



Call for Proposals

Technical Assistance for Legal Framework, Market Assessment and Micro Refilling Platform Design for Clean Cooking LPG in the Congo Basin

This document serves to provide an overview of the underlying project relevant to the consulting service, context and goals of the mandate, as well as the scope of work expected from the consultant. Detailed version of the work to be performed should be covered by the subsequent proposal submitted by the consultant.

1. About Canopy Trust

Canopy Trust provides blended finance solutions to attract private sector investments towards private or PPP projects to limit deforestation and support socio-economic development in Central Africa. Canopy Trust supports sustainable agriculture and forestry, renewable energy and sustainable cooking along with deforestation-free value chains, through concessional capital, Technical Assistance (TA) and strategic investments at project or fund level (junior capital). Canopy Trust is a facility implemented by Catalytic Finance Foundation (Catalytic) with the support of the Central African Forest Initiative and Norway's International Climate and Forest Initiative. This procurement is conducted as an open competitive tender in accordance with the procurement rules applicable to Canopy Trust and its donor.

2. Context

Canopy Trust has allocated a Technical Assistance support to a company engaged in the development of Micro-refilling platforms, developing an innovative and patented technology enabling low-income households to purchase LPG in small quantities through digital payments or mobile money.

The project aims to replicate the model through pilots in the Congo Basin countries, to address the dual challenges of energy poverty and deforestation in the region by replacing biomass fuels (wood and charcoal) with LPG, reducing pressure on forests while promoting behavioral change and awareness among households to reduce charcoal dependency.



3. Scope of Work

A. Objectives

1. Establish the current legal LPG framework in the Democratic Republic of the Congo, Republic of Congo, Gabon and Cameroon, including the supply landscape and transition opportunities, contributing to a better understanding of deforestation drivers related to cooking and the barriers to clean cooking LPG access.
2. Perform a detailed market and stakeholder assessment for micro refilling platforms in the Democratic Republic of the Congo, the Republic of Congo and Cameroon, including local stakeholder mapping, socio economic profiling and institutional and risk analysis, in order to design a tailored and commercially viable micro refilling model.

B. Envisioned activities for achieving each objective

Objective 1 – Establish the current legal LPG framework in the Democratic Republic of the Congo, the Republic of Congo, Gabon and Cameroon

1.1 – Legal assessment and sector analysis

- Review the current LPG sector context in each country
- Review existing regulations, legal corpus and institutional roles
- Identify opportunities for regulators to adapt safe and inclusive frameworks inspired by international good practices
- Map activities of relevant actors and identify potential synergies
- Identify national priorities related to energy access and clean cooking
- Review regulations related to micro refilling

1.2 – Supply potential in targeted countries

- Conduct an overall market assessment including volume, pricing and structure
- Identify constraints such as legal bottlenecks, infrastructure limitations, stakeholder experience and supply disruptions
- Provide a high-level outlook on upstream potential and longer term opportunities
- Recommend infrastructure and policy measures to enable future deployment

1.3 – Outlook of future transition to sustainable energy sources

- Document international transition scenarios from LPG to more sustainable fuels
- Assess potential long term transition strategies applicable to the Congo Basin
- Compare LPG micro refilling with other clean energy solutions including solar, sustainable charcoal, biogas and hydro
- Document best practices for safety, leak prevention and supply chain integrity
- Assess potential for sourcing LPG from low emission suppliers

Objective 2 – Perform a detailed market and stakeholder assessment for micro refilling platforms in the Democratic Republic of the Congo, Republic of Congo and Cameroon



2.1 – Stakeholder assessment

- Assess the potential of each country to welcome LPG micro refilling solutions
- Map active gas suppliers, local retailers and distribution chains
- Conduct market demand inquiries with potential clients

2.2 – Socio economic client and entrepreneur analysis

- Conduct a social baseline assessment in targeted neighbourhoods of Kinshasa, Brazzaville and Yaoundé
- Collect demographic data and development indicators
- Conduct interviews with potential end users including households, micro enterprises and local administrations
- Analyse cooking habits and energy use patterns

2.3 – Institutional analysis

- Develop an LPG stakeholder map for each country
- Analyse potential synergies with other actors
- Conduct SWOT analyses for each country and city
- Provide recommendations for institutional arrangements for micro refilling pilots

2.4 – Risk analysis

- Analyse regulatory, political, socio economic, logistical and environmental risks
- Propose mitigation measures relevant to the project

2.5 – Design of a tailored and profitable LPG micro refilling platform solution

- Design a commercially viable model for clean cooking LPG access
- Calibrate specific offers for each targeted city
- Provide impact projections including avoided deforestation potential, GHG emissions reduction, number of households reached, health benefits, energy cost savings and job creation
- Include a gender component addressing women's employment, training and empowerment

C. Deliverables & indicative timeline

C.1 - Inception Report

A brief document of five to ten pages presenting the understanding of the assignment, methodology, work plan, timeline and structure of final deliverables.

Due End of Week 2

C.2 - Country Assessments on LPG Report

A report covering the legal framework, upstream assessment and transition opportunities across the four countries, with recommendations based on comparative analysis.

Due: End of Month 2



C.3 - Micro Refilling Platform Feasibility Assessment Report

A report summarizing socio economic findings, stakeholder assessments, relevance of micro refilling solutions, risks, opportunities and impact potential across the three countries.

Due: End of Month 3

C.4 - Pilot Project Implementation Plan

A plan defining business models tailored to each country and neighbourhood, compliance requirements, resource needs, and a business plan for pilot deployment.

Due: End of Month 3

4. Requirements

Applicants must provide evidence that they meet the following requirements:

- the firm is **legally registered**;
- the firm is **registered for tax declaration and payment**;
- the firm has **no outstanding tax or social security liabilities**.

Applicants must also confirm that none of the exclusion grounds below apply. The applicant, its owners and key personnel:

- are **not bankrupt**, insolvent or under administration;
- have **not been convicted** of corruption, fraud, bribery, money laundering, terrorist financing or any other serious offence;
- are **not debarred** or suspended by any multilateral development bank, the UN or the EU;
- have **not engaged in serious professional misconduct** in the last five years;
- are **not in a situation of conflict of interest** that would compromise the integrity of the assignment;
- have fulfilled all obligations relating to the **payment of taxes and social security contributions**.

A signed declaration confirming compliance with these requirements shall accompany the proposal.

Anti-Corruption and Ethical Conduct

Catalytic applies a zero-tolerance policy towards corruption. The consultant shall comply with all applicable anti-corruption laws and with Catalytic's ethical standards. The consultant shall not engage in corruption, fraud, collusion, coercion, bribery or any other prohibited practice. Any suspicion of misconduct shall be reported immediately to Catalytic. Catalytic reserves the right to terminate the contract with immediate effect in the event of a breach of these obligations.

5. Selection Criteria

Proposals will be assessed on the basis of the criteria below. Each criterion will be scored and weighted as indicated, and the contract will be awarded to the highest-ranked eligible applicant.

- **Local presence and Relevant Experience – 25%**
Experience with legal frameworks, LPG sector analysis, clean cooking transitions and stakeholder assessments in Central Africa or sub-Saharan Africa.



- **Technical Understanding – 20%**
Clear understanding of objectives and deliverables.
- **Methodological Approach – 20%**
Coherent and feasible methodology including fieldwork, interviews and comparative analysis.
- **Team Qualifications – 20%**
Relevant expertise including legal specialists, energy analysts, LPG sector experts, environmental experts and social scientists.
- **Work Plan and Timeline – 5%**
Realistic and efficient work plan aligned with the proposed scope and deadlines.
- **Value for Money – 10%**
Overall cost-effectiveness and justification of the proposed budget in relation to the scope of work.

6. Form of Proposal & Requirements

Please prepare a brief proposal for the performance of this work, including the scope of work, project team and qualifications, and estimated costs.

Please note that the proposal can cover all or parts of the Scope of work detailed under section 3. If proposing a partial scope, clearly specify which Objectives/activities are covered and propose a revised deliverables list and timeline accordingly.

- 1) Scope of Work:** The scope of work should include a description of the specific activities that will be performed in order to accomplish the required tasks listed in Section 3. This should include any proposed site visits, documents to be reviewed, interviews, etc. If the consultant feels that additional tasks or components within a required task are suggested or warranted, these should be stated and delineated as “Optional Tasks”.
- 2) Project team and qualifications:**
This should include the name of the principal staff members and any sub-contractors, and a brief description of their role within the project team. Qualifications of staff should include relevant technical capabilities, full CVs, specific previous experience similar to this assignment, specific in-country experience and knowledge.
- 3) Estimated costs:**
Provide total professional fees estimate not-to-exceed, in US Dollars, excluding travel. A breakdown of the estimated costs by task must also be presented in tabular format and should include Direct Labour Costs (number of hours or days per staff and their associated unit costs). If field visits are necessary, travel costs will be reimbursed by Catalytic separately (per diems are ineligible). Please also note that Catalytic is exempt from VAT. Your financial proposal should therefore not include VAT.
- 4) Contract & payments:**
The contract will be based on Catalytic’s standard terms of engagement, fixing a total consultancy fee on lump-sum basis in US Dollars. Catalytic will pay the consultant in 2-3 instalments: e.g. one advance



payment of 20% upon signature of the contract, one payment of 40% after delivery of the draft report, final payment of 40% after delivery of the final report.

5) Conflicts of interest:

As part of the proposal, the Consultant shall also confirm that they do not have a conflict of interest and that they are in a position to provide an adequate, accurate and objective review. In addition, we will request an extract from the commercial registry and passport copy for a KYC / DD check for shortlisted candidates, as well as an audited financial report of the most recent year.

- 6) **Q&A Session:** Interested bidders will have the opportunity to ask questions in relation to this RFP during a 30-minute Q&A session to refine their proposals. Date and timing of the session remain to be determined and will be communicated to bidders by E-Mail. Questions should be sent 2 hours in advance to project@catalyticfinance.org.

7. Submission

Please submit your proposal before 03.12.2025 by sending it to **canopytrust@catalyticfinance.org**