedule of deployment, and detailed approach and methodologies for implementation. An inception meeting will be conducted with the SSRC Project Team and Consultant within two (2) days from notice to proceed to discuss the proposed programme of activities and to seek feedback on improvements, which will be reflected in the inception report. The consultant shall be remunerated based on the SSRC financial procedure and contract conditions. The report will be submitted in draft (for comments), then in final version. The report needs to be submitted in two (2) working days following field assessment, both in hard copy and soft copy.

G. Reporting Requirements and Time Schedule for Deliverables

- The Project Coordinator will have overall responsibility for coordination of the work schedules during this assignment. All reports related to this work will be received and reviewed by the Project Coordinator, and will further share them with project team and/or relevant staff for technical feedbacks and comments;
- The deliverables should be of high quality in form and substance and with appropriate professional presentation;
- The Consultant should fully comply with the requirements of SSRC in terms of content and presentation and respect SSRC's fundamental principles, since unsatisfactory performance may result in termination of contract;



- An inception report will be submitted two (2) days of signing the contract. **Standard Tender Document** will be submitted within twelve (12) working days from signing of the contract. The Consultant will be required to amend/ incorporate or address all feedbacks and comments arising from the **Standard Tender Document** within a maximum of two (2) working days, all within the contract period.

All deliverables shall be duly submitted in appropriate formats –in MS Word and PDF as requirement of the Client (SSRC).

H. Duration of Work

The consultant will be required to undertake this assignment within a maximum of fourteen (14) working days from the date of signing the contract with the SSRC project administration.

I. Competencies

a) Development and Operational Effectiveness

- Ability to perform variety of specialised tasks related to solar power plant, including support to design, planning and implementation of programme, managing data, and reporting;
- Analytical and design skills of solar or other renewable energy technology projects;
- Ability to undertake energy assessment and propose feasible mechanisms that are economically sounding;
- Ability to report analytical outputs in a clear, concise manner to a non-technical audience;
- Ability to maintain appropriate records/uphold quality assurance integrity;
- Strong drafting, presentation and reporting and excellent written communication skills;
- IT competencies in Word, Excel, Power Point and internet.

b) Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback; and
- A good personality with strong leadership skills.

J. Qualifications of Individual Contractor

The Consultant should preferably have a degree from internationally recognised university and appropriate certification in solar power, renewable energy, and/or electrical engineering. The Consultant should preferably have relevant professional experience of 6



years or more, and at least 6 years' experience in developing and implementing solar power plants including solar resource assessments. Technical expertise in developing quality tender documents relevant to this assignment is a must.

K. Scope of Price Proposal and Schedule of Payments

The financial offer should be presented in clear breakdown of cost, all-inclusive (professional fee, travel cost, per diem, etc.). In general, SSRC will not accept any travel cost that exceeds an economy class ticket. Should the Consultant wishes to travel on higher cost, he or she should do so using their own resources.

The contract price is fixed regardless of changes in the cost components. In the case of unforeseeable travel (additional mission for example), payment of travel costs including tickets, accommodation and other expenses should be agreed upon prior to travel between SSRC and Individual Consultant and will be reimbursed accordingly.

Payments will be effected based on the deliverables as per above.

L. Recommended Presentation of Offer

The following documents are requested:

- a) **Letter of confirmation** of interest and availability;
- b) **Personal CV**, indicating all past experience from similar projects, as well as the contract details (email and telephone numbers) of the candidate and at least three (3) professional referees;
- c) **Technical offer: brief description** of why the individual considers him/herself as the most suitable candidate for the assignment, and a methodology on how they will approach and complete the assignment successfully;
- d) **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

M. Criteria for Selection of Best Offer

Individual Consultant will be evaluated based on the following methodology:

Cumulative Analysis

When using weighted scoring method, the award of the contract should be made to the Individual Consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation.



Candidates scoring a minimum of 70% of the maximum marks on the above criteria will be short-listed.

The financial offers will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest offer.

The final scoring of short-listed candidates will take into account the technical score and the financial score as depicted below:

Criteria	Weight	Maximum Score
Technical proposal	70%	70
Financial proposal	30%	30
Total Score	100%	100

Deadline and Address for Submission

Expression of interest can be addressed by email to: vacancy@ssdredcross.org by clearly addressing assignment requirements at section K above. Please include in your email subject: **TOR_Solar Energy Consultant_Blood Bank_Technical** and **TOR_Solar Energy Consultant_Blood Bank_Financial** sent separately.

OR

Alternatively, expression of interest can be hand-delivered to South Sudan Red Cross Head Quarters Office at plot #4, Block Ministries, Munuki Area.

Please ensure that the technical proposal and financial package are sealed in **SEPARATE** envelopes and marked **TOR Solar Energy Consultant Blood Bank Technical Proposal** and **TOR Solar Energy Consultant Blood Bank Financial Proposal**

Please note carefully, due to the urgency of this role, we will be reviewing application packages and interviewing candidates on a rolling basis. Interested candidates are asked to submit their application as soon as possible. Only candidates under serious consideration will be short-listed for interviews.

Deadline: 31st March 2020

