
REQUEST FOR PROPOSAL

SUBJECT:

**TENDER FOR THE SELECTION OF A TRAINING CONSULTING FIRM TO FACILITATE
GREEN FINANCE TRAINING IN NIGERIA**

REF: AGF/RFP/GF/2024/002

Launching Date: 23rd January 2024

**Closing Date: 2nd February, 2024
1700Hrs EAT.**

TERMS OF REFERENCE FOR THE FACILITATION OF GREEN FINANCE TRAINING IN NIGERIA

1.0 BACKGROUND

The Green Finance Conference organized by the African Guarantee Fund (AGF) and sponsored by the Nordic Development Fund (NDF), is a response towards climate change challenges in the context of Nationally Determined Contributions (NDCs). This conference aims to provide African countries with enhanced expertise in increasing financing for low-carbon development.

The conference is of paramount importance for financial institutions as it analyses the existing opportunities and proposes solutions to unlock financing for SMEs investing in green growth and climate resilient development.

AGF through the support of NDF, has successfully held Green Finance Conferences & Trainings in Zambia, Kenya, Ghana, Côte d'Ivoire, Senegal, Benin, Mozambique and Malawi. The 9th Edition of the Green Finance Conference and Trainings will be held in **Lagos, Nigeria** from **Tuesday, 12th March** to **Friday, 12th March 2024**.

The event includes the following activities:

- A national Green Finance Conference that brings together Government representatives, Development Financial Institutions, Directors/CEOs of the different stakeholders in the financial services sector, Non-Governmental Organizations and Green SME project owners & service providers to deliberate on the opportunities, challenges and solutions in availing financing to Green SME projects. The conference will be attended by approximately 80 participants.
- A 3-day off-site Credit Risk and Product Development Training in Green Finance for Senior Managers of Financial Institutions. The training will be attended by approximately 30 participants.

2.0 SCOPE OF WORK

African Guarantee Fund seeks to engage the services of a Training Consultancy to structure and undertake the 3-day off-site Green Finance Training, which will target 30 Senior Managers (Heads of Departments) from Financial Institutions (FIs) in Malawi.

TRAINING CONTENT OVERVIEW

#	Broad Area	Content Areas
1	<p>Introductions</p> <p>What is the challenge?</p>	<ul style="list-style-type: none"> • Global Trends in Environmental Degradation • Africa's Trends in Environmental Degradation • Environmental Degradation in Nigeria • Impact/Data of Environmental Degradation in terms of food security, economy, health, employment-loss etc. • Definition and types of Green Energy/Green Finance • Definition and types of Climate Energy/Climate Finance • Definition and types of Renewable Energy/Renewable Finance • Definition and types of Climate Adaptation Initiatives and Finance • Definition and types of Climate Mitigation Initiatives and Finance
2	<p>High-level introductions to National (Nigeria), Regional and International Bodies in Green Energy/Finance</p>	<ul style="list-style-type: none"> • Government and Government-bodies' funds/financing • UNEP, GCF, GEF • AGF, NDF, AfDB
3	<p>Role of Financial Institutions and SMEs in addressing Environmental Degradation</p>	<ul style="list-style-type: none"> • Financing Opportunities/Financial Products in the Green Energy Sector • Types of Green Energy/Finance Value Chains: players, financial needs, Technical Assistance/Capacity Development needs etc

		<ul style="list-style-type: none"> • Undertaking Market Assessment/Market Research to identify opportunities • Design, piloting and roll-out of financial solutions/products <p>CASE STUDIES</p>
4	Real and Perceived Risks in Financing Green SME Projects and Mitigation Measures	<ul style="list-style-type: none"> • Identification of Risks • Analysis of Risks • Mitigation strategies for the identified Risks <p>CASE STUDIES</p>
5	Business Case in Green Energy/Green Finance	<ul style="list-style-type: none"> • Is lending to Green SME projects commercially viable? • What are the mechanisms needed to be put in place? <p>CASE STUDIES</p>
6	Future Trends in the Green Energy/Green Finance Space	<ul style="list-style-type: none"> • How has the trend been prior to now? • What is the current situation? • What does the future hold?
7	AGF's Value Proposition	<ul style="list-style-type: none"> • AGF's Green Guarantee • AGF's Green Capacity Development

3.0 DELIVERABLES

For this event, the following deliverables are expected:

- Training Needs Assessment Report
- Pre and Post Training Survey Report
- Training Programme
- All Training Materials (Case studies, Powerpoint etc) in soft version,
- Training Report.

4.0 EVALUATION CRITERIA AND METHODOLOGY

A two-stage process shall be adopted in evaluating proposals. Proposals shall be ranked according to technical score (Nt) and financial score (Nf) using the weights (T = the weight given to the technical proposal, 70%), (F = the weight given to the financial proposal 30%) (T + f = 1) . .

The final score shall be calculated as follows: Final Score (NG) = (Nt x T%) + (Nf x F%)

a) Technical Evaluation (Weight 70%)

Bidders shall obtain a minimum of 70 points following evaluation of technical proposals (“Qualifying Technical Score”) to be considered for financial evaluation. Bidders obtaining less than the Qualifying Technical Score shall be rejected. AGF shall carry out the evaluation applying the evaluation criteria and point systems specified in the below table. Each responsive proposal shall be attributed a technical score based on the Technical Evaluation (weighing 70%) and live Demonstration (weighing 30%).

	Criteria	Points	
1	MANAGEMENT APPROACH, EXPERIENCE AND TECHNICAL CAPABILITIES		30
1.1	Understanding of the work, including creativity and thoroughness shown in understanding the objectives of the TOR and specific tasks, and planned execution of the project. International and Africa experience is critical.	10	
1.2	The firm should have a minimum of five years of work experience in undertaking similar training in several countries within the in Africa.	5	
1.3	Experience in working with the international organizations, UN organizations, government organizations, Banks or other similar institutions. (Past experience with AGF will be an added advantage.)	5	
1.4	Proven history of international standard quality in training	5	
1.5	Quality and effectiveness of the allocation of personnel and resources.	5	
2	PROPOSED METHODOLOGY AND APPROACH		30
2.1	Provide a detailed description of the methodology for how the firm will achieve the TOR, keeping in mind the appropriateness to local conditions and project environment. (Knowledge of the Region)	10	
2.2	Degree to which the bidder’s proposal demonstrates an understanding of the issues facing commercial banks and other financial institutions as far as Green Finance is concerned.	5	
2.3	Evidence of specific methods and techniques for completing each task, to include such items as quality assurance, and customer-service.	10	
2.4	Ability to produce quality output under strict time limits.	5	
3	PAST PERFORMANCE		15

3.1	The bidder's history of successful completion of similar trainings; history of conducting high-quality training; history of timely training preparation and within budget. Similar trainings must convey similarity in topic, dollar value, workload, duration, and complexity. Experience with similar Trainings (with over 100 participants) Three (3) certificates of satisfactory performance (5 points) Over (3) certificates of satisfactory performance (10 points).	15	
4	PROJECT PLAN		10
4.1	Describe the overall project plan toward planning and implementing this training activity.	10	
5	COMPOSITION AND QUALIFICATIONS OF PROPOSED TEAM		15
5.1	The currency, quality and depth of experience of individual personnel in working on similar projects. A minimum of three (3) years of experience in working in or with financial institutions and specifically commercial banks. (attach CVs of key staff). The key staff should have working proficiency in English.	5	
5.1	Head of team should have at least three (3) years of experience as a LEAD Trainer and at least five (5) years of experience in financial services and specifically in women financing (attach CV)	10	
	TOTAL TECHNICAL SCORE		100

An offer is declared technically valid and is considered for the financial analysis if it obtains a minimum score of **Seventy (70) points**.

b) Financial Evaluation

The financial proposals shall be checked for completeness and correctness for computational errors.

For the purpose of evaluation, AGF will convert all bid prices expressed in the currency of the RFP in which the bid price is payable, into the AGF's Units of Accounts (UA) by using its monthly moving average rate for the applicable month (deadline for submission of proposals).

The financial proposals shall be evaluated in accordance with the formula below. The bidder or bidders with the lowest financial proposal (Fm) shall be given 100 points. The financial scores of the other bidders (F) shall be computed as follows:

$$\mathbf{Nf \text{ (financial score)} = 100 \times Fm / F}$$

(F = amount of financial proposal converted in the common currency)



c) Final Ranking

Final Ranking: Proposals shall be ranked according to the Total Technical Score (Nt) and financial score (Nf) using the weights $T + F = 1$ (T = the weight given to the technical proposal, 70%), (F = the weight given to the financial proposal 30%).

$$\text{Final Score (NG)} = (\text{Nt} \times 70\%) + (\text{Nf} \times 30\%)$$

The bidder or bidders with the highest combined technical and financial score will be ranked first and eligible for award of the contract.

5.0 SUBMISSION OF PROPOSAL

Interested firms with the required qualification and experience may submit their **Technical & Financial Proposals** to the following address: procurement@africanguaranteefund.com on or before **Friday, 2nd February, 2024 at 1700hrs EAT**

Awardee will be contacted directly via email.

NOTE: -

AGF reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged in, other than to inform the bidders of the outcome of the process.

APPENDIX 1

PROPOSAL / METHODOLOGY / DESCRIPTION OF THE APPROACH / SOLUTION

In this section, the Bidder should provide a comprehensive description of how he will provide the required Services in accordance with the Terms of Reference (TOR) included in this RFP. A framework is provided below to guide and assist the Bidders in structuring their Technical Proposals.

- a) Technical Approach, Methodology, and Organization of the Bidder's team. {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team.



Please do not repeat/copy the TORs in here.

- b) Work Plan and Staffing. {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), critical path, method for monitoring and reporting, action items indicating party responsible for implementation [i.e., Bidder or the Bank], period required to commence services, and tentative delivery dates of the reports. The proposed work plan should have proposed service levels and related indicators, Quality assurance procedures, complaint management process, warranty, etc. and should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}
- c) Technical Competence and Experience: {Please provide the client with the list of major customers and description of type of services provided. Provide data/information on, at least three previous contracts of a similar nature.}
- d) Comments (on the TOR and on counterpart staff and facilities): {Your suggestions should be concise and to the point, and incorporated in your Proposal. Please also include comments, if any, on counterpart staff and facilities to be provided by the Client. For example, administrative support, office space, local transportation, equipment, data, background reports, etc.}
- e) Bidders should provide details of the current disaster recovery and business continuity program they may have in place and how this would ensure continuous provision of the required services if contract.