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<b>DEVELOPMENT OF COUNTRY SPECIFIC CO<sub>2</sub> EMISSION FACTORS FOR SOLID FUELS</b>	<b>Project number/ cost centre: 20.9087.6-001.00</b>
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## **0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
CO <sub>2</sub>	Carbon Dioxide
DFFE	Department of Forestry, Fisheries, and the Environment
EFs	Emission Factors
GHG	Greenhouse Gas
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH
IGCCC	Intergovernmental Committee on Climate Change
NCCC	National Climate Change Committee
NCCRP	National Climate Change Response Policy
NDP	National Development Plan Vision 2030
PSC	Project Steering Committee
SANAS	South African National Accreditation System
SDGs	Sustainable Development Goals
ToRs	Terms of Reference
UNFCCC	United Nations Framework Convention on Climate Change

## **1. Context**

Climate change is already a measurable reality that affects all South Africans. Climate change poses a significant risk to South Africa's development gains, exacerbating the existing national challenge of poverty, unemployment, inequality and undermining the country's efforts to achieve development goals within the National Development Plan (NDP) of 2012, together with the United Nations Sustainable Development Goals (SDGs). The National Climate Change Response Policy (NCCRP) of 2011, sets out South Africa's climate change response and approach to achieving a just transition to a climate-resilient and low - carbon economy and society, as well as advancing the vision of the National Development Plan 2030 (NDP). The NCCRP recognises climate change response monitoring and evaluation (M&E) as key to an effective national response. Furthermore, transparency is a crucial element of the international climate change regime, under the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement, to which South Africa is party to and has ratified.

The NCCRP cites accurate, complete and up-to-date data as the foundation of an effective response, positioning the National Greenhouse Gas (GHG) Inventory as a critical part of the national climate action. The National GHG Emission Reporting Regulations, under the National Environmental Management: Air Quality Act, 2004 (Act No. 39 of 2004) took effect in April 2017, establishing a single GHG emissions national reporting system to update and maintain the National GHG Inventory.

South Africa's aggregated net GHG emissions (i.e., including forestry and other land use) were an estimated 482 016 Gg CO<sub>2</sub>eq (Gigatons Carbon Dioxide equivalent) in 2017, which represents an increase of 14,3% from 2000 levels. Total emissions from the Energy sector for 2017 were estimated to be 410 685 Gg CO<sub>2</sub>e. Energy industries were the main contributor, accounting for 60.7% of emissions from the Energy sector. The accuracy of the national GHG emissions estimate has a significant influence on the country's total inventory of GHGs and downstream policymaking and implementation, as well as reporting by a range of stakeholders.

The Department of Forestry, Fisheries and the Environment (DFFE) is responsible for the implementation of the Country's Mandatory GHG reporting regime which forms the basis for implementation and tracking of various climate change mitigation initiatives, informs policy formulation, and supports compilation of the country's national GHG inventory.

The mandatory GHG reporting regime is driven through the GHG reporting regulations, promulgated in May 2017 under the Air Quality Act. Under this reporting regime, there is a requirement that certain emission categories and activities make use higher Tier methods in quantifying GHG emissions after a period of five years from May 2017. Use of such higher Tier methods requires the use of country-specific emission factors for a range of solid fuels for stationary fuel combustion activities. The purpose of these Terms of Reference (ToRs) is to support the DFFE in developing country specific emission factors for a range of solid fuels. The work and tasks to be undertaken by the contractor is explained in detail in the following sections.

## **2. Tasks to be performed by the contractor**

The contractor will develop country specific emission factors for a range of solid fuels from stationary fuel combustion activities. This work will be commissioned in a series of four (4) phases. The first phase will be the project inception phase. The second phase will start with measurements of the calorific values and carbon content of the selected fuels. The third phase will start with development of CO<sub>2</sub> emission factors of the measured fuels and taking into

consideration all factors that might affect these emission factors. The fourth phase will involve documentation, presentation and report writing of the findings. The service provider **must** adhere to the structure as set out in the ToRs.

The contractor will be responsible for providing the following services:

### **Phase 1: Project Inception Phase**

- The service provider is expected to participate in the inception meeting as scheduled by the Project Steering Committee (PSC). The PSC will consist of members from the DFFE Climate Change Monitoring, Evaluation and Mitigation Chief Directorate and the GIZ. In this session the service provider will be expected to present on the methodology, approach, and timelines as proposed. The service provider will further document the discussions (in minutes) as well as decisions taken during the inception meeting.
- Following the inception meeting, the service provider will prepare an inception report for consideration and sign-off by the PSC. The inception report must reflect decisions taken during the inception meeting, the project timelines and proposed skills transfer plan of transferring methodological knowledge to DFFE officials to determine the emission factors using the carbon content results received from the laboratory in carrying out measurements of calorific values and carbon content of solid fuels, beyond the project lifetime.
- Following this meeting, the service provider must coordinate and convene bi-weekly (every two weeks) progress meetings with the PSC. The service provider must set up a recurring calendar appointment with tentative dates for the progress meetings. The service provider is expected to note and submit minutes of all engagements / meetings (Inception, progress meetings, stakeholder engagement meetings and closeout meeting).
- The selection of statistically significant samples must be presented during the inception meeting so that the PSC is equipped to comment and direct the service provider on such selected sites and must be documented in the inception report.

The service provider is expected to present the methodology and approach for the study to stakeholders.

### **Phase 2: To measure the calorific values and carbon content of solid fuels**

- The service provider must collect samples of the fuels from different sites across South Africa. In doing so, the number of samples per fuel must be representative of the fuels' market share in South Africa. The collected samples must be analysed in a South African National Accreditation System (SANAS) accredited laboratory for the determination of the fuels' calorific values and carbon content. The DFFE will help with the coordination of site selection with the relevant association/stakeholders so that the involved stakeholders

support the work to be undertaken and they can grant access to the appointed service provider within their premises.

- The service provider is to measure the calorific values and carbon content of the fuels listed in **Annexure A**.

### **Stakeholder Consultation for collection and measurements of samples**

- The service provider must identify number of sites where they will want to take samples from and collect data for the fuels to be analysed. These selected sites, and the number of samples to be collected, must be statistically significant to make sure that the samples cater for these supply dynamics in the market:
  - South Africa has 19 coal fields and about 85 % of saleable coal production is from five companies, with only 11 mines producing 70 % of this saleable coal.
  - Coal (mainly coking coal) is imported for the Iron & Steel Industry.
  - Bagasse, which makes up approximately 98 % of Other Primary Solid Biomass fuels, is produced by six milling companies in South Africa.
  - There are three main types of commercial trees grown for wood production, i.e. pine, eucalyptus and wattle trees, with more than 40 species and hybrids.
- The selected sites must be discussed with the PSC and the PSC must approve them to make sure that they cater for the above dynamics.
- The service provider is to take measurements and samples at the selected sites in both the summer and winter seasons to account for potential seasonal variation in duration of burning events.
- The DFFE will facilitate arrangements for visits to the selected sites through associations and company relationships.
- The service provider will be expected to support the DFFE in presenting and sharing of the proposed approach and recommendations of how the data collection will be done to ensure that the involved stakeholders approve of the work to be undertaken and they can be accommodated within their Occupational and Health Risk (OHR) operating schedules.
- The service provider will coordinate and lead all data collection efforts to determine the relevant set of emission factors based on a detailed data collection and management plan.

The data sources, assumptions and methodologies used for this activity should be clearly explained, **including a map** showing the sites from which samples were taken.

### **Phase 3: Develop a CO<sub>2</sub> emission factor based on the above carbon-content measurements**

#### **Proposal on Method and Approach**

- The service provider will propose a methodology and approach for estimating the CO<sub>2</sub> emissions factors for South Africa's key solid fuels.
- The service provider must select and document the carbon content methodology chosen to develop the CO<sub>2</sub> emissions factors for the fuels selected.
- The service provider will also assess the computational burdens, assumptions, data requirements and availability to satisfy approaches and methods used in the estimation identified above. The outcome of the activities described above will be presented to the PSC for review and inputs in line with the proposed approach and methodology for estimating the GHG emissions factors for South Africa's solid fuels.
- The service provider may be requested to conduct a stakeholder engagement meeting for this phase should it be required.

### **Phase 4: Project Completion phase**

- Based on the activities above, the service provider will present the results for Phases 1 – 4 to the PSC.
- The PSC will then give inputs to the results that will then be incorporated to write the final technical report for the emissions factors, that is to be prepared by the service provider.

The service provider is required to present the findings of the study to stakeholders.

- The service provider is also required to draft a journal article, which will receive contributions from DFFE, following guidelines of the target journal for a possible publication. This will allow for the approval of the emissions factors developed as country specific emissions factors for the selected fuels.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term:

**Table 1: Project deliverables and timelines**

<b>Deliverables</b>	<b>Timelines</b>
<b>Phase 1: Project inception Phase</b>	
<b>1. Project management</b> a) Inception meeting; and b) Inception report	a) Meeting within two (2) weeks of contract signature b) Report within two (2) weeks after inception meeting
<b>2. Stakeholder Engagement meeting</b>	One (1) week after inception meeting
<b>Phase 2: Measurements of carbon content of solid fuels</b>	
<b>1. Detailed sample collection and management plan</b>	One (1) month after inception meeting
<b>2. Stakeholder Engagement meeting</b>	Five (5) months after inception meeting
<b>3. Calorific values and carbon content data documented in Excel spreadsheet for selected fuels after completion of sample collection and suitable carbon content analysis</b>	Eight (8) months after inception meeting
<b>4. Progress meeting and presentation of findings to the PSC</b>	Nine (9) months after inception meeting
<b>5. Stakeholder Engagement meeting</b>	Nine (9) months after the inception meeting
<b>Phase 3: Development of CO<sub>2</sub> emission factors for the measured fuels</b>	
<b>1. Completed development of develop country specific CO<sub>2</sub> emission factors for those fuels (assuming a 100% oxidation factor for conversion of carbon-to-carbon dioxide)</b>	Ten (10) months after inception meeting
<b>2. Stakeholder Engagement meeting</b>	Eleven (11) months after the inception meeting
<b>Phase 4: Documentation of the work</b>	
<b>1. Present the entire project results to the PSC</b>  Present the findings of the study to the PSC  The PSC will provide comments which the service provider will need to incorporate into the final project report	Eleven (11) months after the inception meeting
<b>2. Stakeholder Engagement meeting</b>	Eleven (11) months after the inception meeting
<b>3. Final Project Report</b>	Twelve (12) months after the inception meeting
<b>4. Draft Journal article</b>	Twelve (12) months after the inception meeting

**Period of assignment:** From 01 June 2022 until 01 June 2023.

### 3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

#### Technical-methodological concept

**Strategy:** The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

#### Other specific requirements

See the requirements for interns under Section 4: Personnel Concept

#### Project management of the contractor

The project will be led and coordinated by the DFFE Climate Change Monitoring, Evaluation and Mitigation Chief Directorate, with support from the GIZ. Both organisations will be responsible for ensuring the planned activities and results are delivered on time and within budget. The contract will be administered by the GIZ. All intellectual property generated during or as a result of this project will be the property of the DFFE and GIZ and is not to be shared or published without the written approval from the Department.

A project steering committee (PSC) will be established to support the implementation of the project, drawing on representatives from key stakeholder groups and organisations. All services performed and deliverables submitted will be evaluated by the GIZ and must be approved and signed off by the DFFE officials, to effect invoice payment. **The service provider must obtain the approval and sign-off from DFFE, prior to submitting the invoice.**

The bidder is required to explain its approach for coordination with the DFFE and GIZ project management team. The following tasks, amongst others, will be expected by the contractor:

- The contractor is responsible for selecting and steering the experts assigned to perform the services.
- The contractor will be required to report and account for hours spent on performing the services using **timesheets**. A standard template will be provided by the GIZ.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the general terms and conditions of the contract (AVB) of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018.

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report
- Minutes/reports from monthly meetings
- Presentation of the results
- Final Technical report as outlined in Table 1
- Draft Journal article as outlined in Table 2

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment duration and expert days as well as locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

#### 4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

A due diligence consideration of **gender** and **diversity** must be prioritized and reflected in the team composition.

##### Team leader

###### Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, in particular identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

###### Qualifications of the team leader

- Education/training (2.1.1): A post-graduate degree in engineering, environmental sciences, economics or statistics.
- Language (2.1.2): Good business language skills in English.
- General professional experience (2.1.3): 5 – 10 years of professional experience in working with large sets of energy and industrial emissions data, including data analysis and management skills.
- Specific professional experience (2.1.4): 10 years of professional experience in the energy sector, energy systems modelling and climate change policy context.
- Leadership/management experience (2.1.5): 5 – 10 years of management/leadership experience as project team leader or manager in a company with proven experience in management of complex projects/programmes, ideally with the inclusion of government and non-government stakeholders
- Regional experience (2.1.6): 5 years of experience in similar projects within South Africa with a good understanding of South Africa's legislative framework, knowledge of national policies, strategies, action plans related to the energy sector and setting up of institutional arrangements.
- Development Cooperation (DC) experience (2.1.7): N/A
- Other (2.1.8): 5 years of experience in similar projects to what is set out in this TOR would be an added advantage.

##### Expert 1: GHG inventory expert

###### Tasks of expert 1

- Data collection, collation, and management
- Support stakeholder engagement and management activities
- Support the team leader in report compilation
- Support with the mentoring of project interns

- Lead and support the conceptualisation, development, and finalisation of the key fuels' emissions factors for South Africa

#### Qualifications of expert 1

- Education/training (2.2.1): A post-graduate degree in the field of Energy, environmental sciences, industrial ecology, geography, or engineering.
- Language (2.2.2): Very good English business language skills with excellent communication and report writing skills.
- General professional experience (2.2.3): 5 years of work experience in South Africa's electricity system and broader energy sector.
- Specific professional experience (2.2.4): 5 – 10 years of experience and understanding of cross-sectoral GHG emissions inventories, GHG emissions modelling, life cycle assessments, domestic and international reporting under the UNFCCC and related areas of work.
- Leadership/management experience (2.2.5): 3 years of experience in working with a multi-disciplinary team of experts.
- Regional experience (2.2.6): 5 years of experience in the South African energy and environment sector.
- Development Cooperation (DC) experience (2.2.7): N/A
- Other (2.2.8): N/A

#### **Expert 2: Climate change expert**

##### Tasks of expert 2

- Data collection, collation, and management
- Support stakeholder engagement and management activities
- Support the team leader in report compilation
- Support with the mentoring of project interns
- Support the conceptualisation, development, and finalisation of the key fuels' emissions factors for South Africa.

##### Qualifications of expert 2

- Education/training (2.3.1): A post-graduate degree in the field of Energy, environmental sciences, industrial ecology, geography, or engineering.
- Language (2.3.2): Very good English business language skills with excellent ability to conduct scientific language editing, data fact checks and content analysis.
- General professional experience (2.3.3): 5 years of work experience with climate change mitigation policy analysis for key sectors, and multilateral agreements underpinning the international climate change response architecture and related issues.
- Specific professional experience (2.3.4): 5 – 10 years of experience in working with South Africa's climate change policy landscape (policies, plans, legislation and strategies) and governance cycles for all three spheres of government
- Leadership/management experience (2.3.5): 5 years of proven experience in working with a multi-disciplinary team of experts.
- Regional experience (2.3.6): 5 years of experience in working with South African government entities and stakeholder engagement processes.
- Development Cooperation (DC) experience (2.3.7): N/A
- Other (2.3.8): 3 years of experience in GHG emissions accounting framework and 5 years of work experience in the sectors of industry and energy.

### Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Ability and willingness to take initiative
- Excellent communication, research design, data collection, analysis, presentation and strong report writing skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking is encouraged

The Climate Support Programme (CSP) has a project-based intervention which aims to enhance capacities within the field of climate change and related topics in South Africa. As a means of implementation, it is required that the appointed service provider takes on board an additional capacity in the form of interns, to capacitate and expose them to various tasks during project implementation. The training should range from meeting attendance and participation, data collection, support project management and conducting research activities. To measure the involvement of the intern, DFFE/GIZ will interview the interns and their mentors/supervisors to see what skills they were exposed to during project execution. The intervention targets individuals from a previously disadvantaged background who possess an undergraduate and/or postgraduate qualification or equivalent in a similar field as the project in question. The appointment period is always recommended to be linked with the project period in question. Below are the requirements for the two (2) project interns, in reference to this particular project:

### **Expert 3: Project intern 1**

#### Qualifications of project intern 1

- Education/training (2.4.1): A undergraduate or post-graduate degree in environmental science, geography, chemical engineering, science, or economics.
- Language (2.4.2): Proficiency in the English language as a medium of communication.
- General professional experience (2.4.3): Basic computer and communication skills and must be reliable and available to participate full-time in the project or may be studying part-time.
- Specific professional experience (2.4.4): N/A
- Leadership/management experience (2.4.5): N/A
- Regional experience (2.4.6): N/A
- Development Cooperation (DC) experience (2.4.7): N/A
- Other (2.4.8): Preferably a previously disadvantaged candidate in the context of South African history.

### **Expert 4: Project intern 2**

#### Qualifications of project intern 2

- Education/training (2.5.1): A undergraduate or post-graduate degree in environmental science, geography, chemical engineering, science, or economics.
- Language (2.5.2): Proficiency in the English language as a medium of communication.
- General professional experience (2.5.3): Basic computer and communication skills and must be reliable and available to participate full-time in the project or may be studying part-time.
- Specific professional experience (2.5.4): N/A
- Leadership/management experience (2.5.5): N/A
- Regional experience (2.5.6): N/A
- Development Cooperation (DC) experience (2.5.7): N/A

- Other (2.5.8): Preferably a previously disadvantaged candidate in the context of South African history.

The service provider must cost for the inclusion of the interns as part of this project into their financial project proposal. As part of their technical proposal the service provider must also outline the potential candidate(s) as well as the appointment process of the interns, in the event that the contract is awarded.

The Service Provider **must guarantee** the presence of a team leader or expert in charge throughout the duration of the contract. If the senior person has to leave the project, a period of at least a month is required, in which the experts must work parallel with their replacement (senior consultant with similar expertise and equal years of experience) appointed to be able to transfer skills and knowledge. The service provider is required to inform GIZ and the DFFE **in writing** of any staff changes that may occur during the period of assignment.

## 5. Costing requirements

### Assignment of personnel

Team leader: On-site assignment for 110 expert days

- Expert 1: Assignment in country of assignment for 70 expert days
- Expert 2: Assignment in country of assignment for 70 expert days
- Expert 3: Assignment in country of assignment for 90 expert days
- Expert 4: Assignment in country of assignment for 90 expert days

The service provider is expected to cost for the **250** expert days and **180** (90 x 2) intern days as indicated above. These should also include **travel days** and **stakeholder engagement meetings**.

### Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

If restrictions arise due to the measures to combat the Corona virus / Covid-19 (restrictions in air transport and other travel, restrictions on admission, quarantine measures, etc.) GIZ and the contractor are obliged to adjust their contractual services to the changed conditions in good faith, e.g. in terms of period of performance, service content and - if necessary - remuneration.

### Workshops, meetings, and presentations

The contractor must implement the following meetings in addition to the inception meeting:

- Monthly project progress meetings.
- Presentation of the preliminary and final results to the PSC.

### **Other costs**

- N/A

### **Flexible remuneration item**

- N/A

## **6. Inputs of GIZ or other actors**

GIZ and DFFE will make the following available:

- One (1) workshop venue for the presentation of the results to the PSC.

### **Equipment cost**

All equipment costs must be explicitly included in the budget.

NB: The service provider must remember to budget for both the online and offline resources necessary for implementation of all deliverables and training in this project.

## **7. Requirements on the format of the bid**

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs must also be submitted in English (language).

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

## **8. Option**

- N/A

## 9. Annexes

### Annexure A: Key solid fuels

- Anthracite
- Charcoal
- Coke
- Coking Coal
- Other Bituminous Coal
- Other Primary Solid Biomass (bagasse)
- Petroleum Coke
- Sub-bituminous Coal
- Wood/Wood Waste
- Duff Coal
- Coal Slurry