## Terms of Reference – Clean Power Knowledge Hub Evaluation

### 1. Overview

The Children’s Investment Fund Foundation (CIFF), in partnership with Propel Clean Energy Partners, is commissioning an evaluation of the Clean Power Knowledge Hub. In addition to an independent review of the Hub’s impact, the consultant(s) is expected to provide occasional measurement support to the hub team.

The consultancy is expected to take place from **March 2020 to September 2021**, with an application deadline of **14th February 2020**.

### 2. Background

**CIFF** is an independent philanthropic organisation, headquartered in London with offices in Nairobi and New Delhi. It works to transform the lives of poor and vulnerable children in developing countries, with areas of work in children and mothers’ health and nutrition, children’s education and welfare and smart ways to slowdown climate change.

CIFF-funded programmes place significant emphasis on quality data and evidence. Before making an investment and during implementation, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. For more information, please visit: [www.ciff.org](http://www.ciff.org).

**Propel Clean Energy Partners** is a boutique advisory services firm dedicated to helping public, private and civil society organizations make the greatest possible impact in the global fight against climate change and energy poverty. Propel provides a suite of support and consulting services related to domestic and international clean energy initiatives, including program strategy and development, market and policy research and analysis, stakeholder and constituency engagement and coordination, monitoring and evaluation, and implementation. For more information about Propel, please visit: [www.propelcleanenergy.com](http://www.propelcleanenergy.com).

**The Hub:**

The policy and operational solutions and know-how to integrate clean power into energy systems exist, but progress on clean power nevertheless remains limited. The Clean Power Hub is a new program to provide global practitioners and their influencers access to best-in-class clean power knowledge and practical resources, and to inspire and enable action.

Current activity on the Clean Power Hub embodies its second phase. The first phase focused on three massive open online courses (MOOCs) have been developed, available on edX, which have been accessed by 5,000+ people from 143 different countries since November 2018. An ‘executive education’ style small private online course (SPOC) has also been produced on corporate purchasing of renewables in India, completed by 25 Indian professionals. Phase II builds on these efforts to significantly enhance the Clean Power Hub’s offerings and to focus on facilitating real-world power sector transformation activities.

The Clean Power Hub is envisioned as a coupling of (I) best practice and expertise in technical assistance on clean power and power sector transformation and (II) emerging innovations in scalable online learning. Its high-level goals are to accelerate the dissemination and use of clean power know-how, catalysing greater power sector decarbonization.

The intended outcomes of the Clean Power Hub are:

- Increased knowledge of power sector professionals (e.g. power system operators, regulators, project developers, policymakers) on the benefits,
challenges and practical steps for reducing the carbon intensity of their power sectors.

- Increased take-up and practical application of this knowledge for power sector professionals to integrate clean power into energy systems.

The main activities are to develop a fully functional Hub (i.e. “web portal”) – an entryway to power sector transition resources – and an ‘Ask an Expert’ service, where academic and professional experts provide consultations to requests (20-40 per year expected). This investment will also develop additional SPOCs with a tailored country focus in South and South East Asia, and will curate, encourage and facilitate communities of practice.

The priority users we are targeting for the Hub include:

- Power sector professionals
- Policymakers
- NGOs/CSOs
- Developers & investors
- Students/young professionals

While the Hub intends to eventually serve as a global resource, the project team is prioritizing South and Southeast Asian power systems at project outset. Initial Hub launch is provisionally scheduled for May/June 2020.

CIFF’s investment in the Hub runs from August 2019 to September 2021. The initial target audience of the Hub will be in South and Southeast Asia.

3. Purpose & Scope

The purpose of this assignment is to provide CIFF, Propel and its partners with an independent assessment of the impact of the Hub. In particular, we are interested in the following questions:

- What is the state of decarbonisation ecosystem in target markets, particularly South and Southeast Asia (baseline assessment)?
- Has the Hub influenced the knowledge and practices of its users? Are the various elements of the Hub, including the ExecEd courses and Community of Practice effective?
- Do we see more action on clean power as a result of the Hub? What is the state of the decarbonisation ecosystem today and what has changed by the end of this investment (endline assessment)?
- Is the Hub recognized and well-respected as a relevant resource for information on low carbon power?
- How does the Hub compare to other information sources available to the priority users?

We expect the evaluation reports to be beneficial to both CIFF and implementing partners for course correction and to inform potential future investments, as well as to other organisations who may be interested in contributing knowledge/resources/funding to the Hub.

In addition, there may be a need for measurement support and advice on survey construction for the planned data collection through the Hub. This workstream should appear as a separate budget line in applications.

4. Methodology & Work Plan

Interested applicants should submit an illustrative methodology and work plan to achieve the above objectives, which will be used to assess proposals. The contracted consultant will then develop a detailed methodology and work plan within the first month of the assignment, in consultation with CIFF and grantees. Evaluation data collection should be complementary to what the digital analytics provide in terms of reach and outputs.
5. **Deliverables & Tentative Timeline**

The tentative timeline for this assignment is between March 2020 and May 2021. Key deliverables identified for this assignment include:

1. Evaluation plan (March/April 2020)
2. Baseline report (May 2020)
3. M&E support to Hub – finalised online survey (May 2020)
4. Endline report (August 2021)

We encourage evaluators to opt for concise reports and, where possible, visualisations of insights as part of their deliverables. Additional dissemination products (factsheets, presentations, webinars, etc.) may be proposed by applicants.

6. **Qualifications & Experience**

Consultants, firms, and consortia are invited to submit proposals for this assignment. Competencies and experience include:

- Strong understanding of the current state of play (e.g. opportunities, challenges, major actors) for power sector decarbonisation; depth on these issues in priority markets strongly preferred.
- Proven track record of evaluating knowledge hubs or knowledge services.
- Preferable thematic expertise in climate change mitigation initiatives, in particular technical assistance or educational resource provision.
- Specific regional expertise in South and South East Asia.
- Experience in using mixed methods.

7. **Budget**

Proposed budgets will be reviewed with respect to the suitability of the work plan and activities for delivering deliverables in a cost-effective manner. A hard cap of $100,000 (inclusive of VAT) has been earmarked for this exercise.

8. **Application Procedures**

Please note that all personal data and application materials provided by applicants will be used in accordance with applicable UK privacy regulations in the UK, and all records will be deleted after the application process, unless applicants specifically mention that they agree for their applications to be held by CIFF for potential evaluation work in the future.

Applicants should further note the TOR specification in Annex 1 of the TOR.

The deadline for submission of the full proposal is **14th February 2020**. Please submit all materials by COB to evalclimate@ciff.org, with the subject line “Knowledge Hub Evaluation”.

CIFF understands that background information is limited for a detailed proposal, and therefore request proposals to be **limited to 8 pages or less** to highlight the consultant/s relevant experience and illustrate how they will approach and budget an exercise to achieve the above stated objectives within the timeframe and given budget. The full proposal should include two components:

1. A technical proposal that does not exceed 8 pages, consisting of the proposed methodology, work plan, and highlight of individual or team members’ relevant background.

2. An illustrative budget (per provided template) that itemizes costs in USD for the proposed work plan and given timeline. The financial proposal should clearly itemize the budget necessary for different work streams, and clearly state the cost of key personnel in daily rates. Please review CIFF’s overhead policy in Annex 2 of this TOR. Please include VAT if applicable.

3. Annex:
   - CVs for each key team member/s who will be working on the
assignment; 2-page limit per CV.

- References: At least three relevant references and contact information
- At least one example of a work product most relevant to those identified for this assignment.

Proposals should be professionally presented, submitted electronically via email in Microsoft Office format, in English, with font no smaller than 11 point. Where documents are embedded within other documents, please provide separate electronic copies of these embedded documents.

Applicants should submit only such information as is necessary to respond effectively to this ToR. Unless specifically requested, extraneous presentation materials are neither necessary nor desired. Submissions will be evaluated on the basis of information submitted by the deadline.

Where the applicant is a company, the proposal must be signed by a duly authorised representative of that company. Where the applicant is a consortium, the proposal must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case she or he must have and should state that she or he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership.

For any further queries or clarifications kindly send inquiries to ccampian@ciff.org, by 7th February 2020.

### 9. Proposal Assessment Criteria

The following criteria will be used to evaluate proposals, with the technical component weighted as 65% and the financial proposal as 35% of the proposal's overall assessment.

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<thead>
<tr>
<th>Criteria for Technical Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Previous experience with similar assignments</td>
<td>30%</td>
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<tr>
<td>Proposed staffing plan (demonstrated technical, managerial and capacity development experience in team members)</td>
<td>30%</td>
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<tr>
<td>Methodology</td>
<td>30%</td>
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<td>Professional presentation of technical proposal</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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<table>
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<tr>
<th>Criteria for Financial Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Realistic illustration of potential expenses</td>
<td>30%</td>
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<tr>
<td>Unit costs for potential expenses</td>
<td>30%</td>
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<tr>
<td>Professional salaries</td>
<td>30%</td>
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<tr>
<td>Professional presentation of financial proposal</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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### Annex 1: TOR Specifications

1) While the information contained in these terms of reference is believed to be correct at the time of issue, no liability is accepted for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this Terms of
Reference (including the annexes) and in respect of any other written or oral communication transmitted (or otherwise made available).

2) Contracting is also subject to the selected party having all necessary authorisations and approvals.

3) Neither the issue of these terms of reference, nor any of the information presented in it, should be regarded as a commitment or representation on the part of CIFF (or any other person) to enter into a contractual arrangement.

4) No publicity regarding these terms of reference, the evaluation, or the award of any contract will be permitted unless and until CIFF has given prior written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of the evaluation, the contents or any proposals relating to it without the prior written consent of CIFF.

5) The applicant shall treat all information obtained as a result of these TOR as confidential and shall not use any such information other than for the purpose set out in these TOR.

6) CIFF reserves the right to:
   a. Waive or change the requirements of these terms of reference from time to time without prior (or any) notice being given by CIFF.
   b. Seek clarification or documents in respect of a submission by a party.
   c. Disqualify any party that does not submit a compliant submission in accordance with the instructions in these terms of reference.
   d. Disqualify any party that is guilty of serious misrepresentation in relation to its submission or expression of interest.
   e. Withdraw these terms of reference at any time, or to re-invite parties on the same or any alternative basis.
   f. Choose not to award any contract as a result of the current procurement process.
   g. Make whatever changes it sees fit to the timing, structure or content of the procurement process, depending on approvals processes or for any other reason.

7) CIFF will not be liable for any bid costs, expenditure, work or effort incurred by a party in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by CIFF.

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**Annex 2: CIFF Overhead Policy**

CIFF’s overhead re-imbursement policy is that we will support indirect re-imbursement up to:
- 10% on true direct programme costs (and approximately allocated HR costs),
- 5% on the value of sub-contracts and sub-grants, and
- 0% on equipment purchases or procurement

Procurement is defined as any substantial purchase of goods directly related to programme goals (vehicles, medical equipment, drug purchases, and substantial travel costs) funded directly, or indirectly, by a CIFF grant.
<table>
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<tr>
<th><strong>Direct Costs</strong></th>
<th><strong>Indirect Costs</strong></th>
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<tr>
<td>Salaries of employees directly attributable to the execution of the project</td>
<td>Facilities not acquired specifically and exclusively for the project (eg. Foundation, Institute, or University headquarters)</td>
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<tr>
<td>• Includes Project Management</td>
<td>Utilities for facilities not acquired for and directly attributable to the project</td>
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<td>• Includes administrative support solely dedicated to the project</td>
<td>Information technology equipment and support not directly attributable to the project</td>
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<td>Fringe benefits of employees directly attributable to the execution of the project</td>
<td>General administrative support not directly attributable to the project. Examples are as follows:</td>
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<td>• Includes Project Management</td>
<td>• Executive administrators</td>
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<td>• Includes administrative support solely dedicated to the project</td>
<td>• General ledger accounting</td>
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<td>Travel for employees directly attributable to the execution of the project</td>
<td>• Grants accounting</td>
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<td>Consultants whose work is directly attributable to the execution of the project</td>
<td>• General financial management</td>
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<td>Office and similar supplies directly attributable to the execution of the project</td>
<td>• Internal audit function</td>
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<td>Sub awards directly attributable to the execution of the project (subject to lower reimbursement rates)</td>
<td>• IT support personnel</td>
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<td>Sub contracts directly attributable to the execution of the project (subject to lower reimbursement rates)</td>
<td>• Facilities support personnel</td>
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<td>Lease costs for facilities newly acquired and specifically used for the grant project (excludes existing facilities). For example:</td>
<td>• Scientific support functions (not attributable to the project)</td>
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<td>• A new field clinic</td>
<td>• Environment health and safety personnel</td>
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<td>• New testing laboratories</td>
<td>• Human resources</td>
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<td>• Project implementation unit office</td>
<td>• Library &amp; information support</td>
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<td>Utilities for facilities acquired for and directly attributable to the execution of the project</td>
<td>• Shared procurement resources</td>
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<td>• General logistics support</td>
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<td>• Material management</td>
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<td>• Executive management (CEO, COO, CFO, etc.)</td>
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<td></td>
<td>• Other shared resources not directly attributable to the project or Institutional legal support</td>
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<td></td>
<td>Research management costs</td>
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<td>Depreciation on equipment</td>
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