

Terms of Reference for Provision of Energy Audit Services

Project Name: Inclusive Markets for Energy Efficiency in Uganda (IMEU)

Implementing Organisation: SNV Netherlands Development Organisation **Donor:** Swedish Embassy in Uganda.

1. Background

SNV is a mission-driven global development partner, rooted in the contexts and societies where we work. Inspired by the transformational principles and objectives set out by the SDGs, we are committed to building resilient agri-food systems that deliver food security and adequate nutrition; to increasing the reliability and availability of water and sanitation at an acceptable quantity and quality; and to improving access to affordable and sustainable energy for all. In doing so, we aim to strengthen institutions, markets, and effective governance within and across the agri-food, energy, and water sectors, reducing gender inequalities and barriers to social inclusion, and enabling adaptation and mitigation to the climate and biodiversity crises.

As part of SNV's Sustainable Energy Markets initiatives, The Inclusive Markets for Energy Efficiency (EE) in Uganda Phase 2 (IMEU-II) Project (2025-2028), is a consortium-led project that builds on the successes and lessons learned from the first phase IMEU-I, with funding from the Embassy of Sweden in Uganda. The consortium is led by SNV, implementing together with Private Sector Foundation Uganda (PSFU) and Makerere University, College of Engineering, Design, Art and Technology (CEDAT) in collaboration with the Ministry of Energy and Mineral Development (MEMD).

The project aims to improve the livelihoods of households and increase the resilience and competitiveness of businesses and Social Institutions (SI) through the scaled adoption of energy efficient (EE) technologies and practices. The expected project outcomes are:

- a) Increased access to energy efficient products and services for businesses, households, and institutions,
- b) A strong, diverse, and sustainable supply ecosystem for quality EE products and services created.
- c) Strengthened policy, regulatory, and institutional framework for the growth of EE markets.

IMEU-II is implemented in 36 districts. These include: Kabarole, Bunyangabu, Kasese, Masindi, Kiryandongo, Hoima, Bushenyi, Sheema, Rubirizi, Buhweju, Mitooma, Wakiso, Mukono, Luwero, Kayunga, Mubende, Mityana, , Iganga, Mayuge, Mbale, Jinja, Kamuli, Soroti, Kumi, Amuria, Katakwi, Lira, Oyam, Kole, Dokolo, Gulu, Omoro, Nwoya and Lira as well as the cities of Fort Portal, Kampala, Jinja , Hoima, Mbale and Lira.

The Project deploys a Market Development Fund (MDF) as a derisking facility aimed at addressing the availability, accessibility and affordability barriers to energy efficient technologies and services among households, Social Institutions and SMEs. This facility will leverage additional private and

public finance for investments in energy efficiency (Debt, Equity etc).

The facility is deployed through three (3) financing mechanisms that include:

- a) Results Based Financing (RBF): A mechanism for incentivising energy technology and service suppliers (Energy Service Provider Companies) based on the sales achieved. This mechanism is aimed at enabling last-mile availability and access to energy efficient technologies and services for cooking, lighting, cooling, pumping, heating etc.
- b) Catalytic Grants (CG): A mechanism for incentivising industry-based, commercial and institutional users to invest in energy efficient technologies and services. This is based on a co-financing of 1:1
- c) Technical assistance (TA): A mechanism aimed at strengthening institutional capacity for energy efficiency, energy management and investment readiness of businesses as well as integration of responsible business practices such as Gender, social inclusion, environment management among others.

As part of technical assistance to applying agroprocessing SMEs, Hotels and Social Institutions, for any energy efficiency financing, IMEU II recognises that energy audits provide the facilities baseline energy use data, areas of energy losses/leakages as well as proposed energy efficiency & conservation and renewable energy options. This is to therefore seek services of experienced energy audit firms to undertake detailed energy audits for agroprocessing SMEs, Hotels and Social institutions that will apply to benefit from the market development incentives.

Please note that the facilities are not yet onboarded, however the geographical locations targeted are as indicated above. The energy audit will be based on when the applicants are onboarded.

2. Objectives of the Energy Audit.

The purpose of the consultancy is to undertake a detailed energy audit of the selected agroprocessing SMEs, Hotels and Social Institutions towards identifying potential energy management opportunities (renewable energy and energy efficiency).

The specific objectives shall include:

- a) Identify feasible energy management opportunities (renewable energy and energy efficiency) in both electrical and thermal energy systems existing in the facility
- b) Undertake an economic and financial analysis of identified energy management opportunities
- c) Compile a detailed energy audit report including renewable energy and energy efficient technology and practice recommendations

A standard energy audit methodology shall be adopted from energy audit planning to closure. We propose that the energy audit be undertaken according to the ISO 50001 EnMS: Energy

Management System in line with ISO 50002:2014 Energy Audits-Requirements with guidance for use methodology.

3. Scope of activities

The specific tasks in the energy auditing assignment shall include the following:

- i. Undertake a detailed energy audit planning with a lens on both electrical and thermal energy use of the SME or Social Institution
- ii. Review the existing and planned energy needs and services of the SME or Social Institution
- iii. Assess the existing historical energy utilization, energy cost data and load profiles of the facility
- iv. Undertake onsite measurements/logging for electrical and thermal energy systems in the facility with appropriate calibrated equipment
- v. Conduct an energy utilization, economic and financial analysis based onsite energy use measurements and energy tariff structure
- vi. Quantify the total energy savings (kWh) and energy cost savings (UGX) as per energy efficient and renewable energy opportunities identified.
- vii. Prepare and submit a detailed energy audit report with a complete technology and economic analysis of the energy management opportunities (renewable energy and energy efficiency options)
- viii. Prepare a detailed draft implementation plan for the identified energy management opportunities including identification of potential vendors for RE and EE solutions
- ix. Prepare and present the audit findings and identified energy management recommendations to SNV and audited facility.

4. Key Deliverables

The consultancy is expected to take 20 days with the key deliverables as indicated below.

- a) **Inception report** detailing the audit methodology, audit equipment inventory and detailed workplan
- b) **Draft energy audit report** as well as the measurement plan used (template to be shared) to be reviewed by IMEU team
- c) **A final detailed energy audit report** with an investment appraisal on the identified renewable energy and energy efficient options
- d) **A presentation of the energy audit findings** and energy management (renewable energy and energy efficiency) recommendations to the facilities audited.

5. Reporting Arrangements

The consultant shall report to the IMEU II Project Manager supported by the Technical Expert Energy Efficiency. The Technical Expert Energy Efficiency shall be the day to day contact for the assignment in managing quality and effective delivery.

The consultant is expected to ensure utmost compliance with the general occupational health and safety guidelines and other ethical considerations in undertaking this assignment.

6. Ethical requirements

The Energy Auditors shall be required to ensure.

- Confidentiality.
- Compliance with Uganda Data Protection and Privacy Act (2019).
- SNV Safeguarding, ethics, and anti-fraud policies.
- No conflict of interest.

7. Competence and experience of the Energy Audit team

The energy audit shall be executed at least by two experts in electrical and thermal systems respectively with the following desired qualifications and competencies.

#	Expert	Qualifications, Competencies and Experience
1	Electrical systems Engineer	<ul style="list-style-type: none"> • Atleast BSc. Electrical Engineering • Demonstrated understanding of instrumentation and electrical systems • Atleast 7 years of experience with 3 years of hands-on energy auditing • Demonstrated written and oral communication skills • Being a certified energy auditor by a recognized international Organization will be an added advantage
2	Thermal energy Systems Engineer	<ul style="list-style-type: none"> • Atleast BSc. in Mechanical Engineering/Agricultural/Chemical Engineering • Demonstrated understanding of material and energy flow analysis

		<ul style="list-style-type: none"> • At least 7 years of field experience and 3 years of hands-on energy auditing • Demonstrated written and oral communication skills • Being a certified energy auditor by a recognized international Organization will be an added advantage
3	Finance and Investment Analyst	<ul style="list-style-type: none"> • At least master's in business administration, MSc in Finance and Investment • Demonstrated understanding of energy economics and investment appraisal of energy investments • At least 7 years of experience
3	Measurement Technician	<ul style="list-style-type: none"> • At least a diploma in Electrical or Instrumentation • Demonstrated experience in calibration and use of energy audit tools and equipment • Demonstrated written and oral communication skills

8. Deadline for proposals submission

All the proposals must be submitted by the **28th April 2026** through the e-mail: ugandatenders@snv.org. Please indicate submission of proposals for Energy Audit Services in the subject line.

9. Required document for submission

Interested consultants/firms are required to submit the following:

A) Preliminary Requirements

1. Company profile
2. Certificate of Incorporation/Registration
3. Copy of Memorandum & Articles of Association
4. Valid Trading License
5. Current Tax Clearance Certificate addressed to SNV (TIN :1000112373)

B) Technical proposal with the following details:

1. Understanding of the assignment
2. Energy Audit Methodology and approach based ISO 50001EnMS
3. Work & Measurement plan with clear timeline
4. CVs of the proposed team

B) Financial proposal (in Uganda Shillings)

Submit a detailed financial proposal with a breakdown of days and fees per consultant proposed for the **proposed energy audit per facility**. The fees should also include travel costs and other administrative costs distances of travel can be approximated based on the geographical locations proposed.

C) Past Performance – Two Referees

Applicants must prove that they have enough experience in assignments comparable with the work they are bidding for in terms of scope and complexity. Applicants must prove this experience using only and exactly two references for similar work they have done in the last 2 years

10. Selection criteria

	Criteria	Maximum score
1	Past Performance and Capacity of audit firm – Quality and relevance of previous work conducted by the consultant. Based on references provided by the contracting companies, and a sample of a piece of comparable, previous energy audits completed by the company within the last 24 months.	20
2	Technical Proposal – The consultant should demonstrate the following <ol style="list-style-type: none"> a) clear understanding of the assignment (methodology and approach to be used) b) a viable and appropriate methodology, and c) realistic operational plan (including with proposed timeline) 	30
3	Knowledge and capacity to acquire energy audit equipment: The consultant should demonstrate knowledge and capacity to acquire energy audit	10

	equipment for onsite real-time measurements of electrical and thermal energy consumption	
3	Expertise and Experience of the consultant's team: Qualifications and relevant experience of the key personnel (CVs) as well as certification as certified energy auditors (CEA) or certified energy managers (CEM)	20

Tender disclaimer.

SNV reserves the right to either accept or reject any or all bids submitted. SNV reserves the right to either increase or decrease the assignment scope depending on budget availability. SNV can stop this procurement at any time without the need to give an explanation or can extend the deadline for submission once it sees fit. SNV also reserves the right to reject and cancel the tender in case any illegal, corrupt, coercive, or collusive practices are noticed. Late bids will be rejected. Please note that viewing, downloading, or otherwise using the TOR constitutes acceptance on your part of all the above-noted statements and conditions.