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Previously Investec
Asset Management

Request for Proposal: Environmental Social Performance Report

Emerging Africa Infrastructure Fund

July 2021



Table of contents

1. Overview	3
2. Scope of Work and Tasks	3
3. Profile Development	3
4. Fund Performance Statistics	3
5. Report Format	4
6. Cost Proposal	4
7. Evaluation Criteria for Proposals	4
8. Submission of Proposals	5



1. Overview

Ninety One requires the service of an independent environmental social consultant to draft the annual Environmental and Social Performance Report (the “performance report”) for the Emerging Africa Infrastructure Fund (“EAIF” or the “Fund”). Ninety One have a legal requirement to produce a performance report, which articulates the environmental and social situation of portfolio companies within the EAIF portfolio. The performance report needs to provide EAIF’s stakeholders with an overview of portfolio companies activities and performance on environmental and social matters.

2. Scope of Work and Tasks

The scope of work for the consultant will involve the collection/receipt of annual performance data from Ninety One, formatting and consolidating the data into defined templates. The reporting period for this report will **include January 2020 to June 2021**. The key deliverable for the consultant includes:

- **Portfolio Company E&S Profile** for each company, articulating the performance and actions as highlighted in the portfolio company’s annual report;
- **Fund performance statistics** which tabulates the total performance of the EAIF portfolio against select criteria.

3. Profile Development

3.1 Data Collection and Review

Ninety One will be responsible for sending through the annual/quarterly/monthly reports from **January 2020 to June 2021** from the portfolio companies to the consultant. The consultant will collate and review the E&S reports received and initially highlight any major gaps in the documentation received. Ninety One will go back to respective Portfolio Company Project Leads to request additional documents. Gaps in documentation received and reviewed should be highlighted in the Annual E&S Performance Report as a matter of transparency.

3.2 Portfolio Company E&S Profile (appendix 1)

Ninety One has developed a standardised E&S Performance reporting framework and was successfully rolled out for previous Annual Performance Reports. The report details the environmental, social and health and safety progress of its projects within the portfolio. The consultant will be responsible for producing the Profiles for the Report.

The proposed appendix provides the framework of the profile, additional modification can be developed if the consultant believes there is relevant detail which needs to be presented. The profile shall be divided into the following sections:

- Company Overview;
- Description of Company activities;
- Overview of Company Environmental performance;
- Overview of Company Social performance;
- Overview of Company Governance structure;
- Overview of Occupational Health and Safety Performances;
- Sustainable Development Goals and Development Impact contributions;
- Additional community initiatives the company undertakes;
- Audits undertaken by third parties;
- Taskforce for Carbon-based Financial Disclosure (TCFD).

4. Fund Performance Statistics

4.1 Data Collection

During the reporting process the data gathered from the various reports should provide sufficient detail from each portfolio company to provide a portfolio wide overview of the E&S performance. This section should be developed by the consultant and presented to Ninety One; it should be based on what is reportable from the information provided in the company annual reports.



The project should consist of the following tasks as a minimum, with the following proposed time frame:

Task	Responsibility	Objectives	Timeline
1. Kick-off meeting	Ninety One /Consultant	Goal setting, Provide framework and report overview	Week 1
2. Data hand-over	Ninety One /Consultant	Portfolio Company reports to be provided to Consultant for review.	Week 1
3. Data processing and feed back	Ninety One /Consultant	Consultant to provide 1 st data feedback on data and framework.	Week 1-4
4. Additional data gathering and hand-over, if required.	Ninety One /Consultant	Consultant to provide list of data gaps are present to Ninety One to provide any further information required.	Week 5
5. Consultant to provide proposed Performance stats.	Consultant	Consultant to present possible stats on portfolio performance based on information provided.	Week 5
6. 1 st draft Report to be sent to Ninety One	Consultant	Draft to be sent to Ninety One for review, feedback to be provided.	Week 6
7. 2 nd Draft to be sent to Ninety One for review, by	Consultant	Draft to be sent to Ninety One for review, feedback to be provided.	Week 7
8. Final Draft to be sent to Ninety One for review and further processing.	Consultant	Draft to be sent to Ninety One 1 for review and signed off by Ninety One ESG Team and forwarded to Marketing.	Week 8

5. Report Format

In order to meet the increasing demands of transparency and development impact of the fund Ninety One would like to explore the possibility for:

- i. The report to be drafted based on the framework provided by Ninety One as attached;
- ii. Include a fund-wide as well as a project assessment against the Sustainable Development Goals (SDG);
- iii. Reporting on projects activities in accordance with the Global Impact Investment Network’s IRIS Taxonomy, and
- iv. Report to be drafted in line with the Global Reporting initiative.

6. Cost Proposal

If you wish to make a proposal against this Term of Reference, please could you submit a Proposal based on the above Scope of Work and Tasks. Ninety One requires the costs to be separated into the Key Deliverable (KDs), based on time and information requirements.

7. Evaluation Criteria for Proposals

The bidder’s proposal to this RfP will be required to meet the following requirements:

- The proposal should include a reasonably detailed description of the proposed approach and specific methodology for the above scope, demonstrating an overall understanding of the services required and description of the work to be performed.
- The bidder shall include in its proposal all relevant details relating to the aspects described in this document. The bidder’s proposal shall be prepared by and at the expense of the bidder.
- A capped price (in USD) for the full scope of services set out in each phase.
- Proposals shall remain valid for a period of ninety (90) days beyond the submission deadline.
- The bidder will not charge for travel time by any team member (save for work that is performed during travel time).
- The Consultant’s working plan and staffing shall be finalised during the Consultant’s selection process and any changes to the proposed team will not be made without the consent of Ninety One.

Proposal evaluation criteria will also consider the capacity and/or experience of the firm and team members. These requirements include the following:

- The experience, capability and credibility of the consultancy firm with respect to similar type of work.
- Relevant track record, knowledge and experience of the team members and a commitment to their availability for the duration of the report compilation.
- The Consultant is expected to have relevant experience in working with Development Finance Institutions, Investment companies and/ or Banks.
- Substantial experience in the E&S due diligence or review of projects, with particular focus on the support of project/ infrastructure finance using IFC Performance Standards, World Bank Group EHS Guidelines and/or other international E&S standards.
- The track record of the consultant in advising Lenders on project finance transactions and, in particular, infrastructure projects.
- Names and complete CVs of the proposed team members and team leader, indicating the relevant experience of each such team member and the specific role(s) that member will play.
- A full list of relevant experience (in the last 5 years) in advising on project finance transactions and E&S performance reporting.
- The team leader shall have at least 10 years of International Financial Institution (IFI) experience.

8. Submission of Proposals

Please send your proposal to **Christoph Scaife**: christoph.scaife@ninetyone.com and **Wendy Mlotshwa**: wendy.mlotshwa@ninetyone.com no later than **16 July 2021**.



Appendix 1

Project Name	Project X Y		
Year of Financial Close	2015	Sector	Energy generation/ T&D – gas
EAIF Funding Commitments	US\$30 million	Total Commitments	US\$892.41 million
People provided with new/improved infrastructure	21,588,402	Project Phase	Construction
Study undertaken for EAIF	E&S Monitoring Report	3rd Party Consultants	Consultant XY
IFC Categorisation	A	Performance Standards	1, 2, 3, 5

- **Project Description**
- **Environmental Performance**
 - Environmental Management
 - Environmental Monitoring
 - Community Health, Safety and Security
 - Waste Management

- **Biodiversity Conservation**
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- **Social Performance**
 - Land Acquisition and Involuntary Resettlement
 - Community Development and Livelihood Restoration Programmes

- **Occupational Health and Safety Performance**
 - Work Force
 - Occupational Health and Safety Management
 - Occupational Health and Safety Performance
 - Work Site Training
 - Contractor Performance

- **Corporate Social Activities**

- **Audits**

- **Taskforce for Climate-related Financial Disclosure (TCFD)**
 - Scope 1 Emissions (if available)
 - Scope 2 Emissions (if available)
 - Scope 3 Emissions (if available)



Sustainable Development Goal Contribution

SUSTAINABLE DEVELOPMENT GOALS					
Goal 1 No Poverty	Goal 2 Zero Hunger	Goal 3 Good Health & Well-being	Goal 4 Quality Education	Goal 5 Gender Equality	Goal 6 Clean Water & Sanitation
Goal 7 Affordable and Clean Energy	Goal 8 Decent Work & Economic Growth	Goal 9 Industry, Innovation & Infrastructure	Goal 10 Reduce Inequalities	Goal 11 Sustainable Cities & Communities	Goal 12 Responsible Consumption & Production
Goal 13 Climate Action	Goal 14 Life Below Water	Goal 15 Life on Land	Goal 16 Peace, Justice & Strong Institutions	Goal 17 Partnerships for the SDG	

Issue	Description of Impact
Access to Energy	Project will help avert load-shedding in a country where only 20% of electricity demand is estimated to be satisfied by the grid 3.7 million households (22 million people) and numerous businesses will be able to access electricity from the national grid for the first time
Reduction in Reliance on Diesel Generators	Project will reduce current reliance of private enterprises on expensive and environmentally-unfriendly generators
Reduction in Electricity Costs	Gas offers a lower cost option
Viability of Gas Sector	Project will contribute to supporting gas producers, ensuring maximum utilization of gas to fuel power generation and reducing gas flaring
Economic and fiscal benefits	Country will benefit from taxes from project and increased economic activity brought about by additional power supply
Employment	Construction – 1,000 workers Operation – 60 permanent staff Direct employees: 39 Total contractor employees: 1,148
<i>Source: EAIF (2018) & ESMR (2018)</i>	

