

**REQUEST FOR EXPRESSIONS OF INTEREST (EOI)
FOR AN INDIVIDUAL CONSULTANT**

AFRICAN DEVELOPMENT BANK

**Renewable Energy and Energy Efficiency Department (PERN)
Power, Energy, Climate and Green Growth Complex (PEVP)**

1. The Department of Renewable Energy and Energy Efficiency of the African Development Bank (“the Bank”) has the broad objectives of promoting the development of renewable energy, energy efficiency and clean cooking solutions.
2. “Zambia Renewable Energy Financing Framework”, co-financed with the Green Climate Fund (GCF), is designed to 1) arrange debt financing for 5-6 small-scale (up to 20MW each) renewable energy independent power producer (IPP) projects selected under the “Global Energy Transfer Feed-in Tariffs” (GETFiT) Zambia Program, and 2) provide complementary technical assistance (TA) to develop the ecosystem and value chain for renewable energy-based electrification in Zambia.
3. The Bank hereby invites qualified Individual Consultants to indicate their interest for the role of the Program Coordinator for the “Zambia Renewable Energy Financing Framework”. Detailed Terms of Reference for the Assignment is included in the Annex.
4. Interested Consultants shall provide information through their CV on their qualifications and experience demonstrating their ability to undertake this Assignment (documents, reference to similar services, experience in similar assignments, etc.).
5. The eligibility criteria, the establishment of a short list and the selection procedure shall be in conformity with the Bank’s Procurement Policy Framework for projects financed by the Bank Group, October 2015 Edition, available on the Bank Website at <http://www.afdb.org>.
6. The estimated duration of services is **Twelve (12) months**. The estimated starting date is **15th September 2018**. The services will be delivered from **Lusaka, Zambia**.
7. Interested Individual Consultants may obtain further information at the email address below during the Bank’s working hours: from 09:00 to 17:00 hours.
8. Expressions of interest must be received by email below no later than **21st August 2018 at 17:00 hours local time** to n.oh@afdb.org (Mr. Namho OH) and specifically mentioning “**EOI for the Zambia Program Coordinator**”.

ANNEX: TERMS OF REFERENCE (TOR)

Program Coordinator for the “Zambia Renewable Energy Financing Framework”

1. Background

The Government of the Republic of Zambia (GRZ) seeks to improve conditions for private investment for power projects. In view of the constraints that Zambia has faced in the energy sector, and to ensure sustainable and climate-friendly energy sector development, the GRZ has recently launched the Renewable Energy Feed-in-Tariff (REFiT) Strategy. The REFiT strategy provides a framework for deploying small- and medium-sized renewable energy projects of up to 20 MW with private sector involvement. The objective is to bring 200 megawatts (MW) of renewable energy onto the grid within the next three to five years, divided into 100 MW solar PV and 100 MW small-hydropower.

In this context, the “Global Energy Transfer Feed-in Tariffs” (GETFiT) Zambia program is designed by KfW to assist the GRZ in the implementation of the REFiT Strategy. A total 100 MW solar PV is to be procured through a competitive two-stage auction process. In support of the development and implementation of these projects (“GETFiT projects”), the Green Climate Fund (GCF) recently approved a co-finance funding proposal in collaboration with the African Development Bank (AfDB) an Accredited Entity (AE) of the GCF “**Zambia Renewable Energy Financing Framework**”. A Technical Assistance (TA) facility of USD 4 million is provided to develop the ecosystem and value chain for renewable energy-based electrification in Zambia. In specific this support will (1) assist the public sector institutions create enabling environment for private investments in the mini-grid and off-grid sector; and (2) build the capacity of selected local financial institutions for their enhanced understanding on renewable energy and infrastructure financing, renewable energy project screening, due diligence, and monitoring.

2. Description of Assignment

The AfDB is seeking a long-term, individual consultant based in Lusaka, Zambia to coordinate the implementation of the Zambia Renewable Energy Financing Framework, both GETFiT projects financing and TA activities. The position is available as a 1-year contract with the possibility of extension.

GETFiT program

The Consultant will be a focal person for the Framework for all GETFiT program-related activities and events in Zambia. The Consultant will regularly liaise with the GRZ, GETFiT Zambia program secretariat, project developers, financial institutions (prospective debt co-financers) and other stakeholders to ensure smooth arrangement and execution of the AfDB financing envelope for GETFiT projects. Implementation of GETFiT projects will be closely supported by a team of investment specialists from the AfDB Head Office (Abidjan) and the Southern Africa Regional Hub (Pretoria).

TA Activities

The Consultant will work with the stakeholders, the private sector, and development partners to ensure the high quality delivery of the proposed TA activities. The Consultant is expected to design and manage procurement activities necessary for the delivery of the TA program; Manage the TA budget and all finances related to the TA; Manage project delivery and ensure quality assurance of the project; and Manage all reporting requirements to the AfDB and the GCF.

3. Scope of Work and Deliverables

GETFiT Zambia program

- **Tendering Phase**
 - Act as a AfDB liaison person with the GETFiT team based in Lusaka, government, prospective investors and project developers, and other in-country stakeholders
- **Project Appraisal and Negotiation Phase**
 - Support AfDB investment specialists for the appraisal and processing of selected GETFiT projects

TA activities

- **Inception Phase (months 0 to 3)**
 - Landscape ongoing donor and development partner TA activities in Zambia
 - Confirm the alignment and coordination of the proposed TA program with extant initiatives in close collaboration with key program partners and beneficiaries
 - Update the Plan and Budget of the proposed TA program as required
 - Propose and confirm reporting format and requirements with AfDB counterpart
 - Draft TORs for all TA program components to be procured
 - Define key KPIs, monitoring activities, and quality assurance (QA) framework for the program

Deliverable

- Updated 3-year TA Program Plan and Budget
- Draft TORs
- Program KPIs, Monitoring, and QA Framework
- **Pre-Delivery Phase (Months 4 to 8)**
 - Launch and manage procurement for all program components
 - Evaluate, select, negotiate, and contract TA service providers

Deliverable

- Executed contracts for all TA service providers
- **Delivery Phase (Months 9 onward)**
 - Monitor services delivered by contracted TA service providers
 - Manage delivery issues, mediating between key stakeholders and service providers
 - Maintain relationships with beneficiaries, local program partners, and other development partners to ensure coordination and adaptive management
 - Manage TA program budget disbursements
 - Collect periodic feedback from beneficiaries on program performance
 - Support beneficiaries for their timely submission of quarterly progress reports to AfDB
 - Consolidate all quarterly progress reports and report the overall implementation progress to AfDB on agreed schedule and format

Deliverable

- Plan and Budget reports to AfDB as agreed
- Quarterly progress reports to AfDB

Framework-level monitoring and reporting

- Regularly monitor the Framework-level implementation and report to AfDB

Deliverable

- An inception report for the framework, in two months upon assumption of duty
- Annual Performance Reports (APR) as per the agreed template during the implementation period

4. Reporting

The Consultant will functionally report to the Manager, Renewable Energy Division (PERN.1) and administratively to the Country Manager, Zambia Country Office (COZM).

5. Qualification Requirements

Qualifications

- Master's degree in any of Economics, Finance, Public Policy, Engineering, or Business Administration, with demonstrated energy sector proficiency
- Project/Program Management qualification is desirable

Experience

- Minimum 5 years of relevant professional experience in project finance, investment banking, renewable energy finance, and power sector development;
- Demonstrated experience in program/project management and procurement processing;
- Experience in design and structuring of advisory and capacity building assignments;
- Experience in Renewable Energy IPP project development and financing in Africa;
- Knowledge of Zambian Renewable Energy market environment, key stakeholders, key policy, regulatory, and investment issues is a plus;
- Must be fluent in English.

6. Proposals

The information provided in the technical proposal should clearly illustrate the Consultant's understanding of the Zambia Renewable Energy Financing Framework, the objectives of the framework, and the scope of work. The Technical Proposal should briefly address areas where the proposed Program may require updating or coordination with ongoing initiatives, include suggestions for service providers, and provide an indication of how many service providers would be required to be contracted at what respective contract amounts.

The Financial Proposal should be provided as a monthly lumpsum fee.

7. Language

The language of the requested services is English.

8. Confidentiality

All documents which are part of this RFP will be treated as Confidential.