Project Outline/Introduction

**Request for Quotation (RFQ) for the Service Provision of Support to Develop eCooking Appliance Standards for Uganda in conjunction with the Uganda National Bureau of Standards**

UKAid through the British High Commission of Uganda is commencing an 18-month **Electric Cooking Scale and Support Programme** through Modern Energy Cooking Services (MECS) and the Ministry of Energy and Mineral Development (MEMD). The primary objective of the programme is to support Uganda in leveraging electricity access gains to scale Electric Cooking (eCooking) across the country. It covers strengthening the supply chain, institutional eCooking, raising awareness, appliance repair, appliance standards and labelling, and capacity building.

MEMD has formally requested the Uganda National Bureau of Standards (UNBS) to develop performance and safety standards on electric cooking devices for domestic use in line with their national mandate. This initiative is crucial as it will ensure that e-cooking solutions are of acceptable quality and safety, in line with the Government’s National Strategy to accelerate the use of electric cooking from 1% to 19% by 2030. In addition to developing these standards, MEMD will pilot a national cookstove labelling program to aid consumers and project developers in identifying cooking devices that meet the minimum performance standards based on set criteria.

**Scope of Work**

These ToRs call for a Consultant to support the process of developing national standards for eCooking appliances. Working with UNBS, MEMD and sector stakeholders, the Consultant will develop national standards and test methods for eCooking appliances, to ensure that only high-quality appliances are available in Uganda, thereby creating consumer confidence in eCooking. Simplified, popular versions of the standards are also required so that the public can easily understand the standards and to assist in the development of the national labelling program.

Standards should cover electric cooking and heating devices

Standard/s developed should comprise electric pressure cookers, electromagnetic induction cookers, and infrared cooker tops.

**Deliverables**

1. Report with agreed consensus on national standards to be developed, as well as appreciation of current testing infrastructure and gaps, through a comprehensive gap analysis on current standards.
2. Test results to guide national standards development, through sample collection and testing.
3. Development of first Working Documents for the discussion within Technical Committee Working Group (TC WG) composed of specific experts.
4. Reference standards from other countries purchased to guide TC WG.
5. Committee Draft (CD) and Draft Uganda Standards (DUS) on eCooking appliances developed, through technical working group retreats for UNBS, UNBS/TC116, and relevant experts.
6. Document with comments on the standards (note public enquiry period is 60 days), through public inquiry meetings in Kampala, Mbarara, and Gulu cities.
7. Final Draft Uganda Standards (FDUS), through UNBS/TC116 meetings to discuss (and incorporate) comments into DUS documents.
8. Final Draft Uganda Standards (FDUS) submitted to UNBS ready for presentation to National Standards Council (NSC).

**Deliverables, budget, and duration**

This consultancy assignment is expected to commence no later than **15th October 2024.**  All deliverables must be completed and delivered no later than **31st April, 2025.**  The Consultant should demonstrate in their response to these ToRs how the work can be completed within the time available.

The total budget is a maximum of £40,000 (this should include any locally required taxes and fees).

The consultant is expected to facilitate the running the Technical Working Group processes including retreats (details of typical rates for these are provided in Annex 1)

Payment is contingent on successful completion of all deliverables.

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| **Deliverable**  | **Payment value**  |
| Contract signing  | 20%  |
| Submission and acceptance of deliverables 1-2 | 20%  |
| Submission and acceptance of deliverables 3-4 | 40%  |
| Submission and acceptance of deliverable 5 | 10%  |
| Submission and acceptance of deliverables 6,7 & 8 | 10% |
| Total | 100% |

**Responding to these ToRs**

Each submission will be evaluated based on the following combination of price and quality:

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| **Quality** | **Score**  |
| Appreciation and understanding of the task. | 5%  |
| Quality of proposal and methodology | 30%  |
| Skills, expertise, and experience of consultant/organization team members, including evidence of similar work completed | 30%  |
| Proposed management of the activities, including Gantt chart | 5%  |
| Price and costs (in UGX and GBP) – Oanda currency conversion rates should be used.  | 30%  |
| **Total** | **100%**  |

The University will accept the quotation which is the best value for money i.e. a balance between cost and quality. Shortlisted organisations may be invited to an interview (online) to finalise selection.

Responses should be a maximum of 12 pages (plus up to 3 CVs, 2 pages each).

Please send all responses to mecs@lboro.ac.uk with the subject ‘**Uganda Standards’.**  All proposals must be received by **23:00 BST on Tuesday 8th October 2024.**

**Essential Requirements**

Applications from organisations incorporated in Uganda with at least 2 years of operation (supported by the Certificate of Incorporation and Tax Compliance Certificate), as well as overseas organisations who have an office in Uganda with at least 2 years registration are eligible to apply. Joint ventures with Ugandan and non-Ugandan partners are also eligible.

Applications should demonstrate the following

* A clear understanding of the aims of the assignment.
* Good knowledge of the Ugandan cooking sector with specific reference to eCooking.
* Good knowledge of efficient electric appliance standards and conformity assessments.
* A well-designed, realistic assessment of the tasks required to complete the assignment, including appropriate methods, partnerships, and timelines.
* The capacity, knowledge, and skills to carry out the assignment, demonstrating the arrangements for project management. This should include information on at least three similar assignments in terms of type and magnitude in last five years. The provision of references, a copy of the Certificate of Completion, and assignment details, including who the client was, the type of services, the duration of implementation, the budget, and the deliverables, should be included.
* Applications should include the team structure for the assignment, including the profiles and CVs of the core team. Team members should sign the CVs, along with a written confirmation of intention to participate in this assignment.

All consultants should be fully involved at every stage of the assignment, including consultative and validation workshops. Any changes must have the written agreement of the contracting authority (MECS) in collaboration with the Ugandan Ministry of Energy and Mineral Development (MEMD).

**Contract Management**

This contract will be managed by Dr Louise Medland (MECS, Loughborough University), in collaboration with the Uganda Bureau of Standards, the Ministry of Mineral and Energy Development Uganda, and other MECS colleagues. All deliverables should be emailed to them on or before the required date. Loughborough University reserves the right to request the consultant to make revisions to the deliverables if they do not meet the required quality. The consultant will be required to make these revisions at no additional cost to Loughborough University.

Appointments to discuss the overall progress against the contract will be agreed at mutually convenient times to the consultant and the project manager.

**Ethical considerations**

All research must be in line with the [Code of Practice for research, Promoting good practice and preventing misconduct](http://ukrio.org/wp-content/uploads/UKRIO-Code-of-Practice-for-Research.pdf) (UK Research Integrity Office, 2009).

The UK Research Integrity Office (UKRIO) is an independent charity, offering support to the public, researchers and organisations to further good practice in academic, scientific and medical research. Its confidential advice service is available to free of charge to individuals (members of the public, research participants, patients, researchers and students) and subscribing organisations. Their advice service can be [accessed here](http://ukrio.org/get-advice-from-ukrio/).

 At a minimum, participants must not be subjected to physical, social, legal or psychological harm. Due consideration and ethical steps must be taken into safeguarding all participants, especially the vulnerable. A detailed Participation Information Sheet explaining the full scope of the study, what confidentiality entails, and that no participants will be forced into participating, must be provided at recruitment. Participants are to be made aware that participation is fully voluntary and there are no repercussions if they choose to no longer participate in the study at any point in time. Participants should, ideally, sign a consent form which includes consent for the use of photographs and videos.

Confidentiality must be maintained at all times. With regards to confidentiality and privacy of participation, participants must be informed that their anonymity will be maintained in any outputs and that all identifiable markers will be removed from any data sets that are published.

The consultant will be responsible for securing any research or ethical permissions needed from local authorities in each of the field work locations. There may be additional ethical, or research clearance needed for this kind of user centric design research in the chosen country.

**Annex 1**

The Consultant is expected to facilitate the running the Technical Working Group processes as follows:

1. Two (2) Technical Committee Working Group retreats to develop first draft Working Documents. Each of these retreats will run for 3 days/2 nights and comprise 15 experts. Costs include:
* venue (modest hotel in Kampala) – including break tea, lunch, evening tea, and accommodation for 2 nights each. Alcohol should not be provided.
	+ Total for 2 retreats: max UGX19 million.
* Transport costs should be covered at a rate of 80,000UGX per person (total of: UGX1,200,000).
* We propose paying a Sitting Allowance at a rate of 90,000UGX per person per day, as per Public Service Standing Orders (E-c) since the TC WG is formally appointed.
* Costs should not typically exceed (**UGX 24,250,000**, approximately £5,000 for these 2 retreats).
1. Committee Draft (CD) and Draft Uganda Standards (DUS) on eCooking appliances developed, through technical working group retreats for UNBS, UNBS/TC116, and relevant experts. Each of these retreats will run for 3 days/2nights and comprise 25 participants.
* Costs should not typically exceed (**UGX 40,400,000**, approximately £8,000 for these 2 retreats).
1. Document with comments on the standards (note public enquiry period is 60 days), through public inquiry meetings in Kampala, Mbarara, **Jinja** and Gulu cities.
	* Costs should not typically exceed (**UGX 50,000,000**, approximately £10,000 for all the public inquiry/sensitisation meetings in the 4 Cities + relevant publications).
2. Final Draft Uganda Standards (FDUS), through UNBS/TC116 meetings to discuss (and incorporate) comments into DUS documents. Each of these retreats will run for 1 days/1 nights and comprise 15 experts. Costs include:
	* Costs should not typically exceed (**UGX 24,600,000**, approximately £5,000 for these 2 retreats).

*MECS is funded by UK Aid through the Foreign and Commonwealth Development Office. It is a partnership between researchers, innovators, policy makers, and ESMAP drawing on their expertise and relevant work from around the world to co-construct new knowledge with practitioners and the private sector. It is led by Loughborough University, UK.*