República Democrática de São Tomé e Príncipe

(Unidade – Disciplina – Trabalho)

###### **MINISTÉRIO DAS FINANÇAS, COMÉRCIO E DA ECONOMIA AZUL**

**Agência Fiduciária e de Administração de Projetos**

**Projeto Recuperação do Setor de Energia**

REQUEST FOR EXPRESSIONS OF INTEREST

(CONSULTING SERVICES – FIRM SELECTION)

**SÃO TOME AND PRINCIPE**

**POWER SECTOR RECOVERY PROJECT**

Grant No.: IDA-D1260

**Assignment Title:** Consulting Services for Inventory and Valuation of Empresa de Água e Eletricidade de S. Tomé e Príncipe

**Reference No**. 33/C/PSR/2018

The Democratic Republic of São Tomé and Príncipe has received financing from the World Bank toward the cost of the Power Sector Recovery Project and intends to apply part of the proceeds for consulting services, one of them been the Consulting Services for Inventory and Valuation of Empresa de Água e Eletricidade - EMAE. The Company's Management intends to improve the available information regarding both the state and the value of its fixed assets, as well as the inventory and cross-referencing with the accounting records, as an element of a reliable management information. On the other hand, Management considers that for transparency and better result, the inventory and valuation exercise should be carried out using an external and independent consultant. Therefore, the consulting services (“the Services”) to be procured include, but not limited to

* Physical count and valuation of all electrical and mechanical assets (excluding meters)
* Physical count and valuation of all EMAE Buildings
* Physical count for all assets included in the lot and affixing barcode or similar optical or electronic labels

The total staff input is estimated to be in the range of thirty (30) man-months. Such estimate is based on combined foreign and local pooling of key staff resources for the different project components. Based on competences of the proposed staff, geographical distances between the various sites, the Consultant shall however make its own assessment regarding staffing input.

The project will be implemented over a period of 04 (four) months up to Delivery of the Final Assignment Completion Reports to be approved by EMAE and possibly by the Project financiers. The consultancy service is estimated to start first week of September, 2018.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The Fiduciary Administration Project Agency - AFAP now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

* 5 years of proven work experience on the valuation and inventory area, in firms of the same, or similar, industry and dimension as EMAE
* Working experience in the country or similar African countries
* Have at least 7 years of relevant work experience
* The staff performing the consulting service must be fluent in Portuguese

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank’s “Procurement Regulations for IPF Borrowers” July 2016 (“Procurement Regulations”), setting forth the World Bank’s policy on conflict of interest.

Consultants may associate with other firms to enhance their qualifications but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

A Consultant will be selected in accordance with the Consultant Qualification Selection (CQS) method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 09:00h – 12:00h to 14:00h-17:30h (local time), from Monday to Friday.

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by e-mail) no later than **08 August, 2018 by 17:00h (local time).**

Agência Fiduciária de Administração de Projetos

Attn: Alberto Leal, The Coordinator

Caixa Postal 1029, Av. Kwame N’Krumah

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Annex1: Terms of Reference

**Annex 1**

**TERMS OF REFERENCE (TOR)**

**for**

Consulting Services for inventory and valuation of Empresa de Agua e Eletricidade de S. Tomé e Príncipe, E.P.



Financed by the World Bank

33/C/PSR/2018

S. Tomé, July 2018

**1. INTRUDUTION**

1.1**. Framework**

The Water and Electricity Company was created since the 80's of last century. The Company received assets such as power plants, Substations, transformer posts, buildings, water reservoirs, LV and MV networks, vehicles and many other assets.

Over years to date, the company has benefited from various investments in all areas, both in potable water as electricity. The Company has never performed an inventory worthy of this name, making it unaware of the existing patrimony.

For this reason, an inventory is necessary because many of the company's assets date back to long years and on the other hand there are many recent assets.

Because of the reasons stated above, the Company's Management intends to improve the available information regarding both the state and the value of its fixed assets, as well as the inventory and cross-referencing with the accounting records, as an element of a reliable management information. On the other hand, Management considers that for transparency and better result the inventory and valuation exercise should be carried out using an external and independent consultant.

It is in this context that EMAE intends to contract the services of a consulting firm with the Terms of Reference (TOR) containing the basic elements that will guide the selection process of Companies with proven experience in this type of exercise, and ensure the delivery of high technical quality result, applying internationally accepted techniques, as well as the rigor, confidentiality, exemption and objectivity essential for the desired outcome.

* 1. **The Country**

The Democratic Republic of Sao Tome and Principe (Sao Tome and Principe), **Annex I,** is a small island State comprising two main volcanic islands and several islets, located off the west coast of Africa, in the Gulf of Guinea. São Tomé, the largest island, covers an area of 859 km² and has around 180,000 inhabitants. Principe Island, situated 150 km to the north, covers about 142 km² and has around 7,500 inhabitants. The country is divided into six districts (Agua Grande, Cantagalo, Caué, Lembá, Lobata and Mé-Zóchi), as well as the autonomous region of the Principe, which has been self-governed since 1995.

While the country achieved independence in 1975, democratic reforms were not instituted until the late 1980s. In 2014, Sao Tome and Principe ranked 143 out of 188 countries in the United Nations Development Program’s (UNDP) Human development index, higher than the average in sub-Saharan Africa.

However, the country has a high poverty rate. One third of the population lives on less than us $1.90 per day, in Purchasing Power Parity (PPP) terms and more than two-thirds of the population are poor, using a poverty line of US$3 per day. In terms of WB/IMF classification, Sao Tome and Principe is a middle-income country with a gross domestic product per capita estimated at 1,200 US dollars in terms of PPP; while the gross domestic product (GDP) *per capita* is 1,692 US dollars. The goods and services of Sao Tome and Principe come from the primary sector, while those from the industrial sector are almost totally nonexistent. The main economic activities of the country involve tourism, retail, transport, communications and construction. Despite their modest contribution to GDP, agriculture and fisheries are the mainstay for most of the population.

* 1. **Empresa de Agua e Eletricidade de S. Tomé e Príncipe (EMAE) – A Power Utility Company**

The power sector in Sao Tome and Principe is small. The electricity supply is limited. In early 2016, EMAE interconnected generation assets in Sao Tome Island, including four diesel thermal power plants (São Tomé, Santo Amaro and Bobo-Forro 1 and 2) and two hydropower plants (Contador and Guégué). Most thermal generators have very low efficiencies, leading to very high fuel consumption. In addition, some old power plants, such as São Tomé and Bobo-Forro 1, have low availability factors (for example, 43.7 percent for Bobo Forro1) and are also highly unreliable.

The electricity coverage in Sao Tome and Principe extends to only about half of the population. Electricity access is more widespread among non-poor families (58.3 percent) than the poorer families (47.5 percent).

While there is no available data on the average duration or number of power supply interruptions, service quality is widely acknowledged as unreliable and extensive outages are frequent, especially during periods of peak demand. The limited electricity supply, even to those connected to the grid leaves only privately-owned diesel or gasoline generators for reliable supply. It has also resulted in a costly and unsustainable proposition in the long-term for household budgets and private sector growth. The use of other energy sources varies widely, with 73.9 percent of households in rural areas using firewood or charcoal for cooking, compared to 34.6 percent in urban areas.

Several efforts to bolster supply have been implemented in recent years. At the end of 2010, a new 8.5 MW thermoelectric power plant was built in Santo Amaro. This plant provided some short-term relief to capacity constraints and allowed EMAE to meet increased demand until December 2014, albeit with serious reliability problems. In September 2015, Bobo-Forro 2 brought a further 3 MW of capacity online and Santo Amaro 2, a new 6 MW thermal plant started operating. Despite this, the power system still has very low capacity margins, with 26 MW of installed capacity, of which 17 MW is available, compared to a 14 MW peak load.

The country currently is heavily reliant on fuel imports. The country’s increasing reliance on thermal power means that the share of thermal production in Sao Tome’s energy mix now reaches 93.5 percent. This is diametrically opposed to the Government’s stated objective of reaching 40 percent renewable energy penetration by 2020. In turn, it also increases EMAE’s dependence on monthly fuel imports as it lacks storage capacity, further exposing it to oil price volatility.

The network is not equipped with bulk meters, which would allow for load profiling in different customer zones to improve quality of service as well as facilitate the identification of problems. Finally, the low capacity at EMAE in using the MIS leads to a proliferation of errors in billing and collection, further alienating the customer base.

While EMAE lacks a proper accounting framework, a preliminary assessment suggests that the average tariff of US$0.21 per kWh in Sao Tome and Principe, despite being one of the highest in Sub Saharan Africa, is set below cost-recovery level.

Actually, the power sector is not financially sustainable. Burdened with high technical and non-technical losses, rising generation costs and decreasing revenue, EMAE is unable to make necessary investment to maintain the sector’s rapid deteriorating capital assets, and is entirely reliant on external funding to maintain service and expand capacity demand.

**2. PROJECT INFORMATION**

**2.1. Description of the Project**

The project is divided into three specialized Component:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Content** | **Note** |
| **1** | **Component 1** | Electrical and Mechanical Equipment | Physical count and valuation of all electrical and mechanical assets **Excluding meters** |
| **2** | **Component 2** | Buildings  | Physical count and valuation of all EMAE Buildings |
| **3** | **Component 3** | Administrative and Social Equipment plus transport equipment and similar | Physical count for all assets included in the lot and **affixing barcode or similar** optical or electronic **labels** |

Note. Barcode or similar optical or electronic labels will not be applicable to the means of transport.

**2.1.1. ACTIVITIES TO BE CARRIED OUT BY THE CONTRACTED ENTITY**

It is anticipated, from the outset, that the Contracted Entity will carry out a set of activities necessary to achieve the intended objectives. Therefore, the execution of this service will last four (4) months from the date of hiring and in order to be able to evaluate its proposal for a better service, the consultant must present a detailed methodological approach, taking into account the complexity of the work to be performed. Among the various activities to be contemplated, the consultant shall ensure the following:

**A) Inventory**

• Complete counting and recording of all the Company's Basic Assets in order to correct and reconcile the physical and accounting information of the fixed assets with reference to 31 December 2017

• Create an electronic register of all fixed assets that allow an interface with the EMAE Financial System);

• Affixing of barcode or similar optical or electronic labels on inventoried **Furniture, Administrative and Social Equipment** (labels should allow an optical reading and automatic unloading of the information into the database, which in turn will interface with the fixed assets module in the accounting system);

• Provide software only for inventory process and necessary optical equipment that can facilitate future inventory processes and reconciliation with the accounting records (**All electrical and mechanical equipment, vehicles and buildings are excluded**).

* The software shall be based at EMAE headquarter and the optical equipment for inventory must be distributed to 2 different business centers, S. Tomé and Principe and facilities in order to allow the execution of digital inventory and facilitate the reconciliation exercise of all information collected in GIAF – EMAE Financial Management System.
* The Software should allow an interface with fixed asset module based in EMAE Financial Management system
* For this particular package, the consultant shall provide training to EMAE staffing
* Technical Assistance to the software and equipment in S. Tomé and Principe must be guaranteed so that EMAE can minimize external maintenance dependency
* Provide GPS coordinates for all transmission and distribution systems to be inventoried

**B) Valuation**

1. Taking into account their replacements revalue the assets (replacement value), based on the current market value of the assets of the EMAE, with the purpose of adjusting the accounting records and possibly the insured value of the assets to the new values obtained from the valuation.
2. Determine the value of the relevant EMAE's property, plants and equipment in terms of their fair value by providing information that can be used and considered for financial accounting reporting in accordance with International Financial Reporting Standards (IFRS) and which will be the basis for any adjustments to the accounting records;
3. The valuation exercise must clearly differentiate between physical, utility and market values of assets;
4. Determine the remaining useful life of each asset that is under operational conditions and the residual value that should be attributed to it at the end of that remaining useful life.
5. Develop activities that cover the revaluation of all classes and / or type of assets, listed below:
* **ENERGY PRODUCTION**

**Thermal and Hydraulic Production**

In the production area, all the Hydro and Thermal Power Plants should be valued, **Annex IV - Power plants in STP.**

All fixed assets indicated must be described using the manufacturer’s relevant technical characteristics, type or model, serial number (if accessible and / or visible). The valuation shall consider all the improvement costs added to put the asset in operational condition, i.e. its acquisition value plus on-site delivery, assembly, installation costs and considering, where necessary, connection services and foundations, ancillary equipment, Motors, gearboxes and other instruments and accessories for reading and control.

**TRANSMISSION LINES**

All transmission lines identified during the inventory exercise should be fully covered by the valuation exercise. The listing is not intended to break the assets that form an integral part of this homogeneous group of assets because the lines are built with the objective of transporting energy to various regions of the country, **Annex II.**

The revaluation should include the description of the Material (type of poles or towers, Cables or conductors and Accessories) on/with which each line is built, also indicating the total distances of each line. It is important to indicate more clearly whether the poles are made of wood or concrete or if it is steel tower and the respective quantities by type of poles or towers that make up a given line, and in relation to the cables or conductors should indicate if they are made of copper, aluminum allow, brass, etc. All line protection, control and communication equipment, such as circuit breakers, disconnectors and any ancillary equipment such as capacitors, etc, shall also be included.

**SUBSTATIONS**

All the substations that make up the transmission network should be valued, Annex V.

In the substations, the valuation should be extended to the respective control room buildings, various protections, buildings for the residence of the technicians assigned to each one, if any, auxiliary systems (battery chargers, communication radios) and other ancillary elements not mentioned in these ToR.

**ENERGY DISTRIBUTION NETWORK**

The complete locations of the tentative distributions networks within the distribution centers of EMAE throughout the country is presented as **Annex VI**.

The valuation should provide, among other data, the section of cables or conductors, the voltage that is carried by each line, the type of cables or conductors, the year of acquisition, the normal useful life, the remaining useful life, the respective updated values ​​and the residual value of each.

In order to allow a better success of this work, the consultant will obtain, besides the respective listings, the support and knowledge of the EMAE managers assigned to the various business centers in order to guarantee a total coverage of the assets and, therefore, to achieve a high degree of reliability of the output from the exercise.

* **INDUSTRIAL, COMMERCIAL AND RESIDENTIAL BUILDINGS**

The complete list of buildings for industrial, commercial and residential use should be provided in advance to the consultants.

The Consultant shall adopt the valuation criteria proposed in these ToRs in order to achieve the intended objectives. The Consultant may, however, propose better duly substantiated valuation criteria, the adoption of which will always be subject to the assessment and decision of EMAE management. Valuation methods or criteria must be compliant with the International Financial Reporting Standards (IFRS).

* **MEANS OF TRANSPORT AND SIMILAR**

The complete list of Transport Means within the different Departments of EMAE throughout the country is presented as **Annex III**

**2.1.2. Location of the project**

EMAE's inventory and valuation of tangible assets will cover the entire S. Tomé and Principe national territory, in particular, where EMAE holds its assets, i.e. all provinces and almost all districts in the country.

**3. CONSULTANT’S TASKS**

**3.1. VALUATION**

**3.1.1. VALUATION CRITERIA**

Tangible assets should be valued as if they were the total property of the company and no amounts should be foreseen as financial charges or payments due to any outstanding leases or forward purchases or also for potential amounts demanded by third parties through litigation.

**3.1.2. ESTIMATED REPLACEMENT VALUE (REPLACEMENT VALUE)**

• We define as replacement value the value of the asset as if it is new, at market prices as of December 31, 2017, excluding all financial charges. This amount includes expenses incurred with technical assembling and installation services related to real estate and the equipment.

• Construction costs will be based on the assumption that they would be those obtained from a tender offering of interested and competent contractors and by impartial adjudication process.

• No reductions or savings from subcontracting or labor gains were taken into account for the direct administration of the works, nor were the cost increases caused by delays in the periods considered.

• The values ​​to be attributed to buildings will be determined according to the state of conservation at the date of the inspection / valuation and in the condition or state in which they are at that date.

• In this assessment, the estimated values ​​for the demolition of buildings that are seriously damaged and for the cost of removing their debris should be considered if they are considered to be non-recoverable.

**3.1.3. EXCLUSIONS**

The valuation will not include:

* Work in progress, and consumable materials;
* Lands where EMAE has its facilities and are owned by the State, even though they are used by the Company in the sphere of its business activity.
* Goodwill associated with the assets, and
* Computer applications and software.

**4. PREPARATION OF PROPOSALS (VALUATION AND INVENTORY)**

This assignment will be composed of three different sections of specialized components of infrastructures, one will be for electrical equipment and infrastructures (**valuation and inventory separately**) another one for buildings (**valuation and inventory separately**), and the last one is for furniture, administrative and social equipment plus means of transport (**only for inventory not for valuation)**, as indicated in the next table.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** |  | **Lot Composition** |
| Component I | Electrical and Mechanical Infrastructures-**INVENTORY AND VALUATION**Excludes meters |  | Thermal Power Plants; |
|  | Hydric Plants |
|  | Transport Lines (All transmission lines); |
|  | Substations (All substations that make up the Transmission and Distribution networks); |
|  | Power Distribution Network (The power distribution network is composed of Medium and Low voltage lines, including underground cables, transformers and low voltage switchgear). |
|  | ICT tools, Equipment and Network |
|  |  |  |  |
| Component II | Buildings - **INVENTORY AND VALUATION** |  | **INDUSTRIAL, COMMERCIAL AND RESIDENTIAL****BUILDINGS** (All conventional constructions owned by Empresa de Água e Electrcidade all over the national territory) – **inventory and valuation** |
|  |
| Component III | Furniture, Administrative and social fittings plus means of transport and similar**INVENTORY** |  | Furniture administrative and social furniture and fittings plus means of transport and similar –**Only inventory** |

* As much as possible, for the components that require both inventory and valuation, the inventory exercise should precede the valuation to ensure that all relevant items identified during the inventory and included in the inventory list are also considered during the valuation exercise.
* Proposals to be submitted by competitors will integrate two different main components, namely the Technical Proposal and the Financial Proposal for all the three (3) components comprising the assignment. Technical Proposals must be separate from the Financial Proposals, each of which must be presented in separate envelopes, sealed, and externally marked as follows:
* Envelope 1 - "Inventory and Evaluation of Fixed Assets Empresa de Água e Electricidade de S.Tomé and Principe - Technical Proposal -
* Envelope 2 - "Inventory and Evaluation of Fixed Assets Empresa de Água e Electricidade de S.Tomé and Principe - Financial Proposal"

**Note:** All prices must be detailed in accordance with the type of activity (**inventory and valuation**);

**5. METHODOLOGY (VALUATION AND INVENTORY)**

* The methodological approach should be presented in the technical proposal, in a clear and detailed manner and indicating the phases of its implementation.
* The methodology should be aligned with the best practices and internationally accepted standards and compliant with the International Financial Reporting Standards (IFRS).
* The methodology should be presented in detail including, but not limited to, the following points:

• Summary presentation of the methodology;

• Phases and activities and their description;

• Objectives of each phase / activity

• Prerequisites for each phase / activity;

• Resources involved in each phase / activity by the consultant and EMAE;

• Support tools, if any, to support each phase;

• Expected, intermediate and final results of each phase / activity, with reference to those that will be subject to acceptance by EMAE.

Notwithstanding the foregoing, the methodology should provide for the following products to be delivered:

• Project quality control plan;

• Implementation plan;

• Risks and mitigation actions.

**6. TECHNICAL OFFER**

Each tenderer must present his offer of services (Technical Proposal), which will include:

* As a document annexed to the proposal, a brief presentation of the technical capacity of the Consultant, highlighting his relevant experience in projects of the same nature carried out over the last 5 years and, above all, of the same dimension, to what is proposed for EMAE;
* Confirmation of the acceptance of the reference date of December 31, 2017, for the valuation of assets;
* The demonstration of the methodologies and technical approach to be followed by the team to carry out the exercise;
* The work plan that identifies the deadlines for the execution of the project, including the presentation of a timetable for the development of the activities and the times associated with each one, as well as the dates for the delivery of the inventory and valuation reports;
* The valuation reports will also include the photographs of the equipment or main equipment valued, as well as their geographical reference (through their GPS coordinates);
* Issues of an environmental nature that may influence the value of assets should be duly analyzed and reported in the report, as well as any risks associated with them;
* The eligibility documents requested above. Failure to submit the eligibility documents in the technical proposal shall be grounds for disqualification.

**NOTE:**

* The eligibility documents requested above should be part of the Technical Proposal; and
* The omission or non-presentation of the same in the technical proposal will be a reason for disqualification.

**7. CAPACITY AND INPUT BY THE CONSULTANT**

All national or foreign companies proving that they are qualified to provide the services required in these Terms of Reference are eligible to compete, by submitting legal authorization documents for the exercise of the activity as well as by providing information demonstrating that they have sufficient qualification and experience to carry out the proposed assignment. The consultants shall provide evidence of their certification in valuation of Assets for the different sections required under this ToR and if so necessary for such purpose they can associate with other consultants specialized in other areas of expertise in order to strengthen their capabilities to carry out the assignment.

Consulting firms must have the necessary financial and technical capacity to perform the work described in these ToR. For this purpose, each financial proposal must present a "Profile of the firm", which shall include at least:

* Organizational structure of the company;
* Summary description of similar services provided in at least 5 (five) years and indication of their client’s references and contacts;
* Three (3) Letters of reference / accreditation of the clients where similar services were provided. The said letters are to be duly signed and stamped by the entities providing them.

Consulting firms will be able to associate with other firms with the aim of complementing their capacity to respond to the requirements of this competition. In this case, the prime consulting firm assumes full contractual responsibilities to EMAE for the execution and management of the project.

The Consultant shall provide all the input in terms of staff, facilities, and support from Headquarter office and Request for Proposal for Consultant Services related to the Project whether explicitly mentioned in the present document or not to ensure successful accomplishment of the assignment.

For the purpose of evaluating the quality of the proposed personnel, the consulting firm must meet the following professional requirements.

* Recognized experience in the area of assignment for companies in the same or similar industry and dimension with EMAE;
* Professional experience of the technical team, skills and availability of human resources with high skills, in particular, to ensure the execution of the project under reference, proven by the presentation of CVs of the key staff, with relevant experience to be able to execute the tasks as described in the scope of this ToR and the respective copies of academic and professional certificates.
* Assure EMAE that the quality of services to be provided under this TOR comply with internationally accepted quality standards.
* Recognized experience with organizations in S. Tomé and Principe or similar African countries;

The consultant will be selected in accordance with the procedures set out in the World Bank’s Guidelines: Selection and Employment of Consultants by World Bank Borrowers (current edition)

**7.1. QUALIFICATION OF KEY PERSONNEL**

For the purposes of evaluation of the quality of the proposed staff, it should be underlined that apart from other important details, the CVs shall clearly indicate the experiences of the staff including types of activities performed and respective client references.

It is expected that the Consultants key staff will include people with the profiles below and shall have at least a minimum of two (2) years employment record with the Consultant as permanent employee.

The total staffing input was estimated to be in the range of **thirty (30) Man-months**. Such estimate is based on combined foreign and local pooling of key staff resources for the different project components. Based on competences of the proposed staff, geographical distances between the various sites, the Consultant shall however make its own assessment regarding staffing input.

The Client’s expectations of the Consultants key staff and requirements for carrying out the assignment are the following:

**Project Manager**

The Project Manager for the valuation exercise **should have a minimum of a Master’s Degree** in the related field (Electrical Engineering for Electrical energy equipment or Civil Engineering for buildings). First degree in the above disciplines with appropriate certification in assets valuation by a recognized body in the relevant areas would be considered. In either situation, the Project Manager should have a professional experience of minimum 10 years in planning, designing and managing projects related to the current assignment. The project manager should present evidence on having managed and coordinated successfully at least 3 (three) projects of a similar nature, size and complexity.

The project manager will be responsible for the overall coordination of the Consultant’s services to ensure the satisfactory fulfillment of the requirements of the Terms of Reference.

The Project Manager must be an individual with good communication skills in English and Portuguese, both written and verbal, and a high sense of organization and responsibility.

The Project Manager **should have experience in similar project coordination in developing countries**, preferably in African countries. He/she shall execute overseeing responsibilities and may be in charge of one of the technical subjects.

**Valuation Experts:**

The valuation experts **should have a minimum of first degree in either Electrical engineering** for the valuation of electrical energy assets or **Civil Engineering/Building** for the valuation of buildings. A minimum of five years relevant post-graduation experience is required for the valuation experts.

Valuation technicians High School Certificates with at least five years of relevant experience. He/she shall have good communication skills in Portuguese, both written and verbal.

**Accountant:**

First degree in accounting or equivalent qualification, with five years of relevant experience, including experience in financial reporting. He/she shall have good communication skills in Portuguese, both written and verbal.

**Inventory Experts:**

First degree in Accounting, or related field or certificate in inventory management from a recognized reputable institution with five years of relevant experience. He/she shall have good communication skills in Portuguese, both written and verbal.

**Systems Analyst:**

First degree in the IT area. The systems analyst will be responsible for ensuring that the system used in capturing the inventory can communicate with GIAF and transfer information in and out of GIAF from the system that the Consultant will use. He/she shall have good communication skills in Portuguese, both written and verbal.

**Inventory Clerks**

Despite not being key experts, the consultant shall need to engage sufficient number of Inventory Clerks who will need to have in a minimum of high school certificates with at least two years of relevant experience in similar assignments in order to carry out the actual physical detailed inventory of all assets related to the three sections comprising the current assignment. They shall have good communication skills in Portuguese, both written and verbal.

**8. LOGISTICS, OFFICE ACCOMMODATION**

The Consultant shall provide suitable accommodations for his staff during the project implementation period. EMAE shall provide office facilities in S. Tomé, with facilities deemed necessary for execution of the Consulting Service’s Assignment.

In addition, the Consultant shall make for its own transport arrangements which will be required during the execution of this assignment including all necessary air travel between the two islands, Sao Tome and Principe, for the entire duration of the assignment

1. **SCHEDULE OF REPORTS AND DELIVERABLES**

The Consultant will prepare the following reports and documents during the execution of the project assignment. The reporting schedule shall be applicable for all Project Components being implemented in the whole country.

1. **Description of the Reports**

The consultant shall prepare the following five reports with contents as described under the table below

| **Order** | **Type of document and timing** | **Narrative description**  |
| --- | --- | --- |
| 01 | Monthly flash report | Monthly flash report of up to 4 pages shall be submitted by the consultant. The format of these reports will be discussed at a later stage.  |
|  |  |  |
| 02 | Two written reports(one for Inventory and one for Valuation)  | 1. Framework, Objectives, Scope and Methodology;
2. Summary of Key Findings, Recommendations on how to address identified asset management issues, particularly assets with special characteristics, obsolescence, etc. if any; recommend best management practices for all EMAE assets, indicating assets mostly at risk (natural disasters, vandalism by people of bad faith, etc.);
3. Summary of the assets by region, indicating the current replacement cost if new, as well as its current value (value of construction or acquisition minus technical wear resulting from its use).
 |
| 03 | Detailed listing of inventoried and revalued assets | 1. Database in electronic format (one for inventory and one for revaluation), containing all the technical specifications and photographs of the most significant assets.
2. Each listing must include a single asset code that will facilitate the unambiguous identification of the assets and linkage between the two listings for reconciliation.
3. Description, location (Building, Room, etc.), function, replacement value if new, technical specification, current value, rates and residual value, expected useful life, economic rates; bar codes that is compatible with EMAE informatic system to facilitate uploading into the fixed assets register in the General Ledger accounting system.
 |
| 04 | Data Migration Listing for GIAF - EMAE Financial System | The content of the listing must be in a format compatible with EMAE Financial system to facilitate the loading process in the system |
| 05 | Vehicles and movable goods  |  Real state of these means |

1. **The Delivery timing for the Reports**

The consultant shall issue the reports within the timing indicated into the table bellow

|  |  |  |
| --- | --- | --- |
| Order | Report Name | Timing for delivery |
| 01 | Monthly flash report | Every month, at the end of the first week of the following month |
| 02 | Two written reports(one for Inventory and one for Valuation) | At the end of the assignment on the fourth month |
| 03 | Detailed listing of inventoried and revalued assets | At the end of the assignment on the fourth month |
| 04 | Data Migration Listing for EMAE Financial System | At the end of the assignment on the fourth month |
| 05 | Database (Real Estate Vehicles and movable goods) | At the end of the assignment on the fourth month |

1. **Number and Type of Copies to be delivered for the Reports**

The Consultant shall submit all reports in the manner described under the table bellow

|  |  |
| --- | --- |
| **Reports:** | **EMAE** |
| Monthly Flash reports (max. 10 pages) | digital copy only by email |
| All the four technical reports | 8 (eight) hard copies as well as one (1) digital copy for each one of the four technical reports |

1. **Languages under which the reports shall be issued**

The consultant shall issue the reports in the following Languages as indicated under the table bellow

|  |  |  |  |
| --- | --- | --- | --- |
| **Order** | **Report Name** | **English** | **Portuguese** |
| 01 | Monthly flash report | Yes | Yes |
| 02 | Two written reports(one for Inventory and one for Valuation) | Yes | Yes |
| 03 | Detailed listing of inventoried and revalued Assets | Yes | Yes |
| 04 | Data Migration Listing for GIAF - EMAE Financial System | Yes | Yes |
| 05 | Database (Real Estate Vehicles and movable goods) | Yes | Yes |

1. **PROJECT MEETINGS**

To better coordinate the implementation of the project, two types of project meetings shall be considered during the progress of the project. The minutes of meetings shall be prepared by the consultant. The manual and electronic formats of the minutes will be determined by EMAE and agreed upon by the parties beforehand.

The following are the two types of project meetings to be held during the project implementation:

1. **Site meetings**

Starting from the commencement of the works by the contractor the consultant will provide to EMAE every two weeks, reports on progress of the assignment and at the request of EMAE formal meetings may be demanded to discuss the progress reports. Such meetings will focus on any identified practical issues relating to the works and they will take place at a location to be determined by EMAE;

1. **Project management meetings**

At the request of EMAE other meetings at Management level can be arranged with the consultant to discuss organizational or strategic issues relating to the progress of the work. Such meetings will take place at the headquarters of EMAE or any other place of its offices as may be determined by Management.

1. **Time Schedule**

The Consultant’s Services shall be planned in order to respect the time for submission of the different reports and documents indicated above in relation to the contract’s effectiveness.

The project will be implemented over a period of only 04 (four) months up to Delivery of the Final Assignment Completion Reports to be approved by EMAE and possibly by the Project financiers.

For the purposes of planning implementation of the proposed assignment, Bidders are advised that the contract with the successful consultant shall be approved by the Government of S. Tomé and Principe /EMAE immediately after the No Objection of the World Bank. A minimal of one-month period is estimated for this approval process.

1. **Duties and Responsibility of the client**

The Client shall use its best efforts to ensure that the Government will grant to the Consultant and members of his/her internationally recruited staff whose names shall be communicated in advance, the following facilities and exemptions:

1. The facility of bringing into the country a reasonable amount of foreign currency for the purpose of the project or for their personal use.
2. Exemption from immigration restrictions for expatriate staff, their spouses and members of their families who are dependent on them;
3. Inviolability of consultant’s documents and papers relating to the project.
4. **Project Implementation Units (PIUs)**

EMAE will be the Project Executing Agency (PEA). Out of its staff, EMAE will assign staff to assist in the implementation of the Project.

For the Project Management, EMAE will appoint Project Coordinator and will appoint a suitable technical staff across the country to assist the consultant staff in their role on activities. Other staff may be resourced from the corporate structure of the Utility.

For the consultant to carry out the services, EMAE shall provide all available documents, drawings, maps, statistics, data and information related to fixed assets.

The Project Coordinator at the EMAE will work in close coordination with the EMAE and AFAP Directorate and their tasks will be essentially

* Invite bidders for the project and evaluate offers as per Procedures and Guidelines from the World Bank;
* negotiate contract(s) with the selected firms;
* support pro-actively the receipt of official approvals;
* control the disbursement of the project funds;
* submit reports to relevant departments and the project financiers for comment and above all to the management for approval;
* liaise between the consultant and the relevant parties;
* report to the project lenders and especially to the World Bank as required by the Procedures and Guidelines for Procurement under the World Bank;
* Any other support to the project as it may be agreed upon during the contract negotiations
1. **Annexes**

Annex I – Maps of S. Tomé and Principe

Annex II – Locations of the Distribution Net

Annex III – List of transport means

Annex IV – Power plants in STP

Annex V – STP simplified net

Annex VI – STP grid

End