3 November 2022

Dear Sir/Madam,

Invitation to apply for grant funding under the Transforming Energy Access (“TEA”) programme

for Market Mechanisms to Support and Reach Extreme Poor Communities Research Project.

You are invited to apply for grant funding to undertake the Market Mechanism to Support Extreme Poor Communities Research Project which aims to look at ways to best support and service demographics of vulnerable people globally, living on less than [$2.15](https://www.worldbank.org/en/news/factsheet/2022/05/02/fact-sheet-an-adjustment-to-global-poverty-lines) per day, referred to within this call as the ‘extreme poor’. The aim of this call is to commission one research project which could better inform policy makers as to who and where the extreme poor demographic are, what their energy needs and challenges are, and what sustainable market-based instruments could best be employed to serve their needs. The maximum budget for this project is up to £100,000 (although scoring will consider value for money and absolute cost criteria), and it is envisaged that the work will be undertaken over 6-month period from contracting. Please read the Project Scope (Schedule 1) attached to this document.

The Request for Applications (RFA) consists of the following documents:

* Description of RFA (this document);
* Form of Application (Schedule 2);
* Grant Price Calculation Sheet (Excel template).

Should your application be successful, an Offer of Grant letter, the Project Scope (including your project plan and business case), and our Offer of Grant Conditions will form the grant agreement for [Market Mechanism to Support Extreme Poor Communities Research Project] (the “**Grant Agreement**”) between you and the Carbon Trust.

Unless informed to the contrary, please send RFA and all communications by email to the following email address: harriet.bradshaw-smith[@carbontrust.com](mailto:TBA@carbontrust.co.uk)

RFAs must be submitted by 23 December 2022. Any RFAs received after this date will be deemed non-compliant. Your RFA must consist of the following, the contents of which are described below:

* Business case (PDF) – template not provided;
* Signed Form of Application (PDF) – template provided;
* Grant Price Calculation Sheet – template provided.

The timeline for this procurement process is as follows:

RFA opens 3 November 2022

Deadline for clarification questions: 22 November 2022

Clarification Document published[[1]](#footnote-2): 30 November 2022

Submission of full application: 23December 2022

Successful Application announcement: 13 January 2022

Envisaged Grant award date: 31 January 2022

Please email any clarification questions, including questions about the timing of the RFA, to [Harriet.bradshaw-smith@carbontrust.com](mailto:Harriet.bradshaw-smith@carbontrust.com) any time before 22 November 2022. The complete set of questions and all answers will be published in the Clarification Document on the Carbon Trust and TEA websites by 30 November 2022, and will hence be visible to all potential applicants.

For information about the TEA platform, please see the [TEA website](https://tea.carbontrust.com/):

We look forward to receiving your application.

Yours sincerely

Harriet Bradshaw-Smith

For and on behalf of

**THE CARBON TRUST**

**INVITATION TO APPLY FOR GRANT FUNDING**

**FCDO TRANSFORMING ENERGY ACCESS (“TEA”) PROGRAMME**

**-FOR -**

**Transforming Energy Access (TEA) – Market Mechanisms to Support Extreme Poor Communities Research Project**

**Introduction**

* 1. This Request for Applications (“RFA”) has been prepared by the Carbon Trust for the purpose of inviting proposals and applications in respect of Transforming Energy Access (TEA) – Market Mechanisms to Support Extreme Poor Communities Research Project under the FCDO’s Transforming Energy Access (“**TEA**”) programme.
  2. The process will be conducted in a manner that ensures applications are evaluated fairly to determine the best value for money.
  3. This RFA comprises:-

(1) this RFA;

(2) the Project Scope;

(3) the Offer of Grant Conditions and letter.

1. **The Scope**
   1. The Carbon Trust requires the production of a research project examining ways to best service and support demographics of vulnerable people living globally on less than $2.15 per day, referred to within this call as the ‘extreme poor’. The aims of this project is to undertake research which could better inform policy makers as to who and where the extreme poor demographic are, what their energy needs and challenges are, and what sustainable market-based instruments could best be employed serve their needs. Full information can be found in Schedule 1: Scope of Services.
   2. These objectives of the project are more particularly described in the Project Scope set out in Schedule 1 to this RFA.
   3. The agree to fund the relevant project will be a grant agreement, with budgets approved annual if applicable. The anticipated commencement date for the project is 1 February 2023.
   4. The Carbon Trust places importance on value for money and an approach to providing the Services which will deliver cost and time saving efficiencies for the Carbon Trust.
   5. The funding for this project will be made by way of grant under the TEA programme, funded by the FCDO and managed by the Carbon Trust. The grant agreement will reference and flow down FCDO’s grant terms and conditions, due diligence pre-requisites and claims verification requirements. All payments of funding will be made in arrears (on a quarterly basis) for eligible and approved expenses incurred.
2. **Instructions to Applicants**
   1. Please read the instructions relating to the application process. Failure to comply with them or to return any of the required documents or information by the due date and time may invalidate your application.
3. **Questions about this RFA**
   1. The Carbon Trust’s **Point of Contact for all communications is Harriet Bradshaw-Smith at harriet.bradshaw-smith@carbontrust.com**. All questions relating to this RFA must be submitted by email to the Point of Contact. Please insert ***TEA\_EP\_022022*** in the email title line for all communications. This is the contract reference.
   2. All questions must be submitted no later than 17.00 hours on 22 November 2022. Questions submitted after this deadline are unlikely to be answered.
   3. Questions may include queries relating to the Project Scope, the Offer of Grant Conditions or if you have difficulty in providing the information requested. Questions should clearly reference the paragraph in the document to which the question relates. To the extent possible, questions should be aggregated and sent in one email rather than individually in separate emails.
4. **Answers to Applicants’ Questions**
   1. Answers to questions will be circulated by email to all applicants, other than those who have made a “no application” notification (see Item 9). The Carbon Trust expects to circulate all answers on 30 November 2022, but may circulate some or all answers before or after this date if the Carbon Trust considers this to be appropriate. All questions (which will be anonymised) and answers will be circulated to all applicants.
5. **Clarifications made or required by the Carbon Trust**
   1. In addition to answering questions from applicants, the Carbon Trust may also, in its discretion, issue further clarifications at any time if it considers this to be appropriate.
   2. The Carbon Trust may also (in its absolute discretion) request clarification during the evaluation phase of any aspect of an applicant’s application. Applicants are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly.
6. **Submission of variant applications**
   1. Variant applications will be considered. However, any variant must be submitted in addition to a standard application. All variants must meet the minimum requirements as set out in this RFA (including in the Project Scope). The Carbon Trust may exercise absolute discretion in respect of its consideration of variant applications and the award of a grant based upon a variant application.
   2. Limited variations from the requested scope of work will be considered where they can be shown to demonstrably add additional value and insight to the overarching output ambition of the project. Considerations of this what is considered to be ‘additional value’ will be made wholly at the Carbon Trust’s discretion.
7. **Pre-Application Briefing**
   1. N/A
8. **No Application Notification**
   1. If you decide not to submit an application, please inform us of this (ideally including your reasons) by email to the Point of Contact (see Item 4.1) by 23 December 2022.
9. **Structure of Application**
   1. Your application must explain how you will meet the Carbon Trust’s requirements as described in the Project Scope. You must also provide the other information and documentation required by this RFA, including the signed Form of Application contained in Schedule 2.
10. **Cost and Budget**
    1. [Please complete the Grant Pricing in the template provided, breaking down the costs by work package (Scope of Work) and in labour/expense costs (Finance Forecast).
    2. All funding budgets must be stated in sterling and exclude VAT. A full breakdown of prices and rates must be given. Applicants must state whether the prices include or exclude any expenses or other charges and what those charges and expenses will be.
    3. All prices and day rates must remain fixed for the first two years. Applicants must make it clear whether prices will remain fixed thereafter and, if not, on what basis they will increase. Applicants should note that the Carbon Trust would not expect prices after the first two years to rise other than annually and by an appropriate indexation figure. All such price or rates increase would require justification. The Carbon Trust would also expect to see discounts for volume or in the event of contract extensions.
11. **Intellectual property**
    1. All intellectual property rights in this RFA and all material provided by the Carbon Trust to applicants in connection with this RFA shall be and remain the property of the Carbon Trust.
    2. The intellectual property in all deliverables shall be owned by the grant recipient as set out further in the Grant Conditions. No third-party intellectual property shall be included in any deliverable without the Carbon Trust’s prior written consent.
12. **Anti-Bribery** 
    1. The Carbon Trust requires full compliance with the Bribery Act 2010. All applicants must be familiar with and comply with all applicable law.
13. **Conflicts of Interest**
    1. Applicants are required to declare in their proposals any conflict or potential conflict of interest and provide clear details of their plan for managing this. It is possible that there may be circumstances where the Carbon Trust (in its absolute discretion) considers that such a conflict or potential conflict of interest would not be manageable or acceptable. In which case, the Carbon Trust may reject the application.
14. **Confidentiality**
    1. Applicants must treat all information supplied in connection with this RFA as strictly confidential. Neither this document, nor any part of it nor any other information supplied in connection with it may, except with the prior written consent of the Carbon Trust, be published, reproduced, copied, distributed or disclosed to any person other than in confidence to the recipient's advisers nor used for any purpose other than consideration by the recipient of whether or not to submit an application.
    2. By receiving and reviewing this RFA and/or by submitting an application the applicant agrees that it has a binding obligation to preserve the confidentiality of all such information.
    3. This RFA and its accompanying documents shall remain the property of the Carbon Trust and must be returned promptly (without retaining any copies or reproductions) on demand.
15. **Interviews and Site Visits**
    1. N/a
16. **Evaluation of Applications**
    1. Applications will be evaluated on the basis of the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Proposed approach:   * In the Business Case Document, Applicants are required to provide a clear and detailed description of how they plan to deliver the work for this project. * The description should include an initial overview on the approach followed by a description of how each Work Package and task will be delivered. * Also, Applicants need to justify how their proposed approach meets the objectives of the Project.   Project management:   * Applicants are required to describe how they will manage the Project utilizing appropriate resources and describe how they will work with the various stakeholders to get information. | 30% |
| Sector knowledge and experience in research and writing research reports:   * In the Business Case Document, Applicants should elaborate on experience of the criteria described (see Schedule 1) and explain how these past experiences are relevant for this application. * In addition, Applicants should provide at least two examples (with reference to specific roles, responsibilities, and activities the Applicant undertook) of previous work (e.g. research into international development and/or research on modelling different finance approaches) which illustrates the Applicant's skills, capabilities, and experience in all of these areas (Applicants may wish to make reference to submitted examples of previous work for other clients). * Applicants are advised that experience is considered a key important criterion and partnerships with other companies to support certain areas of experience are welcomed. All experience / case studies should be attached as an appendix to the Business Case Document. | 35% |
| Staff skills:   * Applicants are required to provide detailed CVs/Resumes for any key personnel who will be involved with this Grant Agreement together with proposed Project structure, intended position of the key personnel in the Project, and main responsibilities. CVs should include professional memberships of proposed staff working on this Project. * Applicants should elaborate on the most relevant skills of the key personnel that will be involved in the Project. * Please include an example of similar work performed by the proposed staff members, explaining how this is relevant to the Approach to Work. | 20% |
| Grant price:   * In the Grant Price Calculation Sheet, Applicants are required to provide day rates for all staff grades and to input the days involved in each Work Package. * In the Grant Price Calculation Sheet, Applicants are required to provide a cost breakdown by Work Package in the Scope of Work tab, and day rates of personnel completing the work as specified in section 5 and all expenses need to be detailed in the Finance Forecast tab.   + Applicants are required to specify expected expenses separate from the estimated budget for each Work Package.   + The Grant Price will be assessed on the price for the Approach to Work (which includes the price of the Work Packages in the Scope of Work and any Alternative Work proposed by the Applicant).   + Expenses should be included within the Grant Price Calculation Sheet. * Applicants will be required to confirm or comment on their ability to carry out the activities detailed in the Scope of Work within the initial term of the Grant Agreement and provide an outline plan of work. | 15% |

1. **Scoring Matrix for technical and quality criteria**
   1. Applications will be scored in relation to non-pricing criteria on the basis of the following matrix.

|  |  |
| --- | --- |
| 0 | Completely fails to meet required standard or does not provide a proposal. |
| 1 | Proposal significantly fails to meet the standards required, contains significant shortcomings or is inconsistent with other proposals. |
| 2 | Proposal falls short of achieving expected standard in a number of identifiable respects. |
| 3 | Proposal meets the required standard in most material respects, but is lacking or inconsistent in others. |
| 4 | Proposal meets the required standard in all material respects. |
| 5 | Proposal meets the required standard in all material respects and exceeds some or all of the major requirements. |

1. **Cessation of Procurement or Alteration of Process** 
   1. The Carbon Trust reserves the right to terminate this process or to change any aspect of the application process at any time.
   2. The Carbon Trust is not bound in any way to accept the lowest budget or any application. Unless any applicant makes a formal statement in its application to the contrary, the Carbon Trust reserves the right to accept an application either in whole or in part. The Carbon Trust reserves the right to accept more than one application.
   3. You will not be entitled to claim from the Carbon Trust any costs or expenses which you may incur in preparing your application or in respect of the application process. This applies whether or not your application is successful and regardless of whether or not the application process is changed, the process is terminated or a grant is awarded.
   4. Nothing in this RFA or any other communication made between the Carbon Trust and/or its representatives and any person shall constitute an agreement, contract or representation (except for a formal award of grant made in writing by the Carbon Trust). Receipt by the applicant of this RFA does not imply the existence of an agreement or commitment by or with the Carbon Trust for any purpose and applicants should note that this RFA may not result in the award of any grant funding.
2. **Applicants Should Note**
   1. The information contained in this RFA and the supporting documents, and in any related written or oral communication, is believed to be correct at the time of issue or making but the Carbon Trust will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. The information given by the Carbon Trust does not purport to be all inclusive or to include all the information that an applicant may require.
   2. Applicants should note that, in the event an application is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that application may be rejected.
   3. The Carbon Trust may in its discretion exclude applicants that specify an intention to negotiate the Conditions of Grant. Notwithstanding this, any proposed amendments must be submitted in your application. Adjustments not expressly set out in precise form in applications will not be considered.
   4. It is the responsibility of applicants to obtain at their own expense all additional information necessary for the preparation of their application. No claims of insufficient knowledge will be accepted.
3. **Instructions for Return of Applications**
   1. Applicants including prices must remain open for acceptance until 90 days after the closing date.
   2. You must submit your application in PDF and Excel format via email to [harriet.bradshaw-smith@carbontrust.com](mailto:harriet.bradshaw-smith@carbontrust.com) (contact referred to in Item 4.1). Applications must be received by the Carbon Trust **by no later than 17.00. on 23 December 2022**. It is your responsibility to ensure that your application is delivered no later than the appointed time.
   3. Late applications will not be considered unless the Carbon Trust, in its sole discretion, decides to do so and is satisfied that the delay was caused by reasons outside of your control.
4. **Unsuccessful Applications**
   1. Applicants will be informed if they have been unsuccessful following a final decision to award to the grant to the successful applicant(s).
5. **Summary of Application Process Timetable**
   1. Set out below is a summary of the timetable that applies to this procurement. The Carbon Trust reserves the right to alter this timetable by notice to applicants.

|  |  |
| --- | --- |
| **Description** | **Date (and, if applicable, time)** |
| This RFA issued | 3 November 2022 |
| Deadline for receipt of queries from Applicants | 22 November 2022 |
| Date for Carbon Trust’s response to queries | 30 November 2022 |
| Non-application notification deadline | 23 December 2022 |
| RFA deadline | 23 December 2023 |
| Successful and unsuccessful Applicants notified | 13 January 2023 |
| Start date of contract | 1 February 2023 |

1. **Checklist of documents to be included**
   1. You are required to include the following documents in your application:

* Business case (PDF) – template not provided;
* Signed Form of Application (PDF) – template provided;
* Grant Price Calculation Sheet – template provided.

**Schedule 1: Project Scope**

**TEA Scale Up Project Scope : Market Mechanisms to Support Extreme Poor Communities Research Project**

**Project title: Market Mechanisms to Support Extreme Poor Communities Research Project**

**Project dates: January 2023 – July 2023 (6 months)**

**Budget: up to £100,000**

**Introduction to TEA:**

The [Transforming Energy Access (TEA)](https://tea.carbontrust.com/) platform is a research and innovation platform, funded by UK aid, supporting the technologies, business models and skills needed to enable an inclusive clean energy transition and achieve SDG 7: Ensure access to affordable, reliable, sustainable and modern energy for all. TEA works via partnerships to support emerging clean energy generation technologies, productive appliances, smart networks, energy storage and more. It increases access to clean, modern energy services for people and enterprises in sub-Saharan Africa, South Asia and the Indo-Pacific, improving their lives, creating jobs and boosting green economic opportunities.

**Rationale and scope of work:**

As part of the scale up of the TEA platform, the UK’s Foreign, Commonwealth and Development Office (FCDO) are commissioning projects to support the UK Government’s Sustainable Energy and Leave No One Behind (SEaL) agenda. An area of particular interest is to looks at ways to best service demographics of vulnerable people living on less than [$2.15](https://www.worldbank.org/en/news/factsheet/2022/05/02/fact-sheet-an-adjustment-to-global-poverty-lines) per day, referred to as the ‘extreme poor’, (and particularly women, children and the disabled).

The aims of this call is to undertake research which could better inform policy makers as to who and where the extreme poor demographic are, what their energy needs and challenges are, and what sustainable market-based instruments could best serve their needs.

The project therefore has two core objectives: firstly, to identify and categorise the extreme poor demographic, and secondly to identify and assess the suitability of market-based interventions that could best serve their needs.

**Suggested delivery approach:**

We would suggest that these objectives would be best delivered through the following three work packages, however, we encourage proposals with additional value-adding approaches:

1. **Literature Review:** Using existing literature and available data, identify extreme poor demographic for people living under $2.15/day, their global geographic distribution (although with a specific focus upon the energy deficit regions of Sub-Saharan African and the Indo-Pacific), and an understanding of what their energy needs and challenges are. Through this qualitative study, the findings should seek to categorise the extreme poor populations into a range of distinct situationally placed extreme poor communities (e.g. in conflict zones, refugees, disabled etc.) such that future interventions can be better targeted to support their needs.
2. **Market Mechanism Review:** Identify and assess the wide range of market-based interventions for the distribution of energy access products to create a categorical matrix of appropriate support options that could be used to reach extreme poor communities (e.g. Hire Purchase, PAYGO, Beneficiary Subsidy, community endowment etc.) The study should be impartial and list both positive and negative aspects of intervention models proposed.
3. **Alignment Mapping Exercise:** Use the collective findings to create a market instrument comparison model (such as through Excel) and analyse it’s potential to reach identified extreme poor demographics groups.

Optional element:

* Voice of the Beneficiary: Interview target demographics to identify energy access priorities, ability and willingness to pay as well as any other qualitative aspects around energy access intervention which may have a bearing upon appropriateness of interventions proposed.

**Main Project outputs:**

1. Kick-off meeting shorty after awarding to align expectations and refine delivery approach.
2. Mid-project report covering data and results to date, initial analysis, plans for second half of project and final table of contents.
3. Mid-project presentation, presenting the mid-project report.
4. Literature review of the extreme poor demographic (WP1).
5. Market-model and mapping report, including identification and analysis of current models (WP 2&3).
6. End-of project presentation to showcase the literature review and market-model report.
7. Blog post (in collaboration with our communications team) summarising overall project outputs and findings.

**Project timeline:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **November 2022** | Open 1st call, for registering interest and questions, 3rd November. | Deadline for questions registered interest and questions, 22nd November. | Questions reviewed 22nd-30th November | Joint feedback sent to all organisations who registered interest. |
| **December 2022** | Open 2nd call, for full applications. | Deadline for applications, 23rd December. | Applications reviewed. |  |
| **January 2023** | Applications reviewed. | Successful and non-successful applications informed by 13th January. | Project kick off meeting w/c 16th January. | Contracting to be completed by 31st January. |
| **February 2023** | Project begins. |  |  |  |
| **April 2023** | Mid-project report and presentation due. |  |  |  |
| **July 2023** | 2 x Deliverables due (literature review and market-model report) | 1 x End-of project presentation | 1 x Blog post | Project finishes. |

**Schedule 2: Form of Application**

TO: The Carbon Trust

DATE: [Applicant to insert date]

PROVISION OF: [xxxxxx]

We [applicant to insert name(s)] the undersigned, having examined the RFA and all other schedules, do hereby apply as specified in those documents and in accordance with the attached documentation to the Carbon Trust in accordance with the Contract described in the RFA.

If this offer is accepted, we will execute such documents in the form of the Contract within 10 days of being requested to do so.

We agree, with the intention that we should be legally bound, to comply with the provisions on confidentiality set out in the RFA.

We further undertake by submitting this application to the Carbon Trust that:-

* the amount of this Application has not been calculated by agreement or arrangement with any person other than the Carbon Trust or been communicated to any third party prior to the submission of this application.
* we accept the terms and conditions contained within the RFA (including the Transforming Energy Access Conditions of Contract) and agree that they shall (in unamended form) constitute the terms and conditions of the Contract.
* Our Application including prices shall remain open for acceptance for 90 days.

We confirm that the signatory of this Form of Application has all requisite authority to sign this document and we confirm that we have complied with all the requirements of the RFA.

Signature……………………………………………………

Name……………………………………………………….

Position……………………………………………………..

For and on behalf of

**[NAME OF APPLICANT]**

1. A Clarification Document will not be published if no clarification questions are received in relation to this RFA. [↑](#footnote-ref-2)