



# PROGRAM EVALUATION FOR BC INDIGENOUS CLEAN ENERGY INITIATIVE

## Request for Proposals

### Submission Information

Issue Date: September 3, 2021

Submission Time: October 4, 2021

Submission Location: [csayers@nrtf.ca](mailto:csayers@nrtf.ca) and [bciceapplications@nrtf.ca](mailto:bciceapplications@nrtf.ca)

Contact Person: Cole Sayers ([csayers@nrtf.ca](mailto:csayers@nrtf.ca))

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## BACKGROUND

The British Columbia Indigenous Clean Energy Initiative (BCICEI) provides support and capacity-building funds to Indigenous communities working on the development of clean energy projects.

BCICEI is funded through the Federal Government's Strategic Partnerships Initiative (SPI) and the Province of BC's CleanBC plan.

The BCICEI supports the following objectives:

Developing local clean energy and energy efficiency projects in Indigenous communities;

- Building Indigenous capacity;
- Creating benefits including ownership, revenue sharing, business development, and local employment; and
- Identifying pathfinding opportunities for further funding and partnerships on clean energy.

The BCICEI funding enables the implementation of cost-effective clean energy and efficiency projects through support for feasibility and site selection activities; environmental review and permitting; project design and engineering; small-scale clean energy installation projects; and demand side management. The initiative also targets remote and off-grid communities seeking to reduce dependency on conventional diesel power generation.

The BCICEI is delivered in partnership with Western Economic Diversification Canada (WD) and the Province of British Columbia. The first three-year funding for BCICEI was established through the Strategic Partnerships Initiative (SPI) in 2016, and was joined by the Province of B.C. in 2019. The BCICEI is informed through recommendations and advice from the BCICEI Advisory Committee, made up of representatives from federal and provincial government, Indigenous leaders, BC Hydro and private sector stakeholders.

## PURPOSE

The purpose of this request for proposals (RFP) is to select an evaluation consultant to evaluate the clean energy projects of the BC Indigenous Clean Energy Initiative (BCICEI) and how the projects have aligned to the intent of the initiative. A previous program evaluation was conducted in 2020 that focused on the BCICEI program goals and objectives.

The evaluation consultant shall help to inform the work of BCICEI as we evaluate the previous 5 years of funding and highlight project accomplishments of the program through the years.

The RFP provides background, criteria for consultant selection, scope of work, key questions, roles and responsibilities, contents of the proposal, and budget.

## CONSULTANT SELECTION PROCESS

### Anticipated Key Dates

Issue RFP	September 3, 2021
Submission Due	October 4, 2021 5:00 PM (PST)
Interviews	October 2021
Award of Contract	Early November 2021
Work Commences	November 2021

Selection of Consultant will depend on the criteria outlined below:

1. Experience with evaluations, with particular focus on evaluating First Nations programs.
2. Provide CVs describing previous related experience. (4 page limit)
3. Preliminary description of methodology and implementation plan: Provide short description of the proposed techniques/methodology/tools to be used to conduct the evaluation. Also, the methodology must describe how this evaluation will inform a plan for future program design.

## SCOPE OF WORK

### Roles and Responsibilities

We are looking to engage a consultant who will support all major program evaluation components for the program including but not limited to the following:

- Provide quantitative and qualitative insight into the capacity building, economic, and community benefits to First Nations in BC that have participated in BCICEI
- Analyze BCICEI clean energy project data
- Support the process of identifying clean energy project goals and objectives to measure the success/progress of the BCICEI projects and their impacts
- Identify project scope, assumptions and constraints
- Develop a strategy and a schedule for ongoing evaluation activities
- Support the development or refinement of evaluation tools or project metrics to improve measuring overall impact
- Meet with program staff for updates and revisions
- Valuation activities and workload
- Interview up to five First Nations from each year the program has run and get their views on project outcomes
- Submit a report on findings and recommendations for future program design changes

### Key Questions

The following are some key questions, which may provide some focus for the evaluation. These questions may be revised by the consultant in collaboration with NRT and the BCICEI secretariat as the methodology and work plan are finalized.

1. How has the BCICEI program supported project advancement and/or completion?
  - a. How many BCICEI funded projects are fully complete and operational?

- b. How many projects that received feasibility/pre-construction funding have since been constructed?
2. What is the quantitative environmental impact of BCICEI projects?
  - a. Total reduction of greenhouse gas emissions?
  - b. Total reduction of diesel consumption?
  - c. How many end of line or remote communities have a more stabilized source of energy?
3. What is the quantitative economic analysis of BCICEI projects?
  - a. How many permanent and temporary jobs were created as a result of BCICEI projects?
  - b. How much revenue has been generated as a result of BCICEI projects?
  - c. How have BCICEI projects impacted energy bills?
4. What are the qualitative social and community benefits of BCICEI projects?
  - a. Did the project contribute towards the implementation of Community Energy Plans or Comprehensive Community Plans, furthering the goals previously identified by the community?
5. Has the evaluation criteria addressed the priorities of First Nations? Governments?
6. Has the evaluation criteria addressed the funding priorities of BCICEI?
7. What are some lessons learned from the unexpected outcomes?
8. What lessons were learned by the communities in implementing clean energy projects? What would they do differently next time? Are there any barriers to reaching objectives?

### Steps in Process

1. Meet with program staff and develop an outline for program evaluation framework
2. Develop an evaluation plan in collaboration with program staff and determine appropriate deliverables
3. Collect and analyze data (including phone interviews, web surveys, BCICEI data reviews, etc.)
4. Finalize evaluation framework and support the development of implementation of evaluation tools
5. Follow up with program staff on evaluation finding and activities
6. Conduct final program evaluation for the program and submit deliverable(s)

NRT/BCICEI will work in collaboration with the consultant and make available all relevant data and materials as well as assist with arranging interview with First Nations.

## EVALUATION

### Contents of the Proposal

- A summary of the proposed process for project evaluation
- A detailed work plan outlining the evaluation activities to be completed and a schedule for reports and deliverables according to timelines
- A complete and detailed budget summary
- A CV outline of relevant qualifications and experience, and references
- A statement of how the consultant understands issues of confidentiality as applied to this project and disclosure concerning any real or perceived or potential conflict of interest
- Proposal should be a maximum of 25 pages total

## Criteria

Table of Contents	Content	Evaluation Criteria	Points
<b>Firm Experience</b>	<ul style="list-style-type: none"><li>• Experience working with First Nations</li><li>• Experience with program/project evaluations</li><li>• Experience with Clean Energy Industry/Technology</li></ul>	Demonstrated experience	30
<b>Key Individuals</b>	Resumes for key staff	Demonstrated experience	20
<b>Approach and Work Plan</b>	Comprehensive description	Well developed and resourced	25
<b>Costs and Contractual Terms</b>	Fee schedule for team including titles, hourly rates, expected hours etc.		25
<b>Total</b>			<b>100</b>

Please note that subcontracting will be permitted for this proposal.

## SUBMISSION INSTRUCTIONS

### Submission

- Proposals are due by October 4<sup>th</sup>, 2021 by 5:00 pm (PST)
- Proposal should be submitted by email to Director of Clean Energy Initiatives Cole Sayers at [csayers@nrtf.ca](mailto:csayers@nrtf.ca) and [bciceapplications@nrtf.ca](mailto:bciceapplications@nrtf.ca)

### Enquires

For all questions related to the proposals or content please contact:

- Cole Sayers, Director of Clean Energy Initiatives ([csayers@nrtf.ca](mailto:csayers@nrtf.ca))

### Acceptance of Terms and Conditions

Submitting a proposal indicates acceptance of all the terms and conditions set out in the RFP, including those that follow and that are included in all appendices and any Addenda.

A proposal must be signed by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent's proposal. A scanned copy of the signed cover page of this RFP is acceptable as is a cover letter identifying the Proponent, identifying the RFP and including a signature of an authorized representative of the Proponent that confirms the Proponent's intent to be bound.

(A proposal must be signed in the manner specified by the RFP by a person authorized to sign on behalf of the Proponent with the intent to bind the Proponent to the RFP and to the statements and representations in the Proponent's proposal.)