



People for development

Boost market development for improved and clean cookstoves

Project Number: 14.2275.7-216.00

Financed by ENDEV - Energizing Development

TENDER FOR CONSULTANCY SERVICE:

**“Market Assessment for Improved and Clean Cookstoves in Sierra Leone
in urban and rural area”**

AVSI/SRL/ENDEV/01-2024

February 2024



TERM OF REFERENCE

Under the framework of project “boosting market development for improved and clean cookstoves” funded by ENDEV Energizing Development, AVSI Foundation has launched a call for experts for the provision of consultancy services for undertaking a Market Assessment for Improved and Clean Cookstoves in Sierra Leone in urban and rural area.

1. BACKGROUND

1.1 Brief description of “boosting market development for improved and clean cookstoves”

EnDev and AVSI aim to boost market development for improved and clean cookstoves by supporting both the supply and demand side of the market, as well as promoting a conducive enabling environment for market growth. By fostering clean cooking interventions, EnDev and AVSI aim not only to supply cleaner energy solutions but also to address the intricate web of economic, social, and environmental challenges that intertwine in Sierra Leone. EnDev and AVSI approach integrates the promotion of cleaner cooking technologies, and the stimulation of growth within renewable energy and cooking energy sectors. This multi-dimensional strategy looks to tackle energy poverty, mitigate environmental degradation, empower women, boost economic resilience, and drive overall sustainable development. This holistic perspective acknowledges that progress cannot be achieved through isolated solutions but rather through a concerted effort that transforms multiple sides of the societal landscape.

Considering Sierra Leone's contextual factors and prevailing cooking conditions, AVSI will drive market development for improved cookstoves by providing comprehensive support to both the supply and demand aspects of the market. In rural districts, the project will enhance the technical capacities of existing artisanal producers to elevate product quality and standardization. In urban areas, a similar approach will be applied to fortify existing improved cookstove (ICS) producers, empowering them to upscale their production and distribution networks.

Furthermore, the intervention will target vulnerable and economically disadvantaged women, youth (under 30) and people with disability under the poverty rate to empower them as producers and/or distributors, aligning with the "Leave No One Behind Plus" (LNOB+) principle. Additionally, in collaboration with the World Food Programme (WFP), the project will facilitate access to institutional improved cookstoves for school feeding programs, benefiting the education sector.

To drive higher adoption and sustained usage of local improved cookstoves (ICS) in HHs, AVSI will undertake awareness-raising and behavior change campaigns using diverse communication channels, including radio, music platforms and theater groups/performances.

Recognizing the absence of well-defined national targets for clean cooking and the lack of a comprehensive policy framework or standards, the project will focus on fostering a conducive enabling environment for the growth of the improved cookstove (ICS) market. This will involve



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enhancing the local ecosystem through legal frameworks, political endorsements, and technical standards, thereby forging collaborations with various stakeholders in the clean cooking sector.

1.2 Rationale of the engagement

Considering the available data related to cooking habits, it is of paramount importance to possess a comprehensive understanding of the most adequate and effective cleaner cooking solutions to ensure the sustainability of the interventions. To this aim, under the project will be conducted an assessment with available documents and interviews on the following aspects: type of ICS needed (wood or charcoal), existing models (local ICS), players, existing financial tools, and gaps. The aim is to identify the most suitable ICS solutions according to the HH needs. This activity will be executed in the selected areas of production and/or distribution: districts of Western Area Urban and Rural, Kenema, Kono, Bo, Pujehun, Kailahun.

2. ENGAGEMENT DETAILS

2.1 Objective of the engagement

The aim of the engagement is to conduct three separate assessments: one in urban areas (Western Area Urban and Bo) and two in rural areas (Kono, Kenema, Pujehun, and Kailahun). The assessments will include a review of available documents, interviews with relevant stakeholders, and on-site visits to production and distribution areas.

The primary objectives of this market assessment are as follows:

- Identify the type of Improved Cookstoves (ICS) needed (wood or charcoal).
- Evaluate existing local ICS models.
- Identify key players in the market, including producers, distributors, and retailers.
- Assess existing financial tools and mechanisms supporting the clean cookstove market.
- Identify gaps in the current market for improved and clean cookstoves.

2.2 Deliverables

The collaboration between AVSI and the consultant aims at the achievement of the followings:

- a) Review existing literature, reports, and data related to cooking habits in Sierra Leone.
- b) Conduct interviews with key stakeholders, including government officials, producers, distributors, retailers, and end-users.
- c) Identify and assess existing local ICS models and their suitability for household needs.
- d) Analyze the financial tools currently in use to support the market.
- e) Provide a comprehensive report outlining findings, including recommended ICS solutions, market players, financial tools, and identified gaps.
- f) A final report aggregating the findings, the experiences, lessons learned and recommendations to AVSI

2.3 Timeline

The consultant is expected to complete the assessment within 4th of April 2024, including preparation, data collection, analysis, and reporting.



2.4 Minimum competences required for the consultancy.

The consultant should show proof of the following:

- Proven experience in conducting market assessments in the clean energy sector.
- Knowledge of the cookstove market dynamics in Sierra Leone.
- Strong research and analytical skills.
- Excellent communication and reporting abilities.
- Familiarity with the cultural and geographical context of Sierra Leone.

Other requirements:

- Good interpersonal and communication skills;
- Ability to work collaboratively with professional and technical staff at senior and junior levels from diverse cultures and backgrounds;
- Ability to identify priorities, work to tight deadlines, and coordinate with the work of others.
- Ability to work under pressure and to use limited time and resources effectively;
- Flexibility to adapt rapidly to changing situations;
- Ability to ensure that the highest possible quality outputs are produced.
- Ability to carry out research; to communicate matters clearly and understandably to relevant stakeholders;

3. TECHNICAL AND FINANCIAL OFFER DETAILS

3.1 Currency and cost proposal

Detailed costs breakdown must be indicated in Leones (Le) currency and must be comprehensive of all costs and duties for service organization and implementation (including withholding tax withheld and paid on behalf of consultant to NRA authorities). Payment will be done to the selected consultant in leones as according to deliverables achieved.

3.2 Exclusion causes

Contracts shall not be awarded in case of the following situations:

- (a) Consultant is subject to a conflict of interest.
- (b) Consultant is guilty of misrepresentation in supplying the information required by the humanitarian organization as a condition of participation in the contract procedure or fail to supply this information.

3.3 Mandatory Documents for submission

Copies of the following documents must be attached to the signed technical and financial offer for both hard and soft copies delivery method:

- 1) Eligibility Certificate duly filled and signed (Annex A)
- 2) AVSI Code of Ethics duly signed for acceptance (Annex B)
- 3) AVSI Child Safeguarding policy signed for acceptance (Annex C)
- 4) CVs of experts involved and 2 references;
- 5) At least, 2 relevant information or certifications aimed to determine the relevant experiences and previous working capacity;
- 6) NRA registration and tin number;



7) NRA tax clearance certificate(most recent);

The technical offer must contain a full description on how the ToR will be met, the timing and methodology of the assignment.

Hand Delivery:

Bids should be submitted in sealed envelope to:

AVSI Foundation Sierra Leone

5G off King Harman Road, Brookfield, Freetown, Sierra Leone

Clearly mark on the envelope: call for tender – AVSI/SRL/ENDEV/01-2024

E-mail Delivery:

Bids should be submitted to the following e mail addresses:

Gianni.bagaglia@avsi.org

Cc: freetown@avsi.org

Clearly mark on the subject of the email: call for tender – AVSI/SRL/ENDEV/01-2024

3.4 Project Location

A market assessment must target urban areas (Western Area Urban and Bo) and **one** rural areas of **Kono, Kenema, Pujehun**, and Kailahun.

3.5 Validity of the Offer

Minimum 30 days (to be specified in the offer).

3.6 Evaluation Criteria

Selection of eligible service provider will be based on the following criteria:

- Relevant experience and expertise.
- Clarity and feasibility of the proposed methodology.
- Cost-effectiveness of the budget.
- Track record of delivering similar assignments.
- Previous experience with AVSI

3.7 General terms and conditions

The Consultant shall respect and abide by all laws and regulations in force in Sierra Leone and shall ensure that its personnel, their dependents, and its local employees respect and abide by all such laws and regulations. The Consultant shall indemnify the Contracting Authority against any claims and proceedings arising from any infringement by the Consultant, its employees and their dependents of such laws and regulations.

The Consultant shall perform the services under the contract with due care, efficiency and diligence, in accordance with the best professional practice.

The Consultant shall comply with administrative orders given by the Project Manager. Where the Consultant considers that the requirements of an administrative order go beyond the authority of the Project Manager or of the scope of the contract, it shall, on pain of being time-barred, notify the



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Project Manager, explaining its opinion, within 30 days after receipt thereof. Execution of the administrative order shall not be suspended because of this notice.

The Consultant shall treat all documents and information received in connection with the contract as private and confidential, and shall not, save in so far as may be necessary for the purposes of the performance thereof, publish or disclose any particulars of the contract without the prior consent in writing of the Contracting Authority or the Project Manager after consultation with the Contracting Authority.

If the Consultant is a consortium of two or more persons, all such persons shall be jointly and severally bound to fulfil the terms of the contract. The person designated by the consortium to act on (represent) its behalf for the purposes of this contract shall have the authority to bind the consortium.