UNITED NATIONS
INDUSTRIAL DEVELOPMENT ORGANIZATION

Terms of Reference (TOR)

For provision of services related to the development of regulatory and practical implementation frameworks for the reduction of commercial grid losses and distributed renewable energy systems in São Tomé and Príncipe

UNIDO Project Title:
"Building institutional capacity for a renewable energy and energy efficiency investment programme for Sao Tome and Principe" (ID 200158)

Date: 18 November 2022

1. Introduction

As Small Island Developing State (SIDS) and Least Developed Country (LDC), located in Central Africa, São Tomé and Principe faces specific challenges in relation to its size, remoteness from large markets, as well as dependence on imports and a small number of economic sectors. The mainly agricultural economy is highly vulnerable to natural and external shocks. Like other SIDS, it is significantly affected by climate change and the current economic downturn due to the COVID-19 crisis.

The United Nations Industrial Development Organization (UNIDO) in partnership with the General Directorate for Natural Resources and Energy (DGRNE) of the Ministry of Infrastructure and Natural Resources (MIRN, former MOPIRNA) and the National Designated Authority (NDA) at the Ministry of Planning, Finance and Blue Economy (MPFEA) are implementing the GCF readiness project "Building institutional capacity for a renewable energy and energy efficiency investment programme for São Tomé and Principe". It is being executed in close coordination with the ongoing GEF funded UNIDO project "Strategic program to promote renewable energy and energy efficiency investments in the electricity sector of São Tomé and Príncipe".

Both projects contribute to the nation's Vision 2030 "São Tomé e Príncipe 2030: the country we need to build", which aims to transform the country into a climate-resilient and vibrant island hub for blue economy business, financial services and tourism, benefitting from the growing regional market of the Economic Community of Central African States (ECCAS). The success of the vision highly depends on a power sector reform and a transformational shift of the entire energy system from a nearly complete fossil fuel import dependency to renewable energy and energy efficiency.

Therefore, the GCF project aims to strengthen the capacities of the Government of Sao Tome and Principe (STP) to formulate and implement a paradigm-shift renewable energy (RE) and energy efficiency (EE) investment program, which will enable the country to achieve its climate mitigation targets in the Nationally Determined Contribution (NDC) and the 3rd National Communication on Climate Change (NCCC). Through RE&EE improvements, the country aims at reducing its GHG emissions significantly in comparison to the reference scenario 2012-2030.

The GCF project addresses demand and supply-side barriers which hinder the market introduction of new sustainable energy technology products, services and business models in STP. The readiness project applies a holistic approach and focuses on a paradigm-shift of the entire energy sector. It builds on past and ongoing readiness activities and will complement and/or upscale existing support and close existing gaps in the sectors ranging from government ministries, private sector, energy producers/consumers and other stakeholders.

The GCF project includes support for RE&EE policy and regulation, knowledge management, capacity building, as well as investment and business facilitation. The focus regarding renewables lies on specific regulations and practical documents/procedures, which aim to reduce risks for private participation (e.g. IPPs, PPPs, auto-producers, mini-grids) and project finance (equity, concessional and non-concessional

finance), particularly in the area solar photovoltaics (PV) and run-off-river micro/small hydro power. Moreover, the support also taps on innovative areas such as the application of solar thermal systems in the health, tourism and industrial sector, energy storage and smart grids, as well as ocean energy technologies in the context of the blue economy. The activities in the energy efficiency sector focus particularly on modalities to reduce non-technical grid losses, energy efficiency standards for appliances and transport, as well as efficient cooking.

2. Specific issues addressed by the assignment

Currently, the country has one of the highest power generation costs in Sub Sahara Africa. The dependency on fossil fuel imports for energy generation and transportation questions the macro-economic stability of the country and hampers the productivity of key island industries. Supporting the transition towards renewable energy will free-up scarce hard currency resources for social and economic development (e.g. education, health care, transportation, export diversification, business development) and climate change adaptation.

The power sector remains subsidized, and consumer tariffs are not cost-reflective, affecting the macro-economic stability of the country. The national utility is not able to recover its costs. Moreover, the country faces challenges resulting from an outdated transmission and distribution system and a generation mix highly dependent on costly diesel. As a result, electricity supply is characterized by frequent power cuts and load shedding, forcing businesses and essential social service providers to run on diesel generators.

The STP electrification rate is currently estimated at 76.6% with a total generation capacity of 30.22 MW (2018). Furthermore, over twenty percent (20%) of the population in remote and rural areas does not have access to reliable electricity services. A majority of the population has no access to sustainable cooking services and relies on traditional biomass and charcoal. The currently fragmented legal and regulatory framework leaves it uncertain, how the envisaged RE&EE market uptake can take place. Thus, there is no general law on energy, rather several pieces of legislation focused on the various forms of energy. The framework covers mainly the electricity and petroleum sectors, and is only partially enforced.

The *Lei de Bases do Sector Elétrico* (Basic Electricity Sector Law), approved in 2014, highlights RE, EE and the role of Independent Power Producers (IPPs). However, investment risks remain high due to a lack of enforcement and the non-existence of fiscal and non-fiscal policy instruments (e.g. obligations, net-metering, rural concessions, public procurement, tax and duty exemptions), as well as practical technical procedures and modalities. Currently, General Regulatory Authority (AGER) does not have the skills base to fulfil its role as regulator for the electricity sector, including the enforcement of potential RE incentives.

This has led to major delays regarding the realization of grid-connected RE projects, promoted by IPPs and foreign direct investors (e.g. PV, solar, SHP). The sale prices for electricity to the utility are not regulated by AGER and there are no standard purchase agreements. This has become an urgent issue, as several IPP projects are proposed for realization. Also, the market segment of distributed renewable energy (DRE), including roof-top systems, mini-grids and industrial prosumers, in urban and rural contexts is characterized by uncertainty.
The rural energy dimension remains largely unregulated. No net-metering system exists and there are no incentives for the use of solar-thermal systems. Theoretically, the law allows rural and peri-urban industrial IPPs (e.g. bioenergy) to generate electricity for self-consumption and injection into the grid (max. 40%). The law also includes simplified authorizations for small-scale producers up to 150 kW in isolated settlements. So far, these regulations have been not really implemented.

Despite the high technical and non-technical commercial electricity losses (around 40%) and escalating urban peak loads, the country has no EE standards for generation and transmission/distribution, industrial use, buildings, lighting and appliances and cooking in place. Similarly, the area of land

transport lacks of a coherent regulatory framework, which includes low-carbon options such as vehicle and fuel standards, biofuels or electric vehicles. The annual work plans of the Government "*Grandes Opções do Plano*" just speak about the need to establish an EE programme.

To address these challenges the Government has developed the National Renewable Energy Action Plan (NREAP) and the National Energy Efficiency Action Plan (NEEAP) with support of UNIDO. The NREAP and NEEAP provide the Government with practical guidance on how to make the energy transition a reality by 2030 and 2050. Based on energy modelling using Low Emissions Analysis Platform (LEAP) software, the NREAP and NEEAP propose a low-carbon scenario that will significantly reduce the country's energy costs and greenhouse gas (GHG) emissions. Both documents include concrete measures and programs, which need to be implemented to achieve all set targets.

Therefore, as a concrete follow-up UNIDO is supporting the Government to improve the regulatory and practical framework related to the reduction of non-technical commercial losses and DRE market uptake. The envisaged activities require close cooperation with the main players of the electricity system, including DGRNE, the National Water and Electricity Company (EMAE), the General Regulatory Authority (AGER) and the Autonomous Region of Principe (RAP). It also requires close cooperation with ongoing World Bank (WB) funded "STP Power Sector Recovery Project" and AfDB funded "The Energy Transition and Institutional Support Programme". Both projects aim at restructuring of the current tariff and electricity system, including EMAE and AGER, as well as the reduction of technical transmission and distribution losses. Together with UNDP, there are also efforts improve the regulatory and practical modalities for utility-scale renewable energy projects. In line with the division of labor, UNIDO complements the efforts with focus on commercial losses, including electricity theft, as well the DRE dimension.

3. Objectives and scope of the assignment

In this context, UNIDO seeks advisory support of a consultancy company or consortia for the development of a regulatory, legal and practical framework of the implementation of modalities related to the reduction of non-technical commercial grid losses and the uptake of distributed renewable energy (DRE) systems in urban and rural contexts. The consultant can base its work on already existing documents developed by UNIDO, UNDP, AfDB, WB and other partners, including UNIDO supported Clean Energy Mini-Grid Policy Development Guide, which is available in Portuguese.[1] The scope and main objectives of the assignment are as follows:

a. Develop a baseline assessment on non-technical commercial grid losses and energy saving potentials in urban and rural areas and identify gaps in the existing policy, regulatory and legal framework; assess the main causes for the behaviour of the various stakeholders in the electricity system;
b. In line with international best practice of ISO/IEC/IEEE, propose modalities to address commercial grid losses and energy saving potentials, which are feasible and political view, as well as acceptable for the main players of the electricity system (ministry, utility, regulator and consumers);
c. Based on the preferred option of the Government, adapt the existing legislation regarding commercial losses and energy saving and develop practical guidelines and templates to put the new gender-sensitive modalities into practice; provide advice to EMAE for the development of a program related to electricity theft and demand-side energy management;
d. Develop a baseline assessment on DRE systems in urban and rural areas and identify gaps in the existing policy, regulatory and legal framework; identify the main barriers and risks for domestic and international investments in the sector; consider various types of DRE, including mini-grids, roof-top installation, as well as industrial prosumers;
e. In line with international best practice of ISO/IEC/IEEE, propose attractive modalities and incentives for mini-grids and auto-producers, which are feasible in social and political view, as

[1] https://www.gn-sec.net/news/clean-energy-mini-grid-policy-development-guide-available-portuguese

well as for the main players of the electricity system (ministry, utility, regulator and consumers) and potential domestic and international financers and investors;

f. Based on the preferred option of the Government, adapt the existing legislation regarding DRE systems, including for mini-grids, roof-top installations and industrial auto-producers, and develop practical guidelines and templates to put the new modalities into practice; this includes templates for licences, concessions, permits, PPAs, as well as appropriate technical and quality of service regulations, including minimum standard requirements for applications, components, installation services, safety and environmental safeguards;

g. Conduct (1) one training on modalities to reduce commercial grid losses and energy saving, as well as one (1) training on modalities and incentives for DRE, including mini-grids, roof-top systems, as well as industrial auto-producers.

4. Detailed tasks and deliverables

Specifically, UNIDO is seeking the services of a contractor to cover the following scope of work as detailed below. All produced end-products need to be provided by the contractor fully edited, designed (incl. graphs) and ready to be published in Portuguese. All The documents are subject to several rounds of quality reviews and feedback loops, which might take some time and cause longer delays.

Tasks/Activities	Deliverables	Tentative Working Days	Location
1. Inception meeting and work plan validation The contractor will provide an inception report, incl. detailed work-time diagram, applied methodology, list of key literature, stakeholders, schedule of consultations, indicative tables of content for the baseline studies. The inception report and commencement of the assignment requires approval by UNIDO and DGRNE. At least two online inception meetings will be required, which will include also the participation of DGRNE and other players of the STP electricity sector.	Inception report incl. detailed activity plan, time schedule, list of key literature, applied methodologies, schedule of stakeholder consultations, indicative tables of content of assessment reports in Portuguese;	2	Virtual/ In person
2. Develop a baseline report, regulation and practical guidelines and templates for the reduction of non-technical losses a. Develop a gender-sensitive baseline assessment on non-technical commercial grid losses (e.g. caused by meter reading, defective meter, billing of customer energy consumption, lack of administration, financial constraints unmetered supply and energy thefts) and energy saving potentials in urban and rural areas and identify gaps in the existing policy, regulatory and legal framework; assess the main causes for the behaviour of the various stakeholders in the electricity system; conduct a survey on electricity theft as required; the assignment is complementary to ongoing efforts regarding the reduction of technical transmission and distribution losses addressed by AfDB/WB led projects; the baseline will include also the island of Principe; the baseline shall be of sufficient quality and deepness to allow reliable decisions on potential solutions;	• One (1) baseline assessment report in Portuguese, max. 30 A4 pages excl. annexes. • Presentation on best practice and feasible	35	Home based and in São Tomé and Príncipe

b. In line with international best practice of ISO/IEC/IEEE and examples of other lusophone countries (e.g. Portugal, Cape Verde), the contractor will propose modalities, tools and minimum quality standards (e.g. metering) to address non-technical commercial grid losses and energy saving potentials, which are feasible in social and political view, as well as acceptable for the main players of the electricity system (ministry, utility, regulator and consumers); the contractor will present the options to the established national committees to be convened by DGRNE and UNIDO; c. Based on the preferred option of DGRNE, EMAE and AGER, and in line with international best practice of ISO/IEC/IEEE, the contractor will adapt the existing legislation regarding non-technical losses and energy saving and develop practical guidelines and templates to put the new modalities into practice; the latter requires strong buy-in and involvement of EMAE from the very beginning; all legal documents need to be provided in line with the local legal practice and templates in STP; d. The contractor will provide a list of recommendations to EMAE regarding the development of a program and campaign addressing demand-side energy issues, electricity theft and energy saving;	modalities, tools and quality standards in Portuguese • Regulation on the reduction of non-technical commercial losses incl. minimum quality standards in line with STP legal practice and templates in Portuguese • Practical modalities, guidelines and tools for EMAE and AGER to reduce non-technical commercial losses and particularly electricity theft available • List and presentation on recommendations on demand-side management, electricity theft and energy saving		
3. Develop a baseline report, regulation and practical guidelines and templates for distributed renewable energy systems uptake ▪ Develop a baseline assessment on DRE systems in urban and rural areas and identify gaps in the existing policy, regulatory and legal framework; identify the main barriers and risks for domestic and international investments in the sector; consider various types of DRE, including mini-grids, roof-top installation, as well as industrial prosumers; for distributed renewable energy sources connected to the main grid (e.g. roof-top PV) the contractor will estimate a maximum penetration based on studied grid stability considerations in the main cities; the baseline will include also the island of Principe; the assignment complements ongoing interventions of AfDB/WB regarding grid stability and the improvement of the regulatory framework for utility-scale RE independent power producers. ▪ In line with international best practice of ISO/IEC/IEEE and other lusophone countries (e.g. Portugal) or SIDS (e.g. Barbados, Cape Verde) propose attractive modalities and incentives for renewable energy mini-grids and auto-producers,	• One (1) Max. 30 A4 pages baseline assessment report in Portuguese, excl. annexes. • Presentation on best practice and feasible modalities, tools and quality standards in Portuguese	35	Home based and in São Tomé and Príncipe

which are feasible in social and political view, as well as for the main players of the electricity system (ministry, utility, regulator and consumers) and potential domestic and international financers and investors; the contractor will take various modalities and incentives into account (e.g. net-metering, concessions, feed-in tariffs); ▪ Based on the preferred option of DGRNE, EMAE and AGER, the contractor will adapt the existing legislation on modalities and incentives regarding DRE systems, including for a.) mini-grids, b.) roof-top installations and c.) industrial auto-producers, and develop practical guidelines and templates to put the new modalities into practice; the assignment includes the development of "turn-key" templates for licences, concessions, permits, PPAs, as well as appropriate technical and quality of service regulations, including minimum standard requirements for applications, components, installation services, safety and environmental safeguards in line with of ISO/IEC/IEEE; the work can rely on previous documents prepared by UNDP and UNIDO, particularly the grid stability studies in Santo Amaro region.	• Regulations and incentives for mini-grids, roof-top installations and industrial auto-producers • Practical guidelines and templates for licences, concessions, permits, PPAs, as well as minimum standard requirements to be applied by DGRNE, EMAE and AGER		
4. Training, capacity building and awareness raising ▪ Conduct one (1) one training on the modalities and best practice to reduce commercial grid losses and energy saving; ▪ Conduct one (1) training on the application of modalities and incentives for DRE, including mini-grids, roof-top systems, as well as industrial auto-producers; The right timing for the trainings will be discussed between UNIDO, DGRNE and the contractor.	• Training materials in Portuguese • A list of participants and certificates. • Results and feedback survey undertaken after the training;	8	Home based and in São Tomé and Príncipe
5. Stakeholder consultations This assignment requires extensive stakeholder's consultations with the main players of the electricity system in STP. It also requires the participation in online meetings and the presentation of results of the assignment to relevant committees, including the project steering committee. The assignment includes at least to travels to STP. Such travel shall include trips to RAP. The costs for flights and per diem shall be covered by the contractor through its provided budget. UNIDO and DGRNE will take care of cost related to validation meetings. In case travel is not possible due to the COVID pandemic or not required, UNIDO and the contractor can earmark the time and resources for other activities.	• Mission reports • Evidence on Stakeholder consultations	5	Home based and in São Tomé and Príncipe
Total		**85 WDs**	

5. Deliverables and Time Distribution

The activities under this contract shall be completed within a period of twelve (12) months from the effectiveness of the contract. Due to the COVID-19 crisis, UNIDO and the contractor will adapt the time schedule as required (inception phase). It is a requirement that the contractor employs local expert(s) working from STP (local consulting fees apply) to ensure quality data and local buy-in. The proposed plan for implementation of activities and deliverables:

Deliverables	Months												Tentative Payment Schedule
	1	2	3	4	5	6	7	8	9	10	11	12	
Deliverable 1 – Inception report													20%
Deliverable 2 – Baseline assessment on Commercial Losses and Decentralized RE													20%
Derivable 3 – Final regulations and practical guidelines and templates for distributed renewable energy systems uptake													20%
Deliverable 4 – Final regulations, practical modalities, guidelines and tools to reduce non-technical commercial losses													20%
Deliverable 5 – Conducted trainings													20%

This document will be provided by the contractor fully edited, designed (incl. graphs) and ready to be published in English; an executive summary and key findings shall be provided in Portuguese and English. In addition, the contractor will be required to deliver the following:

- Item **High-resolution photographs (min. 3 MB, at least 20)** – that illustrate the undertaken activities. The consultants will cede all appertaining rights to unlimited use of the respective pictures to UNIDO and the Government of São Tomé and Príncipe.
- Item **All used raw files and calculation sheets** in editable form (e.g. xls). All files need to be handed over and become property of MIRN and UNIDO. Collected data will be distributed through the national energy information system.

6. Coordination and Reporting

Project coordination and communication

The contractor will report to the UNIDO Project Manager and his Team in Headquarters (Vienna) and the National Project Coordinator and his team at MIRN/DGRNE in São Tomé and Príncipe. Moreover, the contractor will coordinate closely with other international partners or similar interventions by World Bank, and UNIDO as needed. All draft and final deliverables are subject to approval by UNIDO and MIRN. The contractor will coordinate on a day-to-day basis closely with the local UNIDO team at MIRN. It is the overall responsibility of the contractor to collect reliable quality data through its local team. Moreover, the contractor will coordinate with the UNIDO contracted consultants assigned to develop the NEEAP. Relevant information will be shared openly.

Coordination with local and international stakeholders

All relevant documents developed by the contractor undergo a review and quality assurance by the established national Technical Committee (TC) on Energy comprising relevant national and international stakeholders and partners. The contractor will present relevant deliverables to the TC as

requested. By this opportunity, the contractor will strengthen the expertise of the TC to guarantee the participation of industry experts, professional associations, government, trade union, and other stakeholders. The assignment requires close cooperation and coordination with the national key stakeholders working in the energy sector of STP, particularly EMAE, AGER, MIRN, DGRNE, AFAP, EMAE and DGA, as well as international partners, particularly UNDP, AfDB and WB.

Coordination with relevant projects

The contractor will closely coordinate with other grid connectivity, stability and commercial losses projects in STP. This includes particularly the World Bank projects "Access to Clean Resilient Electricity" and STP Power Sector Recovery Project in Partnership with EMAE. The contractor will also closely coordinate with the starting EE activities of the AfDB particularly addressing generation, transmission, and distribution losses. Additionally, the contractor will coordinate with the UNIDO National Project Coordinator and is encouraged to liaise with the government of Cape Verde on the existing regulations of commercial losses, net metering and other national or regional experiences.

7. Available Budget

The available all-inclusive budget for this assignment is **USD 74,500.00** (Seventy-four thousand five hundred US Dollar).

8. Qualification Requirements and Evaluation Criteria

Received proposals need to comply with and will be evaluated according to the following criteria:

	MINIMUM QUALIFICATION REQUIREMENTS	VALUE	SCORE
1	Company or consortia with seven (7) years of experience in the area of international renewable energy or commercial losses consulting; (please provide a copy of the Certificate of Incorporation if company).	Yes	qualify
		No	does not qualify
2	Immediate availability of the contractor; ability to implement the assignment despite the COVID-19 travel restrictions; to ensure proper data collection and the employment of at least one local expert in STP is a requirement.	Yes	qualify
		No	does not qualify
3	Financial Strength of the company. Please provide the completed and signed UNIDO Financial Statement Form. **Profitability** Profit Margin Ratio or Return on Assets Ratio should be preferably positive. **Solvency** A solvency ratio should be preferably more than one (1). In case of negative profit margin ratio or solvency, UNIDO 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 of time 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.	Yes	qualify
		No	does not qualify
4	Completed and signed Statement of Confirmation.	Yes	qualify
		No	does not qualify
5	Completeness of the technical and separate financial offer (e.g. CVs, track record, legal and financial documents, all-in price incl. all taxes);	Yes	qualify
		No	does not qualify
	CRITERIA FOR THE QUALITY ASSESSMENT OF TECHNICAL OFFERS	**VALUE**	**SCORE**
1	Quality and coherence of the overall technical offer, proposed methodology and efficiency of the proposed execution modality and team set-up; technical offers shall reflect the analytical capacity of the project team and avoid just a repetition of the text in the TOR); the technical offers shall demonstrate the ability of the team to draft legislation in line with Lusophony and STP practice;	convincing	15%
		regular	8%
		poor	0%
2	More than ten (10) years of accumulated work experience of the project team and quality track-record of assignments in the power sector and particularly issues related to technical and non-technical commercial losses; experience in developing related policies, regulations, modalities and tools to address commercial losses is a strong comparative advantage. experience and provided track-record of the project teams	good	15%
		regular	8%
		poor	0%
3	More than ten (10) years of accumulated work experience of the project team and quality track-record of assignments regarding the development of policies, regulations, modalities, incentives and quality standards in the area of distributed renewable energy in urban and rural areas, including mini-grids, roof-top home systems and industrial prosumers; experience in related ISO/IEC/IEEE standards is an asset;	good	10%
		regular	5%
		poor	0%
4	More than fifteen (15) years of accumulated work experience of the specialists convened in the project team, with track-record of assignments which demonstrates relevant experience with projects, policies, modalities and regulations related to a.) reduction of technical and non-technical electricity losses, b.) distributed renewable energy systems, including rural	good	20%

	mini-gids, roof-top home systems and industrial prosumers; the employment of a legal advisor with experience in drafting Portuguese legislation in line with Lusophony or STP best practice is required; ideally the person has experience in energy legislation. The Team Leader holds at least a master's degree in engineering and demonstrates at least ten (7) years of consulting experience in the international electricity sector. The work-time diagram reflects the substantial involvement of the Team Leader. Full proficiency (C2 level and above) in **Portuguese;** at least one team member (preferable the team leader is at least B2- level proficient in English).	regular	10%
		poor	0%
5	Demonstrated three (3) years of work experience and track record of the proposed project team (not only for the company) in Africa (including Lusophone Africa) is a requirement for the team. The employment of at least one domestic expert in line with local consultancy rates is a requirement; sufficient working days for local consultants should be included in the work-time diagram.	good	10%
		regular	5%
		poor	0%
6	Provided track-record of more than six (6) high-quality technical studies, assessments, publications and documents of the project team in the renewable energy and energy efficiency sector.	good	20%
		regular	10%
		poor	0%
7	More than three (3) years of accumulated work experience of the project team in other Lusophone countries in Sub Sahara Africa; well-established contacts to the main players of the electricity system in STP is a strong advantage (e.g. EMAE, DGRNE, AGER).	good	10%
		regular	5%
		poor	0%
	MAXIMUM SCORE		**100%**

In accordance with UNIDO procurement rules the technical acceptable bid with the lowest (all-inclusive) price will be awarded. Only technical proposals with a quality score of 70% or more will qualify. UNIDO reserves the right to request additional information from bidders if necessary.

9. Application Procedure

Interested and qualified bidders shall submit their written proposals in Portuguese:

- **Technical proposal** (including proposed approach and methodology, work and activity plan, detailed CVs of experts, copies of university degrees, certifications, licenses as well as a proven track record of implemented assignments); the proposal shall refer to best practice examples of similar grid stability and commercial losses reduction regulation processes;
- **Financial proposal** in USD including all costs and taxes (includes a detailed work-time-expert-diagram indicating daily rates for individual team members); offers without clearly stating the all-in price will be rejected;
- Documents demonstrating the quality of the track-record of the project team with regard to areas such as RE & EE policies, legislation on commercial losses, solar mini-grids, and other legal energy frameworks;

Bidders are requested to submit their proposals by registering on the UNIDO e-procurement portal (https://procurement.unido.org/). In case of difficulties, submissions could exceptional be sent to UNIDO Help Desk at procurement@unido.org/.

10. Further information

- GCF-UNIDO Concept Note: https://open.unido.org/projects/ST/projects/200158
- GEF-UNIDO CEO Endorsement Document: https://open.unido.org/projects/ST/projects/150124
- GEF/GCF Project Website: https://dgrne.org
- NREAP, https://www.gn-sec.net/content/national-renewable-energy-action-plan-sao-tome-e-principe

- NEEAP, https://www.gn-sec.net/content/national-energy-efficiency-action-plan-sao-tome-e-principe
- São Tomé and Príncipe Renewable Energy and Energy Efficiency Status Report UNIDO- ALER
- World Bank: STP Power Sector Recovery Project
- Central Africa Power Pool (CAPP)
- UNIDO Energy Policy and Data Gap Analysis (2021) for São Tomé and Príncipe
- Least-Cost Power Development Plan for São Tomé and Príncipe, Agência Fiduciária de Administração de Projetos (AFAP) and World Bank
- www.unido.org and www.gn-sec.net