



REQUEST FOR PROPOSALS

Request proposals for:	Appointment of a service provider(s) to assist the Southern African Power Pool (SAPP) with the “Development of a Mobile Application for the SAPP Market Trading Platform”.
Address:	The Coordination Centre Executive Director Southern African Power Pool 24 Golden Stairs Road P. O. Box EH 52 Emerald Hill Harare ZIMBABWE
Email address:	info@sapp.co.zw
Telephone:	+ 263 242 /254241/254242/254243 /254244
Closing date & time:	31 March 2023 at 16:30 hours Central African Time

A. BID INFORMATION

Information on the format and delivery of bids is contained in this document. Please take note of the closing date.

B. PROPOSAL FORMAT

- Annexure A – must contain the published terms of reference (this document).
- Annexure B – must contain the technical proposal and services offered (see item 5 of the Terms of Reference).
- Annexure C – must contain a summary of the qualifications, experience, and capabilities of the service provider and/or proposed consultants (see item 8 of the Terms of Reference).
- Annexure D – must contain a financial proposal. Financial proposals should be fully inclusive to deliver the outputs indicated in the terms of reference and must be submitted in a separate envelope (see item 5 of the Terms of Reference).
- Annexure E – must contain all other forms/certificates required (registration certificate, tax clearance certificate, etc.).

C. CONDITIONS OF BID

Only acceptable bids will be considered during the functional evaluation phase. All bids will be scored by the Bid Evaluation Committee against the functional criteria indicated in the Terms of Reference.

Minimum functional requirements: Submission of acceptable bids and the overall minimum score (70%), based on the average of scores awarded by the Bid Evaluation Committee members.

ANNEXURE A: DEVELOPMENT OF A MOBILE APPLICATION FOR THE SAPP MARKET TRADING PLATFORM.

1. Introduction

The Southern African Power Pool (SAPP) is a regional organization of power utilities within the Southern African Development Community (SADC) that was formed in 1995 through the signing of the Inter-Governmental Memorandum of Understanding (IGMOU) by SADC member countries. One of the main objectives for the SAPP is to create a competitive regional electricity market for the SADC Member States so that all members share in the available energy resources in the region. Historically, some member utilities within the SADC region, where the SAPP is operating from, started trading as early as the 1950s when bilateral trading took place mainly between Zambia and the Democratic Republic of Congo (DRC) following the construction of the link between Zambia and the DRC. In the early nineteen sixties, Zambia and Zimbabwe were interconnected following the construction of the Kariba South power station. These trading arrangements were mainly between neighbouring countries.

The formation of the SAPP in 1995 provided governance structures for formal trading among the SADC member countries. The completion of the interconnection between Zimbabwe, Botswana, and South Africa through the Insukamini-Phokoje–Matimba 400kV interconnection line in 1996 and the interconnection between Mozambique and Zimbabwe through the Songo–Bindura 330kV interconnection line in 1997 provided the much-needed technical viability for trading between the northern and southern countries of the SADC. Several bilateral contracts were entered into among the SAPP members. SAPP developed rules and regulations that govern trading operations in the region. The rules and regulations were mainly based on the need for co-operation among the SAPP members since at that time the SAPP was more of a cooperative rather than a competitive power pool.

In 2001, the SAPP introduced some competition in the trading arrangements through the establishment of the Short-Term Energy Market (STEM). This was developed by the SAPP as a trading platform for excess power. In 2002 the SAPP introduced a Post STEM trading platform where the power that failed to be traded on STEM was given another opportunity to be traded. STEM was very successful in the SAPP especially before the year 2007 at which time the region ran out of excess generation capacity. In line with the SAPP's vision to have a competitive electricity market, the SAPP in 2002 agreed to develop a more competitive electricity trading platform in the form of a Day-Ahead Market (DAM). The Day Ahead Market development then started in 2003 and was completed in 2006. The DAM was opened for live trading on the 15th of December 2009 followed by the Post Day Ahead Market (PDAM) that was opened on the 16th of April 2013.

In 2014, the SAPP then agreed to develop additional markets that included the Forward Physical Monthly Market (FPM-M), the Forward Physical Weekly Market (FPM-W), and the Intra Day Market (IDM). These were successfully commissioned in 2016. The SAPP has also developed the Balancing Market which was commissioned in April 2022.

2. Problem Statement

SAPP has a web-based Market Trading Platform (MTP) that provides and facilitates trading information for the stakeholders. It has functionality that allows market participants to submit their bids and/or offers and to publish and extract the market results. The system provides an

electronic filing, mailing and settlement service. The platform also provides functions of online audit in the form of market surveillance file inspection, filing of market results documents, and download of market information and results pertaining to the SAPP wholesale auction market.

The SAPP is looking for a consultant to develop a mobile application that is integrated with the Market Trading Platform in tandem with the dedicated market public website to enhance communication, connectivity with stakeholders, knowledge sharing and efficiency. The app will provide users with real-time data on the SAPP wholesale auction market.

3. Objective

The main objective of this assignment is to design, develop and deploy an android and IOS-based mobile app for SAPP. The app will be integrated with the Market Trading Platform and provide information to users of the system, urgent market messages as well as general notifications and updates from SAPP.

4. Scope of Work

The consultant is expected to carry out the following activities:

1. Designing, developing and integrating of the mobile app,
2. Extract data from the existing system in a seamless and secure manner.
3. Develop Administrator and User Manuals,
4. Conduct extensive testing to ensure errors and bugs are addressed and fixed,
5. Develop a Training Manual and conduct training for Administrators and users,
6. Post-release monitoring of the application performance,
7. Deployment of the mobile app on Google Play Store and Apple App Store,
8. Setting up a test environment.

Throughout its work, the consultant is expected to interact with the SAPP Coordination Centre, Markets Sub-Committee and Operating Sub-Committee as necessary to undertake this work. On commissioning and adoption of the app, the Consultant shall provide the SAPP Coordination Centre with the source code of the app.

5. Deliverables

During the development of the software, the consultant will deliver various reports for each stage of the services. These reports will be delivered by e-mail and presented to the SAPP Market Operator, Markets Sub-Committee (MSC) and Operating Sub-Committee (OSC) at workshops. The consultant will review or update the reports to incorporate any comments received from MSC and OSC members. These reports will be subject to validation by SAPP.

- 5.1 Project Inception Report:** The consultant shall submit the Project Inception Report within three weeks of signing the contract following a kick-off meeting. The Inception Report shall set out the Consultant's understanding and approach to these Terms of Reference (ToRs). The overall requirements, strategy, planned activities, and blueprint of how the Consultant intends to carry out the assignment shall be elaborated in the Inception Report. The Consultant shall in the Inception Report provide a detailed work

plan indicating milestones and timelines for submitting deliverables as required. The Inception Report shall be submitted in electronic form (pdf) in English.

5.2 Detail Design: The Consultant shall submit to the SAPP a Detail Design document (electronic form, pdf) within four (4) calendar months. The Initial Report shall contain findings, international best practices and recommendations on a convenient and user-friendly interface adhering to platform specific user interface (UI) standards provided by Apple and Google respectively. The report shall be submitted in English.

5.3 SAPP Mobile App Software Tool: The Consultant shall develop and deliver and implement a mobile app tool for SAPP Market Operator to acquire and use. The consultant shall offer appropriate training to SAPP and its members for use of this software tool and provide a user guide on how to use the tool and update the tool. In addition to the scope of the work mentioned above, the following are also required:

1. Simplicity for the user with convenient and user-friendly interface
2. Administration Panel to manage the mobile app data using latest combination of technologies.
3. To follow the industry-standard secure development methodologies
4. Good performance and loading speed
5. The app should run on any mobile device screen resolution
6. Offline Access to downloaded information
7. Control and other security controls in place
8. Five-year support after the launch of the mobile app

Relevant specifications of the existing market trading software will be availed to consultants upon request to prepare for the bids. The software tool shall be compatible and properly integrated with the existing market trading software system. In addition, the consultant will provide details pertaining to the required maintenance and estimated yearly costs for five years in support of the tool. The bid fees should clearly indicate the maintenance support costs for the five-year period. The user guide must be provided in an editable and non-editable electronic format. Any code underlying the tool must be accessible to the SAPP to allow future editing. The SAPP will also be given the intellectual property rights for full ownership, use and modification of the tool.

5.4 Final Report: The Consultant shall submit to the SAPP a Final Report after receipt and validation of the Draft final Report. The Final Report shall respond to all requirements of this project and meet the objective of the project. The Final Report shall cover development steps that can be implemented in SAPP and any changes to make to the SAPP governing documents or current practice. The final report shall be submitted in electronic form (pdf) in English.

All relevant documentations including process manuals, training manuals and code shall be shared with SAPP. These documents shall be in English.

6. Workshops

The consultant shall organize a project kick-off meeting with SAPP. Further, the consultant will facilitate virtual online or physical workshops to ensure that the objectives as

summarised in the table below are met. This includes discussions with members of the SAPP Markets and Operating Sub-Committees (MSC and OSC) and SAPP Coordination Centre. It is envisioned that five (5) workshops will be organized within the framework of this consultancy assignment.

Workshop	Objective	Participants
1) Project kick-off	Review, finalise and sign-off of the Project Inception Report.	<ul style="list-style-type: none"> SAPP CC project representatives. Consultant's project manager.
2) Solicitation End-User Requirements	In collaboration with workshop participants identify the top ten MTP features that will be the most valuable to have available on a mobile app.	<ul style="list-style-type: none"> SAPP CC Project team. SAPP Markets Sub-Committees (MSC) Consultant's team.
3) Detail Design	Review and sign-off of detail design document.	<ul style="list-style-type: none"> SAPP CC Project team. Consultant's team. Optional: Representatives of the SAPP Markets Sub-Committees (MSC)
4) Introduction & Training	Present the MTP Mobile Application to the SAPP Market Operator and Participants and provide training on its use.	<ul style="list-style-type: none"> SAPP CC Project team. SAPP Markets Sub-Committees (MSC) Consultant's team.
5) Administrators Training	Train administrators to provide first line support	<ul style="list-style-type: none"> SAPP CC MTP Administrators

The first workshop will be organized to discuss the Inception Report. The second workshop will be organized to solicit End-User Requirements with consideration of current international best practices. The third workshop will be organized to present functionalities of the software to be developed and sign-off the detail design document. Following feedback from members of the SAPP MSC and OSC, the Consultant shall deliver the software according to the signed-off detail design document. A fourth workshop shall be organized to present the final mobile application to members and train them on the use thereof. The fifth and final workshop will be organized to train the administrators so that they can offer the first line support.

The workshops will provide an opportunity for collecting additional information and assessing the progress of the project. An account of the discussions between the consultant and the sub-committees will be established following these workshops. The consultant shall be responsible for taking minutes and summarising resolutions from the workshops. The consultant shall incorporate comments and inputs from the workshops in the detail design specification and training material. Before the fourth workshop, the consultant shall organise a Site Acceptance Test of the software tool in which all functionalities shall be tested and, if satisfactory, accepted by the client.

7. Deliverables and Timelines

The following table shows the deliverables and proposed timelines:

No	Activity	Timeline
1	Progress Reports	Monthly
2	Project Kick Off Meeting	Month 1
3	Inception Report	3 Weeks after contact signing
4	Workshop 1 : To discuss draft Inception Report and validate initial findings.	Month 1
5	Workshop 2: To solicit end-user requirements.	Month 2
6	Workshop 3: Review and sign-off of detail design document.	Month 4
7	Site Acceptance Test of the software tool	Month 7
8	Workshop 4: To demonstrate functions of the developed software tool and provide training to the end-users	Month 8
9	Workshop 5: To train system administrators	Month 8
10	Final Report	Month 9

The working language for this consultancy shall be English and all deliverables shall be in English.

8. Consultant - Experience

The Consultant shall be a qualified, internationally recognized firm with at least 10 years of experience in Web-based IT Solution development, deployment, and database management with experience in the following key areas:

- Be a registered company
- Have a proven track record of developing Energy Trading Systems/ Have a proven track record of developing Energy Related Software solutions
- Have at least 5 years of proven track record in current technologies used to implement Mobile Application and Web-based IT Solution development support and maintenance.
- Have a proven track record of developing successful mobile applications.
- Have a proven record of applications on the market in both Android and Apple OS
- Have experience in project management

The Consultancy Firm shall dedicate a team to this project comprising at minimum the following members:

- i. Team Leader with broad power market sector experience including the development of power market software expertise.
- ii. Software Developer

The Consultant should suggest the time allocation to the key experts based on experience in similar assignments. Support staff for the effective execution of the project should be highlighted where necessary. The Consultant shall ensure that the key personnel described above are available as required.

The minimum qualifications requirements for the key staff are as shown in the table below.

Table 8.1 Minimum Staff Qualifications

Expertise	Minimum qualification and experience required
Team Leader	<ul style="list-style-type: none"> - A Master’s Degree in Computer Science or equivalent. – Minimum of 10 years of demonstrable experience in development of energy trading and power exchanges software. – Experience with the design and operation of power pools
Software Developer	<ul style="list-style-type: none"> – A Honour’s Degree in Computer Science or equivalent, – Minimum of 10 years of demonstrable experience in the software development preferably in the energy sector; – Expertise in developing new products in auction markets.

9. Financial Proposal

The Consultant shall indicate the financial cost for undertaking the assignment in United States Dollars.

10. Content of the Response

All proposals shall:

- Be in the English language.
- Contain a description of proposed system, methodology and approach.
- Provide a clear understanding of the TOR and alignment to the needs of SAPP CC.
- Provide a detailed work plan – reflecting project phase, time frames and outputs/ deliverables.
- Have up-to-date CVs of “key personnel” and a description of the qualifications, experience, and capabilities of the service provider in providing the type of services being requested by this RFP.
- A minimum of three (3) contactable references from recently concluded projects.
- Detailed financial proposal, including applicable Tax.
- Include a contact name, email address, and telephone number to facilitate communication.
- Provide a brief outline of the organization and services offered – including legal name, physical address, legal name of the company’s Chief Executive Officer and/ other senior officer/ managers, and year of incorporation.
- Provide a clear description of the support expected from SAPP CC’s side.