

## Refinement of Environmental and Social Management System and Delivery of E&S Management Training to Investment Team Request for Proposals ("RFP")

### Objective

Spark+ Africa Fund ("Spark+" or the "Fund"), and its Manager Enabling Capital ("EQ"), invite proposals from consultants with expertise in environmental and social management to assist with the improvement of the Fund's existing Environmental and Social Management System ("ESMS") and training of the team to utilize the system.

Spark+ an impact investment fund that will invest \$1-5m tickets in the form of debt or equity in small and medium enterprises operating in the clean cooking value chain, including those involved in the manufacturing/production, distribution, and financing of cooking appliances and fuels including LPG, ethanol, processed biomass, biogas and electricity in sub-Saharan Africa.

The consultant should support the Spark+ team to refine its existing ESMS, which has been drafted but not yet utilized as the fund has not yet launched, and ensure that the final ESMS meets the standards required by international development finance institutions and institutional investors. Documents which will provide a basis for this assignment, in addition to the draft ESMS, include an E&S Action Plan (ESAP) developed by several DFI investors in the fund, the IFC Performance Standards, EDFI Exclusion Lists, and EDFI E&S harmonized standards.

### Project Outline and Proposed Phases

#### Phase 1: Detailed Gap Analysis – virtual

- Review existing Spark+ ESMS, including associated risk categorization and due diligence tools
- Review existing investment pipeline, including environmental and social considerations and how such considerations will be evaluated throughout the investment process
- Provide high-level outline of training curriculum for investment team on the ESMS

*Outcome: Detailed and actionable work plan*

#### Phase 2: Tool Development – desktop

- Upgrade existing ESMS, including all policies, procedures, reporting templates, tools and checklists – including a detailed due diligence process which delineates varying degrees of E&S due diligence
- Prepare curriculum for a training course for the investment team on the ESMS

*Outcome: Draft modifications to ESMS and training curriculum*

### Phase 3: Pilot Phase – Virtual training and trial testing of ESMS

- Discuss upgraded ESMS with investment team
- Train key staff on E&S issues and related portfolio risk, and international best practices as compared to local laws
- Assist in the due diligence process of selected initial investments including those of higher environmental & social risks (ie. provide the investment team with on-the-job training)

Outcome: Training delivered and support provided during DD of sample investments

### Phase 4: Refinements and final evaluation

- Following the application of the ESMS and training, work with investment team to make any required refinements to the ESMS

Outcome: Finalized ESMS delivered

### **Proposed timeline**

Phase	Timeline	Outcome of Phase
Phase 1	2 weeks	Mutually agreed action plan and training overview
Phase 2	1 month	Draft upgraded ESMS (policies, procedures, tools, etc.) based on already established documents; draft training curriculum
Phase 3	1 month	Final ESMS, based on: <ul style="list-style-type: none"><li>• Trainings on E&amp;S management and</li><li>• Piloting of ESMS</li></ul>
Phase 4	1 month	Evaluation of ESMS

### **Process and submission requirements**

We invite consultants to submit a concise but complete proposal consisting of no more than 10 pages. Proposals should include information related to your approach, including any modifications or refinements to the sample project outline, phases and timeline above, the actual team members that will undertake the work and their respective credentials and relevant track record(s), an achievable timeline, and a fee estimate. The fee estimate should be based on the scope of work set out above, with a capped fee estimate (expressed in terms of 'max number of hours' x 'hourly rate'). For any components of the scope of work that are not included in the capped fee estimate, an indication of the estimated time needed to perform the task and an hourly rate should be provided.

Interested consultants shall submit their proposal in writing to [info@icfa.lu](mailto:info@icfa.lu), copying [pgeorge@cleancookingalliance.org](mailto:pgeorge@cleancookingalliance.org), by 5pm CEST on 13 September 2021.

Proposals may be submitted any time up to the deadline. We reserve the right, in our sole discretion, not to consider any proposal submitted after the deadline, and to extend the deadline.