



Cool  
Coalition



## REQUEST FOR PROPOSAL (RFP)

<b>Regional Center for Renewable Energy and Energy Efficiency (RCREEE)</b>	<b>DATE: March 6, 2025</b>
	<b>REFERENCE: NCAP/04/2025</b>

Dear Sir / Madam:

We kindly request you to submit your Proposal for **Technical Expert Consultant/Firm for modelling and drafting Morocco's National Cooling Action Plan (NCAP)**

Please be guided by the form attached hereto as Annex 2 and 3, in preparing your Proposal.

The technical proposal and the financial proposal files **MUST BE COMPLETELY SEPARATE** and may be submitted on or before **Thursday, March 20, 2025** via email to the addresses below:

[Procurement@rcreee.org](mailto:Procurement@rcreee.org)

Your Proposal must be expressed in the French and English Language, and valid for a minimum period of 90 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by RCREEE after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of RCREEE requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by RCREEE after it has received the Proposal.



Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Expert accepts the General Terms and Conditions of RCREEE.

Please be advised that RCREEE is not bound to accept any Proposal, nor award any contract, nor be responsible for any costs associated with a Experts preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

RCREEE encourages every prospective Expert to prevent and avoid conflicts of interest, by disclosing to RCREEE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Procurement Section*

**March 6, 2025**



## I) Background and Objective

### Background:

Following Morocco's accession to the Global Cooling Pledge (GCP) launched by the United Arab Emirates at COP28/Dubai, aimed at reducing cooling-related emissions by 68% by 2050, a third phase of cooperation is initiated by the Climate and Clean Air Coalition (CCAC/UNEP) to continue the partnership between the latter and Morocco.

This phase is part of the continuity of the partnership with CCAC/UNEP through which several projects were financed following Morocco's accession to CCAC in 2014 and its participation in the Global Methane Commitment (GMP)

Thus, in this phase, the selected project is part of the continuity of the SNAP Morocco process for the implementation of the action plan targeting SLCPs (methane, tropospheric ozone, black carbon and HFCs) developed in 2021.

Concerning the HFC pollutant and like the other partner countries of the CCAC, the project concerns the development of national action plans for cooling in the MENA region with funding of US\$ 1 million from CCAC as a project under the Cool Coalition.

The Cool Coalition, coordinated by the United Nations Environment Programme (UNEP), is working with 90 partners including 25 countries to support governments and the private sector to take action and meet demands for cooling in a comprehensive, cross sectoral manner, in line with the Kigali Amendment to the Montreal Protocol while also contributing to the Paris Climate Agreement, and Sustainable Development Goals, in particular access.

One of the Cool Coalition's working areas is on the development of a standardized methodology that helps scale National Cooling Action Plans (NCAPs) and supports their inclusion in Nationally Determined Contributions (NDCs) and long-term climate strategies. Additional support would enable greater breadth of cooling solutions identified, capturing potential synergies from focusing on multiple



sectors at once, and offer an opportunity to integrate the (often overlooked) unmet cooling demand in the NCAP with a particular emphasis on access to cooling.

The National Cooling Action Plan (NCAP) is a crucial framework designed to assist countries in addressing their cooling needs while minimizing environmental impacts. The Regional Center for Renewable Energy and Energy Efficiency (RCREEE), in collaboration with the United Nations Environment Programme (UNEP) program, has launched a regional project within the framework of the Cool Coalition and aimed at building regional capacity of MENA countries to develop NCAPs.. This project is particularly relevant for nations facing increasing temperatures due to climate change, rapid urbanization, and growing energy consumption for cooling purposes.

The said regional project will bring together 17 countries of the MENA region for cross-cutting actions and a national component at the level of two countries, Egypt and Morocco, being part of the 17 for the development of the national NCAP. The consultation will focus on the recruitment of Consulting offices or experts and also on capacity building workshops and communication on the results during the various event of CCAC, Cool Coalition and, particularly during the COP,

The global NCAP methodology will be tailored and adapted to the MENA region's unique climate, economic conditions, and development priorities. This comprehensive NCAP methodology will be translated into French and Arabic, providing clear implementation guidelines for the region. Once the regional methodology has been finalized, it will be disseminated through an awareness and capacity-building workshop held in one of the targeted countries. The methodology will be presented and will be accompanied by training sessions, lesson learning and sharing best practices. Additionally, two countries will be selected to implement the NCAP serving as models for broader regional application.

A Regional Technical Advisory Committee (RTAC) has been established, comprising representatives from the Ministries of Energy and/or Environment of all 17 countries, ensuring a collaborative and expert-driven approach.

This consultation concerns the implementation of the NCAP of Morocco, which faces combined challenges of rising temperatures due to climate change, rapid urbanization, and population growth, all increasing the demand for cooling solutions. This demand is essential for space cooling, healthcare, the food sector, and industrial cooling process, especially as extreme heat events become more frequent. However, the reliance on energy-intensive mechanical cooling systems like air conditioning



and refrigeration, often powered by fossil fuels, contributes to higher greenhouse gas emissions and worsening climate change. The National Cooling Action Plan (NCAP) is essential to address these issues.

The expert must have a very good knowledge of the Moroccan context and the cold chain with a good command of French and Arabic in addition to English.

Given that Morocco is a French-speaking country, exchanges with partners will be in French and documents will be translated into French.

## **Objective**

The main objective of the project is to support the Morocco Government in establishing and developing a National Cooling Action Plan (NCAP). The NCAP aims to develop a strategy that meets the increasing demand for cooling driven by climate change, urbanization, and population growth. This includes ensuring access to cooling solutions across critical sectors such as space cooling in buildings, healthcare, food security, mobile AC and industrial process cooling, with a focus on sustainability and resilience.

The NCAP seeks to improve the energy efficiency of cooling systems, adopting climate-friendly refrigerants, and encouraging passive cooling methods to reduce environmental impacts. It also aims to implement policies that ensure affordable and equitable access to cooling, especially for vulnerable populations, addressing socio-economic aspects while minimizing environmental harm.

In addition, the NCAP will facilitate the collaboration between public and private sectors to align policies and promote market-driven, sustainable cooling solutions. The plan will also support Morocco's international climate commitments, reduce cooling-related emissions (direct and indirect), and build climate resilience. That involves adopting low-emission, energy-efficient, and socially environmentally friendly cooling technologies that address the challenges posed by rising temperatures.

The current cooling practices in Morocco need enhancements to meet the growing demand without further harming the environment. Cooling is a major contributor to global warming through direct and indirect emissions, and under a business-as-usual scenario, energy consumption for cooling could worsen emissions and climate impacts. Therefore, the NCAP is essential to ensure a sustainable, equitable, and climate-resilient cooling future for Morocco.



## II) Description

### Scope of Work:

The consultant will undertake a comprehensive set of key activities designed to ensure the effective implementation and success of the project objectives.

#### 1. Data Review and Validation

- Conduct a detailed review of the data collected during the NCAP project.
- Accurately identify the priority cooling-demand sectors in Morocco in order of importance
- Identify any data gaps and propose strategies to address them.
- Work with UNEP, RCREEE, CCAC National Coordinator, National Steering Committee and Government focal point to define NCAP scope and target sectors.

#### 2. Sectoral Baseline Assessment

- Develop baseline models for Morocco's current cooling demand across critical sectors (buildings (distinguish between residential and commercial buildings), healthcare, food security, industrial processes, and mobile cooling).
- Quantify direct and indirect emissions from cooling practices.( Using the national emission factors (EFs) developed by FM6E (Mohammed VI Foundation for the Environment)
- Evaluate the policy mapping, establish energy and emission baselines for the cooling sub-sectors including space cooling (Passive cooling and active cooling), cold chain, Mobile Acs, refrigerants/HFCs, and cooling access.
- Establish socio-economic indicators and baselines on building growth, energy demand, passive cooling strategies, HVAC systems, refrigeration.
- Assess energy efficiency levels of existing cooling systems and technologies.
- Establish baseline assumptions and benchmarks (the benchmarks should be tailored to the Moroccan context in the field of cooling.
- It is appropriate to mention the horizon of future demand (2030? 2050? or other);



### 3. Scenario Development and Analysis

- Create and analyze future cooling demand scenarios considering population growth, urbanization, and climate change.
- Assess the environmental and socio-economic impacts of business-as-usual and alternative scenarios.
- Model the potential for energy efficiency improvements, adoption of climate-friendly refrigerants, low carbon RACHP technologies and passive cooling solutions.
- It is appropriate to mention the horizon of future demand (2050)
- It is useful to develop an assessment of current air conditioning needs (according to Morocco's climatic zones) as well as future demand scenarios with reference to climate change projections;
- The modeling of future growth projections will have to take into account Morocco's international commitments (such as the NDC 3.0 currently being developed) as well as national strategies (in particular the results of the Low Carbon Strategy by 2050).

### 4. Policy and Technology Assessment

- Evaluate the effectiveness of existing cooling-related policies and technologies in Morocco.
- Identify gaps and recommend policy interventions and market-driven solutions for sustainable cooling.
- Propose strategies to facilitate public-private collaboration in sustainable cooling initiatives.
- Estimate the socio-economic impacts, including job creation potential, for each sector in future scenarios, and assess the associated budget requirements for implementation.
- The assessment of the cost of inaction (impact on public health, loss of productivity, vulnerability of infrastructure to heatwaves).

### 5. Data Visualization and Reporting

- Develop interactive data visualizations and dashboards to support NCAP stakeholders in interpreting modelling results.



- Prepare a comprehensive report summarizing findings, methodologies, and policy recommendations. The report should provide an in-depth analysis of each sector, highlighting challenges, opportunities, and strategic actions to enhance sustainable cooling solutions.
- Map Morocco's regulatory and governance framework for implementing cooling sector policies, to build synergy and cross-sectoral implementation. Provide recommendations for monitoring, reporting, and evaluation mechanisms that align with Morocco's international commitments in the cooling sector.

## 6. Stakeholder Engagement

- Enhance the development of an additional sector focused on drafting National Climate Action Plans (NCAPs) and providing strategic support for their adoption, this includes implementing targeted activities to streamline the drafting process, foster stakeholder engagement, and ensure effective integration into national policies.
- Present modelling results and insights to NCAP stakeholders, including the Regional Technical Advisory Committee (RTAC).
- Incorporate feedback into the final analysis and recommendations.
- Assess existing governance and propose an appropriate monitoring and governance system for the NCAP.

## 7. Conducting a Capacity Building Program

- Develop comprehensive training materials for a one-day interactive training session. The training content shall summarize key findings, and highlights of each deliverable (Deliverable 1 to 7), ensuring participants gain a thorough understanding of the entire process.
- **N.B.:** The choice of consultants must be made in common agreement with the Morocco's Ministry of Energy Transition, the UNEP Cool Coalition, the CCAC Coordinator and the monitoring committee according to a rating grid to be proposed by the RCREEE





## Deliverables

The duration of the assignment is expected between **April 2025 to the end of November 2025**, where the deliverables will be as follows.

No	Deliverables/ outputs	Remarks
1	Inception Report	A detailed document outlining the methodology, modeling approach, data requirements, stakeholder engagement plan, and a clear timeline for drafting the NCAP. It will also define key objectives and expected outcomes.
2	Data Validation Report	A structured report summarizing the data collection and validation process, identifying data gaps, inconsistencies, and proposed solutions. This will ensure the accuracy and reliability of input data for cooling sector modeling.
3	Baseline Assessment Report	Analysis of current cooling demand and emissions.
4	Scenario Analysis Report	technical assessment modeling results to evaluate future cooling demand scenarios, energy efficiency improvements, refrigerant transitions, and the impact of different policy measures on emissions and energy use Also on job creation potential and investment opportunities across sectors  (Add another scenario simulating the absence of the implementation of the NCAP to highlight the importance of adopting the NCAP in addressing cooling needs and environmental challenges)
5	a)- Policy Recommendations Report	A strategic document outlining actionable policy, regulatory, and technological recommendations for achieving sustainable cooling. It will include best practices, financial mechanisms, and institutional frameworks to support NCAP implementation by sector (food industry, buildings, etc.)..
	b)- Monitoring and Governance Framework	Map Morocco's regulatory and governance framework for implementing cooling sector policies, to build synergy and cross-sectoral implementation. Provide recommendations for monitoring, reporting, and evaluation mechanisms that align with Morocco's international commitments in the cooling sector.



6	Final Report and Visualizations  Normally in the methodological approach, there was also the guidelines	A comprehensive NCAP document considering all assessments, modeling outcomes, and recommendations. It will feature interactive visualizations, scenario comparisons, and sector-specific strategies to support decision-making.
7	Conducting a Capacity Building Program	Develop comprehensive training materials for a one-day interactive training session. The training content shall summarize key findings, and highlights of each deliverable (Deliverable 1 to 7), ensuring participants gain a thorough understanding of the entire process.
8	NCAP launch and final adoption	The official launch and formal adoption of NCAP.

## Qualifications

The consultant should possess the following qualifications:

- Advanced university degree (Master's degree or equivalent) in the field of finance, energy, engineering, and/or any other relevant field.
- At least 15 years of professional experience in relevant field (Energy, energy efficiency, climate change mitigation, buildings, GHG emissions etc.)
- Proven expertise in cooling technologies, energy efficiency, and climate policies.
- A minimum 5 years of progressively responsible experience in conducting data modelling, stakeholder consultations, and policy analysis.
- Familiarity with the socio-economic and environmental context of Morocco and the MENA region.
- Proven experience in data modelling, energy systems analysis, and climate change mitigation.
- Excellent data visualization and reporting skills.
- Working experience with international or regional organization will be considered as an advantage.
- Excellent in the MS office.
- Proficiency in French and English.
- Solid knowledge and prior experience in providing similar services.



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المركز الإقليمي للطاقة المتجددة وكفاءة الطاقة

## Requirements for Submission of Financial Proposal

The total amount quoted shall be all inclusive and include all costs components required to perform the deliverables identified in the TOR.

Payment release will be made within thirty (30) days from the date of meeting the following conditions:

- a) RCREEE’s written acceptance of the quality of the outputs; and
- b) Receipt of payment request from the Expert.

### Travel Cost:

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between RCREEE and the expert, prior to travel.

### Annex 1

## Description of Requirements

Context of the Requirement	<p>The National Cooling Action Plan (NCAP) is a crucial framework designed to assist countries in addressing their cooling needs while minimizing environmental impacts. The Regional Center for Renewable Energy and Energy Efficiency (RCREEE), in collaboration with the United Nations Environment Programme (UNEP) program, has launched a regional project funded by Cool Coalition and aimed at developing a comprehensive methodology for preparing and implementing the NCAP in the MENA region. This project is particularly relevant for nations facing increasing temperatures due to climate change, rapid urbanization, and growing energy consumption for cooling purposes.</p> <p>The global NCAP methodology will be tailored and adapted to the MENA region’s unique climate, economic conditions, and development priorities. This comprehensive NCAP methodology will be translated into French and Arabic, providing clear implementation guidelines for the region. Once the regional methodology has been finalized, it will be disseminated through an awareness and capacity-building workshop held in one of the targeted countries. The methodology will be presented and will be accompanied by training</p>
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	<p>sessions, lesson learning and sharing best practices. Additionally, two countries will be selected to implement the NCAP serving as models for broader regional application. A Regional Technical Advisory Committee (RTAC) has been established, comprising representatives from the Ministries of Energy and/or Environment of all 17 countries, ensuring a collaborative and expert-driven approach.</p>
Expected duration of work	<b>7 months</b>
<p><i>Conditions for submitting proposals</i></p> <p><i>(Email Submission)</i></p>	<p>1) The Technical Proposal and the Financial Proposal files <b>MUST BE COMPLETELY SEPARATE</b>. The financial proposal shall be encrypted with a password and clearly labelled. The files must be sent to the dedicated email address specified in the RFP.</p> <p>2) The password for opening the Financial Proposal should be provided only upon request of RCREEE. RCREEE will request passwords only from Experts whose Technical Proposal has been found to be technically responsive. Failure to provide the correct password may result in the proposal being rejected.</p> <p>3) The Financial Proposal and the Technical Proposal files <b>MUST BE COMPLETELY SEPARATE</b> and uploaded separately in the system and clearly named as either “TECHNICAL PROPOSAL” or “FINANCIAL PROPOSAL”, as appropriate. <b><i>The file with the “FINANCIAL PROPOSAL” must be encrypted with a password.</i></b></p>
Target start date	<b>15<sup>th</sup> April 2025</b>
Latest completion date	<b>End of November 2025</b>
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Proposal prices shall be subjected to taxation	<input checked="" type="checkbox"/> yes, please submit proposal prices inclusive of all applicable taxes <input type="checkbox"/> No, please submit proposal prices exclusive of all taxes
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input type="checkbox"/> Egyptian Pounds
Payment Provisions	Payment shall be made via bank transfer in USD
Deadline for Submission	<p><b>Date: 20th March 2025 1:00 PM EGYPT Time Zone</b></p> <p><b>Time: 1.00pm (Local Time)</b></p>



Deadline for submitting requests for clarifications/ questions	<b>12th March,2025</b>
Contact Details for submitting clarifications/questions	<p>Address: RCREEE, Cairo, Egypt  E-mail address dedicated for this purpose: <a href="mailto:Procurement@rcreee.org">Procurement@rcreee.org</a>  Attn. Queries– <b>NCAP/04/2025</b>  This email address is officially designated by RCREEE. If inquiries are sent to other person/s, even if they are RCREEE staff, RCREEE shall have no obligation to respond nor can RCREEE confirm that the query was received.</p> <p>Any delay in RCREEE’s response shall not be used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers.  The expert/s will not be permitted to take advantage of any errors or omissions in the ToR. Should such errors or omissions be discovered, the expert/s must notify RCREEE accordingly.</p>
Validity Period of Proposals ( <i>Counting for the last day of submission of quotes</i> )	<input type="checkbox"/> 60 days <input checked="" type="checkbox"/> 90 days <input type="checkbox"/> 120 days In exceptional circumstances, RCREEE may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	<ol style="list-style-type: none"> <li>1. Project Manager</li> <li>2. Senior Sustainable Energy Expert</li> </ol>
Type of Contract to be Signed	<input type="checkbox"/> Long-Term Agreement <input checked="" type="checkbox"/> Sub-Consultancy Agreement
Criteria for Contract Award	<input type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 80% technical offer and 20% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the RCREEE Contract General Terms and Conditions. This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.
Assessment of the Proposal	<p><b>Technical Proposal (80%)</b>  <u>Only technical proposal receiving a score of 80% points for the technical proposal will be considered technically compliant and have the financial proposal assessed.</u></p> <p><b>Financial Proposal (20%)</b>  To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by RCREEE.</p>
RCREEE will award the contract to:	<input checked="" type="checkbox"/> One and only one Expert



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	<input type="checkbox"/> One or more Experts
Contract General Terms and Conditions	<input checked="" type="checkbox"/> General Terms and Conditions for Expert contracts
Annexes to this RFP	<input checked="" type="checkbox"/> Form for Submission of Proposal
Contact Person for Inquiries (Written inquiries only)	<i>Procurement Section</i> Any delay in RCREEE 's response shall be not used as a reason for extending the deadline for submission, unless RCREEE determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	None



## FORM FOR SUBMITTING EXPERT'S TECHNICAL PROPOSAL

*(This Form must be submitted only using the expert's Official Letterhead/Stationery)*

[insert: Date]

To:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to RCREEE in conformity with the requirements defined in the RFP dated 1/10/2025 , and all of its attachments, as well as the provisions of the RCREEE General Contract Terms and Conditions:

### A. Qualifications of the expert

*The expert must describe and explain how and why they are the best entity that can deliver the requirements of RCREEE by indicating the following:*

- a) Profile – CV describing the nature of business, field of expertise, qualification, licenses, certifications, accreditations;*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Track Record – list of similar services as those required by RCREEE, indicating description of contract scope, contract duration, contract value, contact references;*
- d) Work samples: compile relevant examples of design work, publications, layout design an interactive webtools, events, videos, awareness campaigns, videos, social media materials, infographic videos, and other creative art.*

### B. Proposed Methodology and approach for the Completion of Services

*The expert must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.*

### C. Qualifications of Key Personnel

*If required by the RFP, the Expert must provide:*

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and*
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.*



## FORM FOR SUBMITTING EXPERT'S FINANCIAL PROPOSAL

*(This Form must be submitted only using the expert's Official Letterhead/Stationery)*

[insert: Date]

To:

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to RCREEE in conformity with the requirements defined in the RFP dated 20/03/2025, and all of its attachments, as well as the provisions of the RCREEE General Contract Terms and Conditions:

### Cost Breakdown per Deliverable

	<b>Deliverables</b> <i>[list them as referred to in the RFP]</i>	<b>Percentage of Total Price</b> <i>(Weight for payment)</i>	<b>Price</b> <i>(Lump Sum, All Inclusive)</i>
1			
2			
3			
4			
5			
6			
7			
	<b>Total</b>	<b>100%</b>	

*[Name and Signature of the expert]*  
*[Designation]*