

TENDER REF. No.: PAKIS/ITB/22/056

TERMS OF REFERENCE

FOR PROCUREMENT OF PORTABLE SOLAR KITS (DC)

• BACKGROUND

Pakistan continues to be one of the world's largest and protracted refugee hosting countries providing safety to some 1.3M people forced to flee their homes. The majority live among the host communities with some 30% still living in 54 Refugee Villages (RVs). These RVs hardly have any access to electricity.. The UNHCR Pakistan Operation has been supporting Afghan refugees located in Refugee Villages (RVs), urban and peri-urban environment in Pakistan. UNHCR Pakistan is providing energy access to selected RVs utilizing sustainable renewable energy sources.

• OBJECTIVE

- Provide energy access to the refugees and selected RVs as per the guidelines in UNHCR Global Strategy for Sustainable Energy
- Reduce the carbon footprint in RVs.

• SCOPE OF SERVICES

The selected vendor will procure portable solar kits and provide Training of Trainers (ToT) to a selected lot among the beneficiaries, practically demonstrating the installation of plug-and-play solar kit and other useful Operation and Maintenance (O&M) information.

UNHCR will perform random testing of the solar kits provided.

• Responsibilities

The vendor will be responsible for the following tasks:

1. Procurement

- Vendor shall be responsible for the procurement, warehousing of all materials required for the completion of this PROJECT.
- Unit prices should be DAP (Delivered-At-Place) basis to the locations mentioned in Annex-C. Vendor shall be responsible for the procurement, forwarding/ transportation (directly to UNHCR warehouses), loading/unloading of all items required for project scope. The procurement activity will include but not limited to expediting, inspection, testing, logistic handling etc.

2. Training of Trainers (ToT)

To provide ToT sessions (minimum 3) to UNHCR staff and selected beneficiaries practically demonstrating the installation of the plug-and-play solar kits. Locations of the trainings would be anywhere in KPK, Sindh and Baluchistan. UNHCR will not pay additional cost for training including transportation, boarding/lodging etc. All these costs are to be incorporated in the offered price (Annex-C).

- To disseminate useful O&M information about the portable solar kits

- **Deliverables, Timeline, and Payments**

The vendor is expected to complete the delivery of all solar kits within 120 days of issuance of the PO. The vendor is expected to follow the following schedule for the deliverables and payments accordingly.

Activity	Timeline	Payment
Deliver minimum 2,000 solar kits	Within 60 days of issuance of PO	Partial Payment allowed.
Deliver minimum 2,000 solar kit, (in addition to the already 2,000 delivered)	Within 90 days of issuance of PO	
Deliver rest of the solar kits as per the number agreed in PO	Within 120 days of issuance of PO	
Conduct ToT sessions	As per the above-mentioned schedule	