29 November 2023

Dear Sir/Madam,

Invitation to apply for grant funding under the Transforming Energy Access (“TEA”) platform to deliver the Technical Assistance component of the Local Partnership Inclusion (LPI) Project.

You are invited to apply for grant funding to deliver a Technical Assistance Facility (TA) that forms part of the Local Partnership Inclusion (LPI) project. Providing Local Partners with technical assistance was one of the recommendations made by the African Partnership Inclusion (API) project in the previous phase of TEA. The API project was launched to increase the inclusion of African expertise and knowledge in the sector. The overarching aims of the LPI project are to:

* expand the geographical scope of the API work to include TEA’s new geographies,
* increase the inclusion of local expertise in the energy access sector, and,
* to ensure that innovative solutions have been fully informed by comprehensive research, study and analysis of the contexts, realities, and socio-cultural paradigms in TEA’s geographies, within an empowering, enabling and partnership dynamic between all TEA partners.

The aim of this grant is to deliver the capacity development component of the LPI project, and achieve the following objective: **to support Local Partners apply for TEA funding and develop their technical capacity to successfully apply for future donor funding.**

The maximum budget for this project is up to £140,000 (although scoring will consider value for money and absolute cost criteria), and it is envisaged that the work will be undertaken over 15-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 the Technical Assistance (TA) component of the Local Partnership Inclusion (LPI) 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 12 January 2023. 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.

**Procurement Timeline:**

The timeline for this procurement process is as follows:

|  |  |
| --- | --- |
| RFA opens | 29 November 2023 |
| Deadline for clarification questions | 8 December 2023 |
| Clarification document published | 15 December 2023 |
| Deadline for submission of full RFA application | 12 January 2024 |
| Successful application informed | 26 January 2024 |
| Envisaged project start date | 1 April 2024 | |

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 8 December 2023. The complete set of questions and all answers will be published in the Clarification Document on the Carbon Trust and TEA websites by 15 December 2023 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”) PLATFORM**

**-FOR -**

**Transforming Energy Access (TEA) – Technical Assistance (TA) Facility for the Local Partnership Inclusion (LPI) 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) – the Technical Assistance (TA) Component of the Local Partnership Inclusion (LPI) Project under the FCDO’s Transforming Energy Access (“**TEA**”) platform.
  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 delivery of a Technical Assistance facility aiming at capacity building for Local Partners, supporting the bid writing process to enable more Local Partners to receive donor funding. 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 April 2024.
   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 platform, 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\_LPI\_122023*** 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 08 December 2023. 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 15 December 2023, 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 2023.
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, specifically on capacity building for Local Partners, supporting the bid writing process to enable more Local Partners to receive donor funding. * The description should include an initial overview on the approach followed by a description of how each Work Package and task will be delivered. These should be well proposed and demonstrate value add. * We expect this TA support to be collaborative with the Local Partners, we do not want the awarded consultant or organisation to simply write the bids for the Local Partner. Therefore, the support should be tailored to the organisations’ needs and should empower the organisation with the skills and confidence to enable future independent bid writing for donor funding. * Also, Applicants need to justify how their proposed approach meets the objective of the TA facility, and the overall objectives of the LPI project. Ideally, the applicant will clearly link the objectives to the activities in the proposal and demonstrate their impact. The four objectives of the LPI project are;  1. To increase Local participation/inclusion in programme delivery. 2. To support partners delivering projects through growing networks with Local experts. 3. To establish a collaborative platform for TEA partners to share best practice (the LPI working group). 4. To mainstream Local expertise in the sector.   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. Applicants should show evidence of project management skills within the team alongside a clear stakeholder engagement plan. We would like to see a work chart e.g. a Gantt chart to show the project timeline. * Applicants should demonstrate their ability to carry out the activities detailed in the Scope of Work within the initial term of the Grant Agreement. A clear Gantt chart or workplan should show reasonable and achievable timelines. | 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. These should include evidence of the consultant or organisation’s expertise in delivering capacity development, training, or coaching within the energy access/clean energy/innovation sector and expertise in bid writing for donor funding 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. * Clearly detail, with actionable points, how they plan to integrate collaboration in the project. i.e. coaching on how to write the bid. The applicant should also use examples to demonstrate how they have achieved this in previous projects. | 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. These should propose appropriate team structures. * 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 (e.g. bid writing for donor funding) performed by the proposed staff members, explaining how this is relevant to the Approach to Work. Previous delivery of a technical assistance project is desired. | 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. Please note that the maximum budget for this component is £140,000 (although scoring will consider value for money and absolute cost criteria), and it is envisaged that the work will be undertaken over 15-month period from contracting. We expect 90% of the funds to be used to deliver the TA support (10% for overheads). * The applicant should demonstrate where and how they will deliver additional value for money, alongside proposing the right staff for the project. * 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 12 January 2024.** 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** |
| RFA opens | 29 November 2023 |
| Deadline for clarification questions | 8 December 2023 |
| Clarification document published | 15 December 2023 |
| Non-application notification deadline | 23 December 2023 |
| Deadline for submission of full RFA application | 12 January 2024 |
| Successful application informed | 26 January 2024 |
| Envisaged project start date | 1 April 2024 | |

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**

Transforming Energy Access Support Services: Local Partnership Inclusion Project

## Technical Assistance for Local Partners: Pre-Application Support

**Project title: Technical Assistance for Local Partners: Pre-Application Support**

**Project dates: April 2024 –July 2025**

**Budget: up to £140,000**

**Carbon Trust Project Manager: Harriet Bradshaw-Smith**

**We encourage consultants/organisations from TEA’s target countries[[1]](#footnote-2) to apply.**

### Introduction to TEA:

Transforming Energy Access (TEA) is a research and innovation platform supporting the technologies, business models and skills needed to enable an inclusive clean energy transition. 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 (SSA), South Asia, and the Indo-Pacific, improving their lives, creating jobs and boosting green economic opportunities.

### TEA Local Partnership Inclusion Project – Background

In the previous phase of TEA (2018-2021), the African Partnership Inclusion (API) project was launched to increase the inclusion of African expertise and knowledge in the platform. The API project was led by Dr Elizabeth Rasekoala with a Working Group made up of African and International TEA delivery partners. There were four main objectives:

1. To increase African participation/inclusion in programme delivery.
2. To support partners delivering projects through growing networks with African experts.
3. To establish a collaborative platform for TEA partners to share best practice (the API working group.
4. To mainstream African expertise in the sector.

The API developed a 3-year implementation plan, which suggested a framework focusing on 4 key areas:

1. **Funding access** via mechanisms such as early-stage support and funding for [Local Partners](#_Definition_of_Local) to build capacity to enable successful funding applications and Due Diligence compliance.
2. **Capacity building** through training for Local Partners in legal and financial management, and the set-up of the API/LPI Working Group to enable knowledge and expertise sharing.
3. Develop and engage existing **networks** to leverage opportunities for local partners to engage with international funders.
4. Improving **African/local partner visibility** via ensuring their inclusion at meetings and events and supporting marcomms activities.

### Rationale

In this next phase of the platform (2022-2027), TEA’s geographical focus has expanded to include South Asia and the Indo-Pacific. To include the new regions, we have re-branded the API project to**: Local Partnership Inclusion (LPI),** however the objectives and implementation plan remain the same. This component (the below scope of work) will deliver on the **Capacity Building** implementation targets. This is in direct response to the findings from the Needs Assessment[[2]](#footnote-3) that highlighted that locally owned companies required technical support to scale their operations and to deliver the interventions required to reach Sustainable Goal 7[[3]](#footnote-4). This **Technical Assistance (TA)** facility will focus on pre-application support, that includes, but is not limited to, bid writing and Due Diligence preparatory support, to enable more Local Partners to receive donor funding.

### Definition of Local Partners

Local Partners are defined under the following categories:

* Organisations, businesses, entities, enterprises, and entrepreneurs in the clean-energy sector that are fully head-quartered in SSA, or in the target countries[[4]](#footnote-5) in South Asia and the Indo-Pacific (and which only operate in these regions/countries);
* Clean-energy organisations, businesses, entities, and enterprises that are majority (over 51%) ‘owned’ by citizens of these regions/countries;
* Clean-energy organisations, businesses, entities, and enterprises that are majority (over 51%) ‘owned’ or founded by diaspora citizens of these regions/countries;
* Autonomous national/regional bodies operating in these regions/countries that are part of an international organisational, enterprise or institutional framework.

### Pre-application support for TEA funded Open Calls:

Projects across the TEA Platform hold Open Calls and competitive tenders, giving organisations, businesses, entrepreneurs, and consultants opportunities to win donor funding. These Open Calls include, but are not limited to, scale up funding for businesses, innovation funds for demonstration projects, and research project funding.

To facilitate this TA support, we (CT Project Manager and the TA provider) will work TEA partners that have Open Calls to develop their timelines to allow time for a 2-stage application window.

* **Stage 1:** a 2-week window where the Open Call will open for organisations to register their interest (with the note detailing the date that applications will fully open). This stage will also include the details of the available TA, the eligibility criteria ([WP1](#_WP1:_Technical_Assistance)), how Local Partners can apply for the TA, and the timeline for receiving the TA.
* **Stage 2:** the Open Call formally opens, publishing the full details of the Open Call, along with the timeline for the call, project, and contracting expectations. The Open Call windows may vary in length, usually between 4-8 weeks. During this window the TA provider will work with the Local Partner on their Open Call bid or other pre-application support the TA delivery partner decides.

Please find example Open Calls in **Appendix 2**.

During the Open Call application process, the Local Partners that receive the TA will not be identified to the Open Call application review panel as an organisation who has received the support. This should ensure that all applications are reviewed without bias. We may request all review panel members to sign a Conflict-of-Interest statement to ensure they declare any existing relationships with potential Local Partners.

### Objectives:

To support Local Partners apply for TEA funding and develop their technical capacity to successfully apply for future donor funding.

### Scope of Work:

We are looking for a consultant or organisation with experience delivering capacity development, training, or coaching within the energy access/clean energy/innovation sector and expertise in bid writing for donor funding to deliver the TA component of the LPI project which aims to provide Local Partners with pre-application support. The lead consultant or organisation should have experience working with Local Partners in TEA’s geographies.

We envisage this TA to assist at least 22 Local Partners with pre-application support. Alongside the TA, there are additional deliverables including an annual report detailing the activities and including at least 2 case studies. We hope to learn from this TA component and share the lessons and successes with the wider sector.

There is up to £140,000 grant funding available for the delivery of the TA. We expect this TA support to be collaborative with the Local Partners and to support them to build their long-term technical capacity. We do not want the awarded consultant or organisation to simply write the bids for the Local Partners. The support should be tailored to the Local Partner’s needs (informed via the application form developed in WP1) and should empower the Local Partner with the skills and confidence to enable future independent applications for donor funding. Evidence of the collaborative approach should be explicitly included in the consultant or organisation’s application for this work.

We envisage the TA delivered to encompass at least bid writing and Due Diligence preparation, however we are open to additional skills/support as suggested by the awarded consultant or organisation. Please include details of which in the application.

### Suggested delivery approach:

We suggest that these objectives would be best delivered through the following 4 work packages (WP), however we encourage proposals with additional value-adding approaches:

#### **WP1: Technical Assistance Set Up.**

Prior to launching the TA component, the awarded consultant or organisation will need to develop the TA framework, this will involve working with the TEA projects delivering Open Calls to understand the scope, timeline and to identify ways of working.

Key outputs will include:

* Local Partner eligibility criteria.
* Local Partner TA application form, which should include the methodology for selecting the Local Partners to support, and questions to understand the level and type of support required.
* Timeline and milestones for the TA delivered.
* Webpage content for the TEA and partner websites.
* TA Dissemination plan (how to communicate the TA to the market prior to and during the Open Call application windows).
* The development of a feedback mechanism for all Local Partners who receive the TA to give feedback on their experience (e.g. an online survey in a standardised format to enable analysis).

#### **WP2: Technical Assistance Delivery.**

This WP captures the delivery of the TA support.

Key outputs will include:

* At least 22 Local Partners supported with pre-application support, which can include, but not excluded to, bid writing, Due Diligence preparation, or other activities the TA delivery partner deems suitable, by March 2025.
* Development of standard templates or tools for Local Partners to use in future bids. The templates could include, but are not excluded to:
  + Expression of Interest template.
  + Proposal template.
  + Project budget template.
  + Policy templates: Conflict of Interest Statement, Whistleblowing policy, Subcontractor policy, Due Diligence process.
* Record of TA support (e.g., a tracking spreadsheet that will be shared with the Carbon Trust Project Manager).

#### WP3: Technical Assistance Reporting.

To understand the impact of the TA support, we would like to see evidence through monitoring and evaluation. This should include surveying the recipients of the TA.

Key outputs will include:

* End of project report with at least 2 case studies.
* Mid-project presentation to CT and funders to showcase the work to date.
* End of project presentation to TEA network.
* Logframe reporting with final numbers.

#### WP4: Project management.

As this is a grant funded project, there are platform level reporting requirements. This will include monthly meetings with the CT Project Manager, donor reports (includes financial and delivery reporting), and annual reports (logframe).

#### Optional WP:

Up to £10,000 may be made available for the delivery of an additional work package that delivers two webinars: the fundamentals of bid writing and the fundamentals of Due Diligence, we are also open for additional webinar topics (e.g. donor reporting). We would ask the content to be as creative as possible. At a minimum, the webinars should be delivered in French and English and will be recorded and saved for future TEA partners.

**There will be a Logframe for this component of the LPI project, and all outputs will contribute to the overall LPI project’s Logframe.**

### Procurement Timeline:

The timeline for this procurement process is as follows:

|  |  |
| --- | --- |
| RFA opens | 29 November 2023 |
| Deadline for clarification questions | 8 December 2023 |
| Clarification document published | 15 December 2023 |
| Deadline for submission of full RFA application | 12 January 2024 |
| Successful application informed | 26 January 2024 |
| Envisaged project start date | 1 April 2024 | |

### What does success look like?

It is important to note, that the success of this project is not necessarily hinged on the Local Partners being awarded the TEA Open Calls, but rather feedback from the Local Partners that their institutional capacity has increased, allowing them to apply for future TEA, and other donor, funding.

That being said, there are milestones to be hit: 22 Local Partners having received TA, and the end of project report including at least 2 case studies. However, we are interested in learning from this project, and being able to speak to the wider sector about the successes, challenges, and potential failures.

1. FCDO target countries

UK aid is restricted to overseas development aid (ODA) eligible countries which currently includes:

**All countries in Sub-Saharan Africa** (excluding South Africa).

South Asia:

* Afghanistan
* Bangladesh
* India (only as part of multi-country projects)
* Maldives
* Nepal
* Pakistan
* Sri Lanka

Indo-Pacific (ODA-eligible ASEAN)

* Cambodia
* Indonesia
* Laos
* Malaysia
* Myanmar
* Philippines
* Thailand
* Vietnam
* Timor-Leste (not officially part of ASEAN)

Indo-Pacific (Pacific Islands)

* Federated States of Micronesia
* Fiji
* Kiribati
* Marshall islands
* Nauru[[5]](#footnote-6)
* PNG
* Samoa
* Solomon Islands
* Tonga
* Tuvalu
* Vanuatu

1. Example Open Calls

[**Powering Renewable Energy Opportunities**](https://www.preo.org/) **(PREO):** PREO is a demand-led, productive use of energy (PUE) programme stimulating partnerships, innovation and learning to address the needs and improve the livelihoods of sub-Saharan African communities.

PREO will launch a call in 2024/25 financial year, timeline will be communicated at a later date.

[**Transforming Humanitarian Energy Access**](https://www.humanitarianenergy.org/thematic-working-areas/thea-programme/) **(THEA):** The THEA programme provides inclusionary analysis and evidence on the energy needs of all displaced people, specifically by delivering high-quality research and knowledge to support policy and decision-making on humanitarian energy investments and enabling systematic change within the UN system and humanitarian partners.

In the 2024/25 financial year, THEA will launch a call for proposals for innovative and inclusive investments in the humanitarian sector.

[**Powering Healthcare (PHC)**](https://www.seforall.org/system/files/2023-05/phc-tea-project-note-May2023.pdf): PHC’s main objective is to support the growing number of governments and development partners seeking to electrify healthcare facilities by generating better sector intelligence, driving the uptake of data, technology, and financial innovation, amplifying global advocacy efforts to raise ambition and strengthen cooperation and knowledge exchange among health and energy actors.

In June 2024, PHC will launch an Innovation Fund, that will support 5 businesses.

[**Global Distributors Collective**](https://www.globaldistributorscollective.org/) **(GDC):** GDC is a collective of last mile distributors around the world. GDC support distributors to reach millions of unserved customers with life-changing products, and to develop the last mile distribution sector as a whole. GDC has over 200 members in over 60 countries, who have reached over 40million people in last mile households with beneficial products such as solar lights, clean cookstoves and water filters.

There will be a call for applications among GDC members to join the replication support facility cohort 1, which will focus on 2 trailblazer innovations and 2-3 replicators for each.

**Schedule 2: Form of Application**

TO: The Carbon Trust

DATE: [Applicant to insert date]

PROVISION OF: Application for Grant Funding to deliver the Technical Assistance Facilty as part of the Local Partnership Inclusion project.

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. Please see Appendix 1 for the list of FCDO target countries. [↑](#footnote-ref-2)
2. A deliverable from the API project. [↑](#footnote-ref-3)
3. [SDG 7](https://sdgs.un.org/goals/goal7) is about ensuring access to clean and affordable energy, which is key to the development of agriculture, business, communications, education, healthcare and transportation. [↑](#footnote-ref-4)
4. Please see Appendix 1 for the list of FCDO target countries. [↑](#footnote-ref-5)
5. Nauru exceeded the high-income threshold in 2019 and 2020. In accordance with the DAC rules for revision of the ODA country list, if it remains a high-income country until 2022, it will be proposed for graduation from the list in the 2023 review, in which case it will stop being an ODA-eligible country. [↑](#footnote-ref-6)