

TERMS OF REFERENCE

Consultancy to Undertake Assessment of Power Plant to Increase Solar System Efficiency and Output Power

Assignment File:	Solar Power System Expert/Consultant
Organization:	CMMB in South Sudan
Project Locations:	Yambio, Western Equatoria

Organizational Background:

Catholic Medical Mission Board (CMMB) is an international nongovernmental organization that believes in a world in which every human life is valued, health and human dignity are shared by all. We believe that access to quality healthcare is a basic human right. For more than 10 years, we have worked with global partners to deliver locally sustainable, quality healthcare solutions to women, children, and their communities in Western Equatoria, South Sudan.

- A. Project Title: Improving Solar System Efficiency and Output Power Supply in CMMB Field Offices
- B. Nature of notice: Catholic Medical Mission Board South Sudan is currently seeking for a suitable qualified company/Consultant both locally and international with clean record in Assessment of Power Plant for Solar System Installation in Yambio county of Western Equatoria State in the Republic of South Sudan. Interested vendors are required to send their tender Dossier to the below address as per specifications provided on the last page:
 1. In Juba the address is: CMMB Offices, Plot No.710 - 3K, Kololo residential area, Juba, South Sudan - Please drop these at the guard's office.
 2. In Yambio the address is: CMMB Office, Plot 98, Nakpangau Stadium Road, Yambio, Western Equatoria State of South Sudan - Please drop these in the tender box at the guard's office.

C. Purpose of the assignment

The main objectives of this assignment are:



- 1) To assess the potential of solar energy at CMMB Yambio Office
- 2) To prepare tender document and company tender process

D. Scope of Work

The scope of service of the assignment includes the following,

A. Assessment

- Conduct an assessment
- Design adequate solar power system based on load
- Recommend system specifications to meet requirements
- Recommend specific product models and sizes that will improve power output to a clearly identified target.
- The consultant can propose the modifications in the scope of work to meet the objectives of the assignment

B. Installation of Accepted Recommendations

- The consultant will be required to upgrade/install the recommended specifications in the report,
- The installation should increase the solar power output to an agreed level for the required workload specified during the assessment.
- CMMB will take the lead in the procurement of the identified products to improve output, and once availed the Consultant will be notified to come in and install, with travel costs covered by CMMB.
- CMMB will maintain a retention fee, for an agreed period to assess the improvements expected. Where this has not been met, the Consultant will need to do additional work, covering all eligible costs. The retention fee will be paid one month after the final work, ensuring the achieved target is maintained.

C. Expected Outputs and deliverables

The consultant shall be remunerated based on the CMMB 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 five (5) working days following field assessment, both in hard copy and soft copy.

D. Reporting Requirements and Time schedule for Deliverables

- The program Director/Country Director will be responsible for coordination of the work schedules during this assignment. All reports related to this work will be received and

reviewed by the program Director/Country Director and will further share them with HQ ICT team for collective 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 CMMB in terms of content and presentation and respect CMMB's fundamental principles, since unsatisfactory performance may result in termination of contract.
- An inception report will be submitted three (3) days of signing the contract. Standard Tender document will be submitted within 10 working days of signing of the contract. The Consultant will be required to amend/ incorporate or address all feedbacks and comments arising from the Tender Document within a maximum of five (5) working days.

All deliverables shall be duly submitted in appropriate formats – in MS Word and PDF as requirement of the Client (CMMB) to the following address:

For Billing Address & Queries: Lodule Jimmy,

CMMB Procurement Manager,

Address:

Rahwa Building, Plot 710 – 3K Kololo Juba, South Sudan

Official email:

LJimmy@cmmb.org, JEmmanuel@cmmb.org and
ACMKabas@cmmb.org

For Technical Matters:

Jacqueline George,

CMMB Country Director

Address:

Rahwa Building, Plot 710 – 3 K Kololo Juba, South Sudan

Office email:

JGeorge@cmmb.org

E. Duration of Work

The consultant will be required to undertake this assignment within a maximum of Ten (10) working days from the date of signing the contract with CMMB.

F. Competencies

a) Development and Operational Effectiveness

- Ability to perform variety of specialized 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 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.

G. Qualifications of Individual Contractor

The consultant should preferably have a degree and appropriate certification in solar power, renewable energy, and /or electrical engineering. The consultant should preferably have relevant professional experience of 6 years' experience in developing and implementing solar power plants including solar assessments. Technical expertise in developing quality documents relevant to this assignment is highly desired.

H. 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, CMMB will not accept any travel cost that exceeds an economy class ticket. Should the Consultant wish to travel on higher cost, he or she should do so using their own resources.

The contract price is fixed regardless of damages 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 CMMB and Individual Consultant and will be reimbursed accordingly.

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

I. Recommended Presentation of Offer

The following documents are requested:

- c) **Letter of confirmation** of interest and availability;



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

J. 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 determine as:

- a) Responsive/complaint/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 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:



Annex: A

Short-list Criteria

Criteria	Max. Point	Bidders Score
Relevant educational background	10	
Relevant technical experience in the area of solar power	15	
Experience in renewable energy sector	15	
Experience in conducting energy assessment and tender preparation	20	
Suitability of technical approach	15	
Experience in dealing with the government owned utilities companies	15	
Experience of working with international funding agencies	10	
Total Maximum Scores	100	

Submission of Offers

If you qualify, please send CVs/resumes of your responsible personnel, technical proposal detailing methodology, work plan and budget along with Company's profile. All requested documents specified above should be sent to: LJimmy@cmmb.org, JEmmanuel@cmmb.org, ACMKabas@cmmb.org and Copying JGeorge@cmmb.org. Telephone: +211 922 012 821

OR

Submit sealed envelopes with same subject line above to the Catholic Medical Mission Board at Rahwa Building, plot 710 – 3 K Kololo, Juba, South Sudan, Telephone: +211 925 519 281, +211 910 001 975

Please note, the evaluation team reserves the right to accept or reject any proposal received without offering explanations and or Justifications whatsoever, and or deficient in requirement and is not bound to accept the lowest or the highest bidder.

Deadline for submission is on November 26th, 2021 before 5:00 pm Local Time

