**Request for Proposals (RFP)**

**Mapping and Analysis of the Clean Cooking Value Chain in Haiti**

**Summary**

The United Nations Foundation’s (UNF) Clean Cooking Alliance (CCA) is accepting proposals for the mapping and analysis of the clean cooking value chain in Haiti.

Founded in 2010, CCA supports the development, sale, distribution and continued use of clean cooking solutions, which transform lives by improving health, protecting the climate and the environment, and helping families to save time and money. In line with the Sustainable Development Goals, CCA strives to achieve universal access to clean cooking by 2030.

The Haiti Clean Cooking Fund (the "Program") is a key component of the Haitian Stove and Clean Energy Market Project (the "Project"), which aims to develop a commercially sustainable market for stoves and cookers. clean energies in Haiti. To support the development and growth of the market, the program will provide a range of flexible financial and technical support and engage in collaborative partnerships across the clean cooking value chain. Support can range from $ 25,000 to $ 250,000, with exceptions for larger value chain collaborations.

This proposal will carry out a mapping and analysis exercise of the clean cooking value chain in Haiti, establishing a diagnosis on the benefits and enhancement of income-generating activities for women within the value chain as well as an emphasis on gender in general. This consultation proposal also seeks to generate a data-driven knowledge of the value chain that elaborates on challenges related to conversion while identifying possible solutions. The analysis will help CCA strengthen the entire value chain and help develop economic opportunities for families.

This program will be implemented for 3 additional years, while including various awareness-raising activities throughout the country.

**Background of Organization**

CCA works with a global network of partners to build an inclusive industry that makes clean cooking accessible to the three billion people who live each day without it. Established in 2010, CCA is driving consumer demand, mobilizing investment to build a pipeline of scalable businesses, and fostering an enabling environment that allows the sector to thrive. Clean cooking transforms lives by improving health, protecting the climate and the environment, empowering women, and helping families save time and money.

**Objective**

The objective of this proposal is to establish a national mapping of the main actors in the clean cooking value chain in Haiti with an emphasis on consumers for policy formulation and decision making.

The specific activities are:

* Identify various stakeholders in the clean cooking value chain.
* Categorize stakeholders according to their activities in the value chain.
* Collect information on stakeholders including company name, contact information, legal status, years of existence, and other relevant information.
* Produce a comprehensive report based on information gathered from stakeholders.
* Conduct systemic analysis of the clean cooking value chain with the intention to identify areas for action to optimize resources and processes, stimulate business growth and sustainability, improve revenues, identify national and international standards in clean cooking sector, while identifying the major issues relating to the production, sale, and adoption of clean cooking methods.
* Identify bottlenecks, obstacles, and their underlying causes to create solutions that allow the value chain to reach its productive and socio-economic potential.
* Understand the institutional, economic, social and/or cultural reasons for bottlenecks, identify examples of policy proposals from previous studies or technical cooperation projects, if applicable, to reduce barriers and promote clean cooking.
* Analyze existing policies within companies, due diligence processes, remedial systems, improved business practices, or engagement with government and other stakeholders.

In this context, ‘Stakeholders’ include stove manufacturers, power producers, financial institutions, funders, stove or fuel distributors and retailers, raw material suppliers, trainers and research institutions.

**Scope of Work and Deliverables**

This assignment will be undertaken under the supervision of CCA’s Private Sector and Investment Senior Officer. The consultant(s) will prepare and deliver a report including clean cooking value chain mapping, a systemic analysis of how actors interact, and a diagnosis of the value chain in collaboration with the project team at the national level.

The process will include the following activities:

* A rapid literary review of CCA projects documents pertaining to the consultancy
* Interviews with key informants
* Focus groups with stakeholders
* Value chain mapping exercises

The consultant should also provide the following outputs:

* An initial report containing the existing key information on the targeted sectors, at sectoral and national levels, as well as a research plan including the determination of the scope and methodology of the research, the development of research tools and a detailed work plan.
* Participation in a two-day introductory workshop to provide local partners with contrivances to improve the situation of the actors concerned.
* A value chain analysis report including the mapping exercise, an analysis of the underlying causes of the lack of performance and the presence of problems in the sector, as well as an action plan for 12 possible interventions with the identification of potential partners along value chains.

**Project Period of Performance**

Depending on the availability of the research team and in agreement with the project, the start date of the study would be decided and is envisaged around 02/01/2022 All the steps mentioned will be carried out with the close technical support of CCA Haiti. The deliverables, information to collect as well as the tasks associated with this consultation are as follows:

* Initial report based on available secondary data on clean cooking
* Methodology and conceptual framework for primary data collection
* Value chain analysis (including chain mapping and analysis)
* Submission of the preliminary report
* Co-host a workshop with the stakeholders of the value chain to validate all the conclusions.
* Integration of comments from CCA Haiti
* Co-host the stakeholder workshop
* Finalization of the report

**Technical Requirements**

**Timeline**

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| --- | --- |
| **Date** | **Deliverable** |
| 01/14/2022 | Proposals due date |
| 01/19/2022 | In-person meetings/interview process (possibly via Zoom) |
| 01/26/2022 | Consultant(s) selected and notified via email |
| 02/1/2022 | Kickoff meeting with selected Consultant(s) |

**Selection and Evaluation process**

CCA will review all written proposals and may request a phone or in-person interview and/or updated submission to address questions or provide clarification. CCA will use the following criteria in our evaluation.

1. Evaluation of financial proposals
2. Evaluation of technical proposals according to the following grid:

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| --- | --- |
| **Evaluation criteria** | **Score (1-5)** |
| **Approach:** e.g the analytical framework and methodology answering the project’s key questions and deliverables |  |
| **Subject matter expertise:** e.g experience working with emerging markets and the field of global development |  |
| **Project management:** e.g achievable action plan that will deliver the project on time and on budget |  |
| **Capabilities and experience:** e.g demonstrated firm experience with similar projects |  |
| **Value for money:** the proposed pricing demonstrates a competitive price and good value for the money |  |

All applicants must also submit their dossier including the following information:

* CV and experience in analyzing value chains and developing market systems.
* Knowledge of the clean cooking value chain in Haiti.
* Presence at the national level, ideally in the project intervention areas or capable of offering collaboration with a pre-identified national team,
* Ability to work with industry players and institutional and political frameworks at the national level.
* Other desired skills:
* Excellent oral, written and presentation skills
* Ability to produce high quality reports

**Budget**

A detailed budget in US Dollars must be submitted with the proposal. Budget should include both pre-tax and net of tax values. The budget should be broken down into sub-categories and include direct costs (Personnel, Fringe Benefits, Travel, Sub-Agreements, Equipment, Supplies, etc.), as well as indirect costs (overhead). For indirect costs, please indicate a list of expenses covered by the indirect rate. For all direct cost, please include assumptions that were made to arrive at line item costs (e.g. 2 trips @ $1,500/trip = $3,000 or 20 staff hours @ $40/hour = $800).

If a bid has a mathematical discrepancy, the Alliance may correct the discrepancy and notify the Consultant of the adjustment. In such circumstances, the Consultant may choose to withdraw their bid.

**Intent and disclaimer**

This RFP is made with the intent to identify a Consultant to deliver results as described in this RFP.  UNF/CCA will rely on the Consultant’s representations to be truthful and as described. CCA assumes it can be confident in the Consultant’s ability to deliver the product(s) and/or service(s) proposed in response to this RFP.

If CCA amends the RFP, copies of any such amendments will be sent to all respondents to the proposal.

**Proposal Guidelines and Requirements**

* This RFP is open to multiple partners and is a competitive process.
* Proposals received after January 14, 2022 – 4:00PM EST will not be considered.
* The price provided should be in US dollars and should contain both pre-tax and net of tax values. If the process excludes certain fees or charges, the applicant must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
* CCA prefers a single point of contact who manages deliverables. If the execution of work to be performed by the Consultant requires the hiring of sub-contractors, the Consultant must clearly state this in the proposal. Sub-contractors must be identified and the work they will perform must be defined. Subcontractors are subject to vetting and approval of UNF/CCA.
* CCA will not refuse a proposal based upon the use of subcontractors; however, we retain the right to refuse the sub-contractors you have selected.
* Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

**Format for Proposals**

Proposals must include applicant signature as well as a signed declaration form. Proposals must include the full legal name of applicant, as well as legal formation and ownership structure (e.g. incorporation certification, tax status and ID, etc.).

**Contracting and Compliance**

CCA will negotiate contract terms upon selection. A copy of the contract terms and conditions will be provided upon selection. All contracts are subject to review by the UN Foundation’s Business Services and Budget Reporting team. The project will start upon the complete execution of the contract. The contract will outline terms and conditions, scope, budget, and applicable flow down terms. Selected recipient(s) must comply with CCA, United Nations Foundation, and funder compliance requirements. The selected recipient(s) must also undergo detailed legal, financial, and commercial due diligence.

**Release**

The Consultant understands that the Clean Cooking CCA has chosen to solicit an RFP for consulting services, and that the Consultant’s response does not guarantee that the Clean Cooking CCA will enter into a new contract with the Consultant or continue any current contract(s) with the Consultant.

The Consultant agrees that CCA may, at its sole discretion:

* Amend or cancel the RFP, in whole or in part, at any time
* Extend the deadline for submitting responses
* Determine whether a response does or does not substantially comply with the requirements of the RFP
* Waive any minor irregularity, informality or nonconformance with the provisions or procedures of the RFP
* Negotiate with all Consultants UNF deems acceptable
* Issue multiple awards
* Photocopy the responses for evaluation/review

This RFP is not an offer to contract. The Clean Cooking CCA assumes no responsibility for Consultant’s cost to respond to this RFP. All responses become the property of the Clean Cooking CCA.

The Consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

The Consultant represents that it has responded to the RFP with complete honesty and accuracy. If facts provided in the Consultant’s response change, the Consultant agrees to supplement its response in writing with any deletions, additions, or changes within ten (10) days of the changes. The Consultant will do this, as necessary, throughout the selection process.

The Consultant understands it may receive proprietary and confidential information from the Clean Cooking CCA during the RFP process (“Confidential Information”).  The Consultant and the CCA agree to not use Confidential Information for any purpose other than the Consultant’s participation in the RFP process, and to not reveal Confidential Information directly or indirectly to any other person, entity, or organization without the prior written consent of the other party. The Consultant and the CCA further agree to exercise all reasonable precautions to maintain the proprietary and confidential nature of Confidential Information where it can best demonstrate its value and capacity to delivery ecosystem-wide, meaningful value.

**Grounds for Exclusion**

Material misrepresentations, including omissions, may disqualify the Consultant from a contract award.

Submissions will be rejected in the CCA’s sole discretion if it finds that the Consultant has engaged in any illegal or corrupt practices in connection with the award.

The Consultant will be excluded from participation for the reasons below. By submitting a proposal in response to the RFP, the Consultant confirms that none of the below circumstances apply:

* The Consultant is bankrupt or being wound up, is having their affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
* The Consultant or persons having powers of representation, decision-making or control over them have been convicted of an offence concerning their professional conduct by a final judgment.
* The Consultant has been found guilty of grave professional misconduct; proven by any means which the CCA can justify.
* The Consultant has not fulfilled obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which they are established, or within the United States of America, or those of the country where the contract is to be performed.
* The Consultant or persons having powers of representation, decision-making or control over them have been convicted for fraud, corruption, involvement in a criminal organization or money laundering by a final judgment.
* The Consultant makes use of child labor or forced labor and/or practice discrimination, and/or do not respect the right to freedom of association and the right to organize and engage in collective bargaining pursuant to the core conventions of the International Labour Organization (ILO).

**Principal Point of Contact**

Regine Alexandre

Senior Officer, Private sector & Investment

**Submission details**

Due date: January 14, 2022 – 4:00PM EST

Please submit your proposal in one PDF document to

<mailto:RAlexandre@cleancooking.org> and [SAvi@cleancooking.org](mailto:SAvi@cleancooking.org)