RFP #: 8-19

Post date: 27.02.2019 Due date: 13.03.2019

Topic: Indonesia Residential End Use Study

Region: Indonesia

Introduction

CLASP serves as the leading international voice and resource for appliance efficiency policies and market acceleration initiatives. Since 1999, CLASP has worked in nearly 100 countries, collaborating with key stakeholders to design and implement high-impact policies and programs that catalyze markets for efficient on and off-grid products that deliver a higher global standard of living for everyone. From international collaborations to local markets, we draw on best practices and leading technical and policy expertise to help decision makers identify and implement the most appropriate and cost-effective policies and market interventions. CLASP is based in Washington DC, and has offices and teams in India, Kenya, Europe, and are establishing a permanent presence in Indonesia to serve our growing portfolio of projects and programs in Africa, Europe, Latin America, and South and Southeast Asia.

CLASP works at the national level in multiple countries in Southeast Asia to support the design and implementation of energy-efficient policies and programs and related market transformation activities. CLASP operates at the regional level to convene policymakers and other key stakeholders in ASEAN to leverage best practices, catalyze markets, and harmonize test standards, policies, and compliance frameworks.

Background

A comprehensive residential end use study is critical not only to provide quality data to form the basis of policy analysis and to assess potential impacts of appliance standards and labelling programs, but also to ensure that major energy consuming and high- impact products (impact being measured by energy savings and GHG emissions reductions) are prioritized for policy measures. Currently, energy savings from existing and proposed minimum energy performance standards for household appliances and equipment such as room air conditioners, lighting, and televisions cannot be estimated accurately. The data required for these energy saving calculations are ownership rates, sales and patterns in appliance usage and habits. This study will provide this information, enabling informed decision making and realistic energy saving calculations.

The purpose of the residential end use study is to gather representative data on patterns of usage of various appliances in households located across Indonesia, and realistic appliance ownership and penetration levels considering regional variations. This data will help establish realistic assumptions and inform the policymaking process.

CLASP seeks a Contractor to design and conduct this comprehensive residential end use study.

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Scope of Work

The Contractor will be responsible for successfully executing the following tasks for the project. Design and execution of all activities and tasks must be conducted in close consultation with CLASP.

Task 1 – Design of Survey Instrument and Methodology

Based on the initial, indicative survey instrument included in the proposal as well as feedback from CLASP, the Contractor will create a final survey instrument for the pan-Indonesia household survey. This instrument should be a detailed set of questions that cover the types and sizes of appliances that each household owns and how the appliances are used, including how long they are used each week.

In addition, the Contractor will finalise the sampling methodology and the methodology for extrapolating the survey results to produce 50%, 95%, and 99% confidence intervals for the national ownership rate and the average annual usage hours of each product.

Task 2 – Residential survey

The study will include a pan-Indonesia residential survey to collect representative information on appliances used, appliance ownership data and patterns in appliance usage and habits from different urban and peri-urban areas and different socio-economic consumer classes. The scope of the survey will include a broad array of residential appliances and products, as well as the usage patterns and basic characteristics, such as rated power input, of these products. The survey should include the products and their attributes as listed in the table below.

Priority	Products	Attributes
High	Air Conditioners Refrigerators Interior lighting Exterior lighting Televisions	For all products: usage hours and rated power input. For air conditioners: type (window, split, floor standing, portable) and cooling capacity, in watts or Btu per hr, and any available efficiency information For refrigerators: type (refrigerator only, fridge/freezer, freezer only) capacity in litres for each compartment and their annual kWh consumption where available For lighting: lighting type (LED vs. CFL vs. Halogen vs. Incandescent) and lighting wattage

Medium	Ceiling fans Room fans Evaporative coolers Rice cookers Microwaves Electric and gas ovens Electric and gas cooktops Electric water heaters	For all products: usage hours and rated power input.
Low	Bathroom exhaust fans Kitchen exhaust fans Other air comfort appliances Electric toaster ovens Water purifiers Other food related appliances Set top boxes Desktop computers Laptop computers Tablets Cell phones Other electronics Decorative lighting Electric lanterns Other lighting products Pumps, Voltage stabilizers Other miscellaneous products	For all products: usage hours and rated power input. For lighting: lighting type (LED vs. CFL vs. Halogen vs. Incandescent) and lighting wattage

The selected Contractor will:

- Conduct a pan-Indonesia survey of approximately 5,000 urban and peri-urban households from all socio-economic categories.
- Transpose the data from the survey into a comprehensive Excel spreadsheet to facilitate data analysis and reporting

Task 3 – Data Analysis and Report

The final deliverable for the study will be a comprehensive report that includes the Contractor's approach and methodology for conducting the study, as well as the analysis and key findings resulting from the data collected. The study will also include secondary research to supplement information gathered from the national survey. Secondary research will also help in designing the survey approach and methodology.

The selected Contractor will:

- Conduct statistical analysis of the data gathered through the survey with results, conclusions, and projections. This statistical analysis should include presenting 50%, 95%, and 99% confidence intervals for the national ownership rate and the average annual usage hours of each product.

- Provide key information around the types of products found in Indonesian households, such as the relative share of each lighting technology, the average cooling capacity of air conditioners, and the average storage capacity of refrigerators.

In addition to key deliverables above, the Contractor will be required to provide the following deliverables over the course of the project:

- Bi-monthly project review meetings with CLASP, and concise monthly progress reports on activities and tasks;

- Timely and detailed responses to questions and comments from CLASP team members.

Key Milestones and Deliverables

- Project kick-off meeting with CLASP and the Ministry of Energy and Mineral Resources Energy Conservation Directorate to discuss approach and expected outcomes.
- A project inception report with a detailed survey plan including the survey instrument, a sampling plan, etc.
- A draft study report, including the results of the survey, analysis of the results, and the secondary data collected.
- Final study report addressing CLASP comments on the draft report.

Timeline

The project is expected to commence in March 2019 and be concluded by October 2019.

Evaluation Procedure

A committee appointed by CLASP will evaluate proposals received from respondents. Selection of qualified companies or organizations will be based upon the following criteria:

- Technical Evaluation Factors
- Cost Evaluation Factors

All bids will be evaluated and ranked using Quality and Cost Based Selection (QCBS), with 80 percent of the score accorded to the technical proposal, and 20 percent to the financial proposal. The detailed evaluation criteria can be found in Annex A.

SUBMITTAL

Interested parties must:

1. Register as a CLASP Implementing Partner **(click here to register).**
2. Complete the Pre-Qualification Questionnaire using the online form. *Note: Organizations that have already completed the PQQ do not need to complete it again*

Interested parties should submit separate technical and financial proposals as electronic files (preferably in PDF format). The file should be named as per the following example:

- [CONTRACTOR_NAME]_TechnicalProposal_RFP8-19
- [CONTRACTOR_NAME]_FinancialProposal_RFP8-19

The deadline for application is **March 13, 2019**. Proposals must be submitted via the form linked above. Proposals must be submitted online via the CLASP website, filling out all the requested information and attaching both a technical and financial proposal.

The proposal length should not exceed 20 pages

The technical proposal should include:

- Detailed approach and methodology for the design, implementation, and management of the study.
- Detailed timeline for all project activities, tasks, milestones, and deliverables for the project within the timeframe indicated above.
- Detailed work plan and methodology, considering the outcomes required.
- Background and experience of conducting similar activities.
- Identification of the team that will execute the project, including an organizational chart and accompanying brief description of key team members and their qualifications and relevant work experience.

  CVs and related summaries of experience and qualifications of proposed project team staff should be included in an Annex. (Annex is exempt from the 20 page limitation)

The financial proposal (in USD) should include:

- Detailed budget that includes all direct and indirect cost estimates for executing the project, including a breakdown (in days) of the level of effort and costs associated with each team member that will be engaged in the project.

All questions may be addressed to **amccrum@clasp.ngo.** The last date for submission of questions related to this RFP is **8 March 2019**. We request all inquiries be made by e-mail and not by phone.

ANNEX A: EVALUATION CRITERIA

1. **Technical Approach (35 points):** The technical approach described in the proposals will be evaluated on:

- The demonstrated understanding of the overall project context (15).
- The detailed work plan and approach clearly defining the target objectives and the strategy to achieve the objectives as outlined in the scope of work (20).

2. **Management Structure and Staff Qualification (25 points)**: The proposed management structure and staff will be evaluated on:

- The professional qualifications and the extent to which the requisite expertise and experience of the key personnel will directly contribute to the completion of the tasks (25).

3. **Past Performance and Corporate Experience (20 points):** The experience and capacities of the contractor will be evaluated based on:

- The past performance, familiarity, and experience in understanding policies and program related to standards and labelling (10).
- Extent of local expertise including experience, qualifications, and track record in implementation of similar programs (10).

4. **Cost Evaluation Factors (20 points):** While the overall Technical Evaluation is the key factor in reviewing the proposal, the cost evaluation will be an essential factor in determining the final contract award and ability to remain in the competitive range and will be evaluated for feasibility, completeness, and practicality.