SEforALL Terms of Reference

Consultant Services for Impact Study and Developmental Evaluation of the Powering Sierra Leone's Hospitals Programme

08 | 10 | 2024

Background on SEforALL

Sustainable Energy for All (SEforALL) is an international organization that works in partnership with the United Nations and leaders in government, the private sector, financial institutions, civil society and philanthropies to drive faster action towards the achievement of Sustainable Development Goal 7 (SDG7) – access to affordable, reliable, sustainable and modern energy for all by 2030 – in line with the Paris Agreement on climate. We work to ensure a clean energy transition in the Global South that leaves no one behind and brings new opportunities for everyone to fulfil their potential.

Former UN Secretary-General Ban Ki-moon launched the Sustainable Energy for All initiative in 2011. Now an independent organization, we maintain close links with the UN, including through a relationship agreement, partnerships with UN agencies and with our CEO acting as the UN Secretary-General's Special Representative for Sustainable Energy for All and Co-Chair of UN-Energy.

Background on Powering Healthcare

SEforALL's Powering Healthcare (PHC) workstream acts as an 'engine room', providing the impetus and solutions needed by governments and their partners to increase investment in and the sustainability of health facility electrification efforts. PHC does this by:

- Building an investment case for powering healthcare to ensure access to adequate and reliable power in healthcare facilities is prioritized as necessary to achieving public health and energy/climate goals.
- Creating the core 'building blocks' to deliver distributed clean energy solutions to healthcare facilities at scale and in a sustainable manner.

To advance these objectives, Powering Healthcare focuses on:

a) **Data and Research:** Build the evidence base for powering healthcare facilities, particularly in the areas of sector intelligence/mapping and impact research;
b) **Thought leadership:** Develop the new ideas and tools (related to, e.g., business models, policy and quality assurance) needed to facilitate wide-scale and sustainable

adoption of distributed clean energy solutions in healthcare facilities; also promote market shaping and sustainable Operations and Maintenance (O&M);

c) **Finance:** Provide finance to de-risk investments and spur innovation in electrifying healthcare facilities; indicative activities include a UEF window on health facility electrification and a small-grant innovation challenge fund to stimulate innovative technologies and delivery models;

d) **Collaboration and coordination:** Strengthen political and technical cooperation and knowledge exchange among health and energy players;

e) **Advocacy and communications:** Raise awareness and educate stakeholders on the need and opportunity to provide better health services by powering healthcare facilities;

f) **Country-level support:** Provide strategic and technical advisory services to governments.

SEforALL in Sierra Leone

Sierra Leone is among the countries with the lowest electricity access in Africa and the world. While the government of Siera Leone has made some strides to improve access to (clean) energy in the past decade, progress has been slow. Rural communities are particularly vulnerable, with an electricity access rate of 2% as of 2019 versus 51% for urban communities. Urgent energy supply shortfalls have led to an overreliance on heavily polluting fossil-fueled energy sources and contributed to the low electricity access rate. Even for grid-connected communities, the quality and reliability of the electricity supplied is poor, leading to long and frequent power outages. The lack of access also means that social services such as healthcare facilities and schools are unable to power key equipment, leading to poor health and educational outcomes. In short, Sierra Leone's lack of affordable, reliable, sustainable and modern energy is hindering socio-economic development.

Sierra Leone has the opportunity to improve its electricity supply and expand its coverage to a wider population but faces many challenges. On the one hand, the country needs to accelerate the development of low-cost power like hydro to provide affordable power. To do so, the country needs to drive private investment in generation through more transparent, predictable and effective regulatory frameworks. On the other hand, new institutional models and policy frameworks need to be finalized and implemented to mobilize and incentivize the private sector and local communities to invest in and expand electrification through mini-grids and stand-alone systems. Finally, the institutional and staff capacity of key stakeholders is a constraint to the development of a sustainable energy sector.

Acknowledging the vital role of energy in driving socio-economic benefits, social inclusivity, and empowerment, the Government of Sierra Leone (GoSL) initiated the national dialogue on the Just Energy Transition Plan in October 2023. This initiative is part of GoSL's long-term vision to transform the nation into a regional hub for energy, aiming to attract investments to develop one gigawatt (1 GW) energy generation capacity within the next 10-15 years . The plan also encompasses the implementation of energy sector reforms in the medium term, which aims to create a conducive environment that supports the addition of at least 300 MW of new generation capacity by 2028, with a substantial portion.

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The evaluation will cover the "*Powering Sierra Leone's Hospitals Programme*" (PHP) funded through the Foreign, Commonwealth and Development Office (FCDO) of the United Kingdom.

Powering Sierra Leone's Hospitals Programme

Health service delivery in Sierra Leone remains hampered by a lack of reliable electricity access in health facilities. This impacts health facilities at all levels, with several key hospitals still unconnected to the national grid. Those hospitals that are connected to a grid continue to suffer from frequent power outages. With support from Foreign, Commonwealth and Development Office (FCDO) and the Global Energy Alliance for People and Planet (GEAPP), SEforALL developed a 'Market Assessment & Roadmap' for the sustainable electrification of social infrastructure, most notable in the health and education sector. As part of this assignment, SEforALL commissioned detailed energy audits in 27 institutions, including in six key hospitals. These energy audits further showed the energy gap in hospitals (both on-grid and off-grid) and the opportunity to address this gap with renewable energy solutions (i.e., solar photovoltaic (PV) with storage).

Building on the results of SEforALL's 'Market Assessment & Roadmap' and with funding from UK FCDO, SEforALL is in the midst of 3 Phases of implementation:

Phase	Timeline	Scope	Status	Evaluation Lens
1	August 2022 – December 2023	Solar PV installation, 6 hospitals	Baseline report complete, Installations complete, site visits and onsite interviews conducted, remote monitoring sensors installed with ongoing monitoring, Endline report drafted. Process, utilization focused evaluation of Phase 1 completed.	Impact Assessment & Development of Impact Methodologies for SEforALL to utilize to further capture and understand impacts of health facility electrification beyond connections (such as climate, energy, health, socio-economic outcomes)
2	September 2023 – December 2024	Solar PV of 7th hospital + 25 Community Health Clinics (CHCs)	Baseline report complete, installations halfway through with estimated completion 29 November 2024	Developmental Evaluation
3	September 2024- March 2025	Additional 11 hospitals	PM firm just contracted to begin	Developmental Evaluation

Phase 1 detail: electrified six key hospitals of the country with solar PV systems of a total 632 kWp including storage. These are: Ola During Children's Hospital (ODCH; co-located with PCMH), Princess Christian Maternity Hospital (PCMH; co-located with ODCH),Masanga Hospital, Kambia Government Hospital, Kabala Government Hospital and Bonthe Government Hospital. The plants were commissioned and have provided service to the hospitals since December 2023. In 2024, the PV arrays of five of the hospitals (Masanga, Kambia, Kabala, Bonthe and Ola During) are being expanded to amplify the electrification services, which will mark the end of the first phase of the project.

Phase 2 detail: The second phase of the project is underway and includes the solar electrification, with solar PV, of a seventh hospital (Kailahun Government Hospital), as well as 25 Community Health Clinics (CHCs) with standardised designs.

Phase 3 detail: SEforALL, with support from the UK Government as is the case with all previous phases, is now entering the third phase of the project with the installation of solar PV systems on 11 additional Government hospitals:

Site	Hospital name	City/Town	District	Grid availability	PV capacity (kWp)*	Battery useful capacity (kWh)*
1	Connaught Government Hospital	Freetown	Western Urban	Yes	760	1225
2	King Harman Road Satellite Hospital	Freetown	Western Urban	Yes	94	190
3	Rokupa Government Hospital	Freetown	Western Urban	Yes	94	291
4	Lakka Government Hospital	Lakka	Western Rural	Yes	75	190
5	Port Loko Government Hospital	Port Loko	Port Loko	Yes, seasonal	164	262
6	Makeni Government Hospital	Makeni	Bombali	Yes	250	450
7	Magburaka Government Hospital	Magburaka	Tonkolili	Yes	190	350
8	Moyamba Hospital	Moyamba	Moyamba	No	233	262
9	Koidu Government Hospital	Koidu	Kono	Yes	667	860
10	Kenema Government Hospital	Kenema	Kenema	Yes	190	204
11	Pujehun Government Hospital	Pujehun	Pujehun	No	160	634

Indicative numbers. Final installed capacities may vary.

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The Powering Hospitals Programme (PHP) will install 4.3 MWp of solar capacity by March 2025.

The expected **outcomes** of the programme are:

- Target hospitals and community health clinics (CHCs) to be 'energy-independent', with the majority of energy needs met by renewable energy sources, therefore significant to total reduction of reliance on diesel genset backup, as well as the grid, wherever possible;
- Significant reduction in the use of diesel gensets, resulting in a large reduction of CO^2 emissions;
- Improved health service delivery;
- Improved health-seeking behaviour; and
- Improved staff and patient satisfaction.

The electrification of these facilities is through decentralized or grid-connected (if grid is present) solar PV systems with batteries; the design adheres to the following principles:

- Integrated and holistic: Systems to be designed using a facility-wide and needs-driven approach;
- State-of-the-art and reliable: Designs utilize state-of-the-art technologies (e.g., remote monitoring capabilities, zero-maintenance components) to improve reliability, functionality and sustainability; and
- Gender sensitive: Gender considerations are being considered in the final system design and installation. Particular attention is being paid to maternal and child health considerations.

In addition to the main aim of the project, the work is also contributing to a project that seeks to enhance employment and career opportunities for women in the local renewable energy sector. Twelve candidates are participating in a six-month specialized training programme that provides them with practical hands-on experiences and classroom training on solar PV implementation, including participating in the installation process at hospitals.

Project Management of the Powering Sierra Leone's Hospitals Programme

The PHP is led by SEforALL, with an EPC Contractor and Project Management Support (including gathering monitoring data against our project logframe), the Ministry of Health as the main public stakeholder, with funding from the UK Government. The traineeship programme is managed by SEforALL. The implementation is taking the following main steps:

- Detailed facility audits to validate existing technical specifications;
- Civil works, including rewiring facilities where needed and implementing energy efficiency measures;
- Installation of power solutions to targeted hospitals; and
- Commissioning and hand-over.
- Monitoring, Evaluation and Learning

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Objectives

The *Independent Evaluation of the Powering Hospitals Programme* has **two main components**.

1. **Impact Assessment / Study of Phase 1**

This component of the evaluation will focus on supplementing the Independent Evaluation[1], by conducting an in-depth Impact Assessment / Study of Phase 1 of the PHP, and provide quantitative and qualitative data and evidence of the impact of the programme by addressing the following main dimensions:

- Assess the extent to which SEforALL has achieved impact according to our Logframe established with the donor, Programmatic and Project Theory of Change, Key Performance Indicators and pre- and post- datasets[2] across both projects, in alignment with the overarching MEL Framework for all three phases to be shared upon contract start.
- Assess unforeseen impact or additional effects of the PHP Phase 1 that are not captured in our existing monitoring and reporting systems, processes and tools.
- Conduct a gap analysis on the indicators that are currently being measured and data collected, to assess fitness for purpose and whether there is additional scope to gather additional impact data.
- Recommendations on methodologies to capture additional impact data going forward, retrospectively re-examining Phase 1 in future, and integrated into a future Phase 2 and 3 Impact assessment, as well as monitoring tools where feasible to capture this data during implementation and final reporting of these phases.
    1. Collaboration with SEforALL's existing MEL expertise, the sector's MEL expertise and others to create a solution that leverages what exists and fills in the gaps with collaborative innovation
- Examine the extent to which SEforALL has contributed to impact in healthcare facilities across the following non-exhaustive categories; providing methodologies and tools for calculating the following dimensions that SEforALL can integrate into future MEL frameworks for health related and energy access related solar electrification:
    1. Climate and environment
        1. Carbon emissions reduction and displacement
    2. Health outcomes (and specifically maternal health)
    3. Health services outcomes
        1. Service readiness

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[1] SEforALL commissioned an Independent Evaluation of Phase 1, which concluded in 2024. This was process-oriented evaluation that generated a set of utility-focussed recommendations. The full evaluation report and all background and supplementary documentation will be made available to the successful vendor.
[2] SEforALL and our implementing partners have conducted in country surveys to inform a baseline and endline monitoring report of Phase 1, which will be made available to the successful vendor.

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      2. Service availability
      3. Quality of care
      4. Additionality of services and related technology available
   4. Social and well-being
      1. Security
   5. Energy Access and related data
   6. Energy Efficiency and related data
   7. Economic Outcomes (such as new and improved jobs, finance, management)
   8. Gender and youth
   9. Other unforeseen impacts

- Assess the Value for Money (VfM) of Phase 1, in accordance with FCDO VfM principles and standards.
- Document and analyse the broader socio-economic effects of the hospital electrification programme in Sierra Leone.
- Identify the underlying drivers and limitations to achieving impact in healthcare electrification in Sierra Leone.
- Generate a utility-focussed set of key findings, lessons learned and recommendations for achieving impact in both Phases 2 and 3 and any potential future phases of the work, both within Sierra Leone and more broadly in additional countries.

2. **Developmental Evaluation**

This component is during implementation and future oriented. It seeks to leverage the insight, evidence and analysis generated through the impact assessment section above, along with third party data, reports and research, to support the implementation of future phases of the PHP and scaling of the approach in additional countries by SEforALL and other key donors and partners in the sustainable energy sector. The developmental evaluation should consider evidence, data and analysis of all phases of the PHP, looking at where we are along the journey, where we are headed, and what we can consider as we implement and develop next workplans, next phases, new programmes in additional countries.

This component will have two main outputs:

1. A **Developmental Evaluation** that incorporates learnings and findings to provide a utility-focussed set of recommendations on how to implement and scale-up hospital electrification projects building on the approach pioneered by the PHP in Sierra Leone. This Report should provide practical guidance to both SEforALL and the sector on replicating this approach in Sierra Leone and other countries based on the learnings, findings and insight of the PHP. The report should address the following key components:
   1. Key learnings and evidence to support scale-up and replication of the PHP in Sierra Leone and other

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countries, covering operational, logistical, coordinating, planning and project management functions in a complex and dynamic environment.
2. Sustainability and feasibility of the PHP in the future, including beyond donor funding horizons, including potential approaches to leverage private sector financing and the involvement of market-based approaches / business models.
3. Opportunities for innovation and new technology[3] (such as data, business models, financing instruments, delivery modalities) support to healthcare facility electrification in Sierra Leone and similar contexts.

2. A **Results Framework and Tool** to support SEforALL and the wider sector in better measuring, estimating, and communicating the impacts of providing clean, renewable electricity to healthcare facilities, which directly connects to the impact assessment section above. The Excel-based tool will include a robust Theory of Change, along with a set of methodologies and indicators that cover key impact dimensions for the electrification and ongoing monitoring of healthcare facilities. It will offer clear guidance on the methodologies, calculation formulas, assumptions, and limitations. Initially, the tool will rely on data and assumptions collected from Sierra Leone and third-party sources, but it will be designed to allow updates as data and assumptions from other countries become available as the work expands to different countries, and the tool becomes replicable across the sector as this work expands.

Documentation available:

To support this Impact Assessment / Study and Developmental Evaluation, SEforALL will make available a large set of background documents, including:

1. Independent Evaluation of Phase 1 and supplementary products (presentations and summary documents).
2. Monthly reports from all project partners throughout the project lifecycle
3. Donor reports
4. Baseline and Endline reports, including survey and monitoring data, conducted by the Project Management Firm in Phase 1 and now being continued in phases 2 and 3.
5. On-site surveys of key stakeholders in solar electrified hospitals
6. MEL Framework for the project and related data, which is under refinement and has room for fine tuning through this work.

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[3] Such as those identified through the SEforALL Powering Healthcare Innovation Fund: https://www.seforall.org/programmes/powering-healthcare-hub/powering-healthcare-innovation-fund

7. Annual Monitoring Review, country and programme reports for the Powering Healthcare programme and Sierra Leone country programme which sits within the broader programme.

Scope of Work

The impact assessment / study and developmental evaluation will be conducted in collaboration with relevant SEforALL programme teams. SEforALL's Monitoring, Evaluation and Learning (MEL) Department will manage the consultancy, in collaboration with the Powering Healthcare programme, grants management unit and in-country team in Sierra Leone.

The output of this procurement will be:

1. One (1) Inception Report covering all aspects of this TOR in alignment with the proposal submitted to SEforALL and accepted as part of the contracting phase and developments since.
2. One (1) Final Impact Assessment / Study of Phase 1, including One (1) summary PowerPoint Presentation aligned with the final report.
3. One (1) Final Developmental Evaluation focusing on scalability and replicability of the PHP, including One (1) summary PowerPoint Presentation aligned with the final report
4. One (1) Results Framework and Impact Tool directly aligned with output 2 above, to support further monitoring of the impact and results of the PHP in future phases.
5. One (1) database of all data analyzed and synthesiszed, with all evidence validated with live links to the inputs of impact assessment data, which link to the continuation of impact data monitoring as per the Results Framework and Impact Tool noted in point above no. 4.
6. One (1) Theory of Change and related impact stories looking at Phases 1-3, impacts to date, and potential impacts both in Sierra Leone and globally via impact stories in the form of 2-3 PowerPoint slides

The proposal should allocate time and budget accordingly to ensure that all six (6) outputs are delivered. It is anticipated that the data-collection for both reports will be conducted within the same country visit, as well as through existing remote monitoring tools.

The selected team will be required to deliver outputs in a timely manner and undertake the following key activities. The expectation is the proposal for this work will include the following elements, as well as the vendor's own take on key activities, outputs and timeline:

- **Delivery One (1) Inception Report**: The selected team will deliver a detailed Approach/Inception Paper (in line with the formatting guidelines provided by SEforALL), that outlines the structure of the main reports and the annexes, explains the conceptual framework, methodology, tools, instruments, protocols, and the expected process that the impact assessment and developmental evaluation will follow within a detailed and time-intensive delivery timeline.
- **Handover One (1) database of all collected, managed, analyzed and synthesized data throughout the project, following data collection in Sierra Leone, including**

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interviews with key informants,: Mission planning should be closely coordination with SEforALL

- o **Perform data analysis and synthesis based on the available remote monitoring data** in all 3 phases, as well as data from onsite visits conducted in hospital already electrified in phase 1, included in above database as final output
- ▪ **Submit Two (2) Final Draft Reports (Impact Study and Developmental Evaluation), Two (2) PPT presentations directly related to final reports, One (1) final draft Results Framework and Impact Tool, One (1) Theory of Change PPT**: The selected team shall prepare the zero draft of the factual report, including all annexes and appendices as stipulated in the approach paper, and then, after comments have been received, submit the complete final draft report with key findings and actionable recommendations, including those that reflect key strategic and learning messages and inputs from SEforALL. The selected team is also expected to draft a PowerPoint presentation summarizing the key issues reflected in the final reports.
- ▪ **Refine submitted drafts**
- ▪ **Submit Final Draft Reports, database and ongoing impact monitoring tool**
- ▪ **Submit Final PPTs (Two (2) covering each report above + One (1) Theory of Change PPT)**

Methods and Approaches

Please note that this section details our suggested approaches and SEforALL encourages bidders to adapt or enhance their proposal in accordance with their knowledge, expertise and assessment of the requirements of this ToR.

The Impact Assessment / Study and Developmental Evaluation should be guided by the following key elements, and it is expected the proposal will integrate the vendor's own expertise and recommendations:

- i) Triangulating robust and rigorous data and evidence to generate compelling findings, learnings and recommendations
- ii) Undertaking a methodology that is utility-focused and generates actionable recommendations to inform future delivery and future impact monitoring
- iii) Employs a mixed methods approach guided by an evaluation matrix
- iv) Is in accordance aligned with FCDO evaluation policy[4] through usage of a **systemic** and **objective** approach.
- v) Is an approach aligned with the OECD DAC principals of evaluation, as the team deems feasible and appropriate.

The Impact Assessment / Study and Developmental Evaluation will take a utilization-focused and participatory approach to the independent evaluation that focuses on the utility of both the evaluation process and evaluation products to key stakeholders, with the objectives of stimulating learning, informing decision-making, and improving overall SEforALL

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[4] https://www.gov.uk/government/publications/fcdo-evaluation-policy

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performance. In line with the overall framework, the selected team will work closely with relevant stakeholders to ensure the exercise is participatory, consultative, and engaging.

Further considerations of the approach are as follows, and we encourage bidders to take these as bare minimum requirements with their own approach outlined that showed depth and breadth of expertise and experience by way of the proposed approach:

The selected team will ensure that representatives of key stakeholder groups will participate in diverse ways throughout this evaluation to ensure that the insights and recommendations generated are useful to all and foster appropriation, ownership and buy-in. The selected team will prepare evaluation products with a view to their greatest possible utility and relevance for specific target audiences. Engagement and participation will require additional effort, time, and resources on all sides, and this should be factored into work planning and the timeline.

1. The selected team will use a **mixed-methods approach guided by an evaluation matrix aligned with globally accepted standards and frameworks**. The selected team will deploy several approaches, methods and tools to focus the evaluation on utilization and learning, to ensure participation at key steps in the process, and to deliver rigorous and credible findings.
2. The Impact Assessment / Study will require the evaluators to **develop a robust impact framework across the impact categories described above**, and develop replicable methodologies for assessment against these categories, to complete the assessment and future impact monitoring..
3. The Impact Assessment / Study and Developmental Evaluation **consists of four main stages,** which also coincide with the stages of the work plan. These are as follows:

   - **Stage 1**: Inception, planning, stakeholder engagement, (revised) approach paper along with an evaluability assessment;
   - **Stage 2**: Information and data collection and management; and
   - **Stage 3**: Analysis, synthesis and reporting, refinements.
   - **Stage 4**: Summary PPTs that are visually appealing that cover all outputs noted above.

The following process summarizes and outlines preliminary expectations of how the procurement will proceed:

1. Finalization of an Impact Assessment / Study and Development Report Inception Report, including an evaluation matrix and the data collection sources and methods and the synthesis and analysis approach in the inception report, stakeholder mapping, limitations.
2. Desk review of SEforALL literature, reports, internal strategy documents, and other relevant materials related to the Powering Sierra Leone's Hospitals Programme, including previous evaluations, baseline and endline reports, survey data gathered and the project and project MEL Frameworks.
3. Quantitative data collection using internal SEforALL project datasets, externally identified datasets and gaps in data sets the evaluation will fill via onsite visits,

additional remote monitoring aspects, and other from the sector as recommended by the vendor.

4. Qualitative and quantitative data collection through Key Informant Interviews of internal and external stakeholders (stakeholders, donors and beneficiaries) and an external stakeholder survey. Focus groups or workshops can also be considered, as per the recommendations of the vendor.

5. Analysis and synthesis of quantitative and qualitative data to generate findings and learnings.

6. Development of implementation-oriented recommendations for improving SEforALL country impact and delivery.

7. Stakeholder workshop or webinar to validate the Results Findings, Results Framework and Impact Tool.

8. Delivery of two (2) factual zero draft reports including annexes

9. Delivery of two (2) high-quality Final Reports, and (2) high quality visually appealing and PowerPoint presentations summarizing the two report's findings

10. Delivery of (1) final database covering all data collected, analyzed and synthesized throughout the scope of work and (1) ongoing impact monitoring tool for ongoing impact monitoring data leveraging work conducted in this scope.

11. Delivery of Theory of change as draft, followed by integrated edits from SEforALL review leading to final version.

The consultant should make a concerted effort to mainstream youth and gender considerations throughout this assignment.

Evaluation Timeline and Deliverables

Timeline: The work is expected to be completed by end of March, 2025.

Deliverables: The following deliverables are expected from the evaluation:

Table 1: Expected deliverables of this evaluation

Deliverable	Deliverable Details	Due Date
Inception Report	The inception report (draft and final) must contain a work plan which indicates the phases of both the impact assessment / study and the developmental evaluation, evaluation matrix, methods, survey protocols, timing, key deliverables, milestones, assumptions, limitations, etc.	Mid-November 2024
Draft Reports	Two (2) Draft Reports summarizing the findings of the impact assessment / study and the developmental evaluation, including executive summary, methodology and approach, detailed assessment of all key evaluation areas included in the evaluation matrix, assessment of the validity of the theory of change, and key findings and recommendations. In alignment with the inception report and emerging data and evidence throughout implementation of the work.	Early-March 2025
Final Reports	Two (2) Final Reports summarizing the findings of the evaluation, including executive summary, methodology and approach, detailed assessment of all key evaluation areas included in the evaluation matrix, and key findings, conclusions and recommendations.	All complete by Mid-March 2025
Results Framework and ongoing Impact monitoring Tool	Draft, feedback from SEforALL, final	All complete by End-March 2025
Theory of Change	Draft, feedback from SEforALL, final	All complete by End-March 2025
Final Presentations	Two on-line presentation of the findings and recommendations from both Final Reports delivered for internal SEforALL staff and external stakeholders via the two PPTs delivered as part of the outputs.	All complete by End-March 2025

Reporting

The contracted vendor will report to the SEforALL Head of MEL and will be responsible for delivering the agreed-upon deliverables within the specified timeline.

Eligibility Criteria:

- Registered company/legal entity with a minimum of 5 years' experience in the subject area (scanned copy of the Certificate of Incorporation to be submitted).
- Completed and signed Bank Details Form.

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- Statement of Confirmation.
- Audited Financial Statements for the last 2-3 years:
  - *Profitability*
    Profit Margin Ratio or Return on Assets Ratio should be preferably positive. In case of negative profit margin ratio, SEforALL may request additional documents and/or adapt payment terms and conditions.
  - *Solvency*
    A solvency ratio should be preferably more than one (1). In case of negative solvency, SEforALL may request additional documents and/or adapt payment terms and conditions.
  - *Turnover*
    The average annual turnover for the past three (3) years (or for the period the bidder has been in business if it has not yet reached three (3) years) should be at least 1 time more than anticipated value of the contract.

Qualification and Expertise

The proposed consultant(s) are expected to assign a team in line with both the timeline and level of effort required to produce all outputs. This should include clearly outlined roles and responsibilities for all team members, the tasks they will be assigned to and which qualifications detailed below they fulfil. An indicative number of days per team member is expected as part of the proposal.

The proposed consultant(s) must collectively have a high blend of the following qualifications:

- Extensive knowledge of evaluating energy and health sector interventions and project implementation of international organizations in sub-Saharan Africa, preferably in a field related to sustainable energy and/or electrification.
- Demonstrable experience of using mixed methods approaches in previous relevant evaluation and impact assessment exercises, with demonstrable knowledge of process evaluation methodologies.
- Demonstrated experience delivering high quality impact assessments / studies and developmental evaluations
- Demonstrated experience delivering high quality theories of change for the health and / or sustainable energy sectors
- Demonstrated experience delivering data-driven results frameworks and impact monitoring tools for the sustainable energy and or health sector, for use at project and or organizational or sectoral levels
- Clear knowledge and awareness of the political, socio-economic and development aid landscape in Sierra Leone.
- Strong analytical and writing skills, and PPT presentation skills, with the ability to present complex information in a clear and concise manner.
- Strong communication and stakeholder engagement skills, with the ability to work effectively with diverse stakeholders.
- Strong project management skills, with the ability to clearly manage expectations and outline the risks of certain decisions on project timelines, deliverables, etc.

Travel

The selected vendor is expected to include at least one mission to Sierra Leone for data collection in the proposed approach. This mission should be planned in close collaboration with the SEforALL MEL Department and Sierra Leone Country Manager and budgeted in the proposal. The mission should incorporate visits to feasible sites from the PHP, based on location and travel duration, as well as conducting interviews and focus groups based on an approved plan fully outlined in the Inception Report.

Bidding Process

Proposals can be submitted as a single entity or as a consortium. Interested and qualified bidders must submit one Technical Proposal and one Financial Proposal **as separate documents**. Proposals must be submitted either in PDF of PPT format and should include the following:

- Technical Proposal:
    - Relevant skills, and experience of the consultant that matches those set out above;
    - The organization's eligibility to carry out (travel) for this assignment to Sierra Leone.
    - A detailed, robust and rigorous methodology and approach to fulfilling the evaluation objectives;
    - Timing of activities and management approach, including identification of risks and limitations;
    - Three (3) organizational references from the last three years;
    - Three (3) example outputs that align with the outputs being requested in this ToR;
    - An overview of similar work carried out in the last three years, including a brief on the technologies used, and the solution developed;
    - CVs and references of the proposed team.
- A Financial Proposal, outlining the costs associated with carrying out the Scope of Work, including:
    - Labour costs (personnel, daily rates, number of days);
    - Travel Costs
    - Other costs.

Evaluation, Conflict of Interest, and Terms of Payment

- Bidders are requested to disclose and explain any potential conflicts of interest and issue the following Statement of Confirmation
- Statement of Confirmation:
    - Confirmation of no conflict of interest (e.g., none of the bidder's key personnel, including individuals directly involved in project implementation, management, or decision-making, is associated - financially, personally, or employment-wise - with concerned SEforALL staff, SEforALL experts/consultants recruited under this project).

- o Confirmation that no fees, gratuities, rebates, gifts, commissions, or other payments, other than those explicitly stated in the offer, have been given, received, or promised in connection with the selection process or in contract execution.
- o Confirmation of satisfactory past performance, including adherence to contractual obligations, timely delivery of services, and compliance with relevant regulations, and confirmation that the bidder is not debarred from conducting business in the country where the procurement is taking place.
- o Confirmation that the bidder did not participate directly or indirectly in the preparation of the concerned procurement process or the bidding documents, including the terms of reference, being subsequently used by SEforALL.
- o Confirmation of no conflict of interest between or among bidders, and a commitment to disclose any potential conflicts of interest to SEforALL for resolution prior to the submission of bids.
- Terms of payment at SEforALL follow a deliverable-based framework. The breakdown of the milestone's payments will be communicated to the selected organization.
- The evaluation of proposals will be based on a 75 – 25 split for technical proposal and financial proposal, respectively. Details of the evaluation criteria are attached as Annex I.

How to Apply and Deadline

Please submit your proposal to procurement@seforall.org by 25 October 2024, 17:00 Central European Summer Time. In case of questions or queries contact SEforALL at procurement@seforall.org

Annex I – Evaluation Criteria

Consultant Services for Impact Study and Developmental Evaluation of the Powering Sierra Leone's Hospitals Programme

1. **Compliance with eligibility criteria**: **Pass/Fail**

2. **Technical Evaluation Criteria**

	Criteria	Sub-score	Total-Score	Means of verification
1	**Technical**		**25**	
1a	**General Evaluation and impact assessment experience** • Expertise and experience in delivering impact assessments and developmental evaluations of projects for international organizations. • Extensive previous experience in generating evaluations with a focus on supporting learning and generating strategic lessons, conclusions and recommendations to inform project Implementation. • Demonstrated knowledge in developing and assessing projects against impact methodologies in relevant sectors (including energy and healthcare).	10		• Minimum cumulative 7-10 years of experience in delivering comprehensive evaluations or reviews of the type specified in the ToR, with a special emphasis on the health and/or energy and climate change sectors • CVs and / or organizational track record demonstrating real evaluations and impact assessments of this nature including example outputs
1b	**Context-specific experience and expertise in evaluation and impact assessment of sustainable energy and health projects or programmes**	5		• Team experience in delivering evaluations at scale and to high quality for related projects (energy, health, related) for international organizations demonstrated in CVs and example outputs, with Sierra Leone as an asset • Technical proposal outlines unique approaches to the scope of work that can only be demonstrated by having done this before in these sectors
1c	**Experience in data management, results frameworks, impact data tools in context of this ToR**	10		• Relevant experience and education, examples provided and attention to data

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	Criteria	Sub-score	Total-Score	Means of verification
				solutions and methodologies in the proposal • Examples provided in technical approach that demonstrate proven expertise in data management and innovation
2	**Methodology and workplan**		**25**	
2a	**Alignment with requested scope in TOR** • The scope and key components of the overall task are fully understood and reflected in the technical proposal, which provides further detail on the implementation approach and understanding beyond the ToR.	15		- The technical proposal demonstrates an elaborated version of the ToR with a nuanced understanding of the SEforALL initiatives and country work, the evaluation scope and objectives - The evaluation matrix developed by the team is high quality and demonstrates clarity on the types of data used and methods of data analysis including specific quantitative methods on project impact
2b	**A well-structured project management approach, including a detailed project plan, backed by proven experience and a methodical methodology with clear timelines.** • The workplan included in the proposal fully assigns tasks to responsible team members within a feasible timeframe in accordance with the ToR.	10		The workplan is comprehensive, assigns an appropriate number of days per task and personnel, and aligns with the timeline of the ToR, outlines risks and limitations in a meaningful way
3	**Team composition**		**25**	
3a	Experience of the team leader in the energy and climate change sector within an international setting demonstrated within CVs	10		- A strong and proven team leader with proven relevant track record - This includes extensive evaluation and impact assessment experience for international organizations, capacity to fulfil project via time available and allocated to budget and project plan, and demonstrable ability to motivate teams - Clear evidence of leadership of high-quality impact evaluations or assessments in alignment with TOR

	Criteria	Sub-score	Total-Score	Means of verification
3b	Gender balance of team	5		Appropriate gender balance of team proposed (40:60 female to male ratio)
3c	**Demonstrated appropriate allocation of team members and arrangements for the project:** - The proposed team is appropriately composed, including the expertise and experience of key team members aligned with outputs, the structure of the team, including gender balance, and relevant academic qualifications;	10		- Project management skills of team members, - Relevant skills to the scope of work - Demonstrated projects and outputs of team members on the energy sector and climate change with a focus on developing countries - Demonstrated ability of key staff to work and analyze quantitative and qualitative data Evidence Team members have worked with diverse institutions in a diverse environment -
	TOTAL		**75**	

Minimum technical passing score is 55 points. Firms who pass the minimum passing score will be considered for the commercial evaluation.

3. Commercial Evaluation Criteria
Budget and Cost-effectiveness: 25 points

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