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CALL FOR APPLICATIONS

PRE-QUALIFICATION OF SOLAR PV INSTALLERS FOR THE ACCELERATING SOLAR ACTION PROGRAM (ASAP)

October 2025

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PRE-QUALIFICATION OF SOLAR PV INSTALLERS FOR THE ACCELERATING SOLAR ACTION PROGRAM (ASAP)

TERMS OF REFERENCE (TOR)

Project FP231: Accelerating Solar Action Program (ASAP)

Country: Republic of Ghana

Accredited Entity: Ecobank Ghana PLC

Ecobank
The Pan African Bank

GREEN CLIMATE FUND

ENERGY COMMISSION

1. Background:

The Accelerating Solar Action Programme (ASAP) is a USD 30 million transformative climate finance facility supported by the Green Climate Fund and implemented by Ecobank Ghana Limited. The program seeks to leverage concessional finance from GCF and co-financing from Ecobank Ghana Limited to support households, MSMEs, and agricultural cooperatives by facilitating access to solar energy through affordable green loans.

ASAP aims to tackle major barriers to clean energy adoption, such as high upfront costs, limited financing options, and awareness gaps. It also seeks to promote inclusive growth by targeting energy access across socio-economic groups, including women and the youth.

Households can access green loans up to GH₵200,000 while Micro, Small & Medium Enterprises (MSMEs) may secure up to GH₵10 million at a concessionary interest rate, with flexible repayments up to seven years, for solar PV systems with capacities ranging from 4kWp to 30kWp for household solar residential systems and up to 2MW for industrial solar systems. The financial model aims to make solar power both practical and affordable for a broad range of demographics.

The ASAP program will target a total of 1,617 household installations and 765 MSME installations for a minimum installed capacity of 30.6 MW, leading to an estimated reduction of 417,452 tonnes of CO_2 equivalent over the 25-year lifetime of the solar systems. In addition, the program is expected to create more than 1,794 jobs in the clean energy sector.

To this end, Ecobank Ghana, in partnership with the Energy Commission of Ghana, seeks qualified solar PV installers to participate in the ASAP programme. The shortlisted solar PV installers will be subject to screening, licencing and certification, and technical training by the Energy Commission to ensure compliance with the project's technical and safety standards. Upon successful certification, installers will be included in a roster of pre-qualified suppliers eligible to offer products and services under the ASAP Programme.

2. Scope of Work:

The pre-qualified installers shall be responsible for the end-to-end delivery, installation and operations and maintenance of solar photovoltaic (PV) systems, including all labour, materials, tools, equipment, and services required to ensure fully functional systems. The scope includes, but is not limited to, the following:

a) Site Assessment and Feasibility Study

- Conduct physical site visits to assess environmental and structural conditions.
- Determine optimal system sizing based on energy needs, customer demand and load analysis.
- Evaluate site access, safety risks, and space availability.
- Evaluate feed-in feasibility

b) System Design and Costing

- Design stand-alone, grid-tied or hybrid solar PV systems tailored to site-specific requirements.
- Prepare single-line diagrams, layout drawings, and comply with the component specifications.
- Ensure compliance with international (IEC) and local standards (e.g., Energy Commission codes).
- Provide a price quote for the designed system.

c) System Installation (must comply with the minimum technical specifications)

- Supply, deliver and install an integrated system with certified, high-quality components, including:
  - Solar PV modules (IEC/ISO certified).
  - Inverters with a smart battery management feature (MPPT, pure sine wave, with remote monitoring).
  - Batteries (Minimum DoD 80%, Tubular or Graphene-based supercapacitors).
  - Charge controllers, combiner boxes, protection devices.
  - Mounting structures (roof or ground mounted).
  - Cables, connectors, and conduits.
  - Surge protectors, grounding, and lightning protection systems.

d) System Testing and Commissioning

- Perform all system-level tests to verify functionality (open-circuit voltage, insulation resistance, etc.).
- Test inverter performance, battery operation, and load transfer (where applicable).
- Conduct performance ratio analysis and validate against system design.
- Submit commissioning report with pictures signed by end-user.

e) Training and Handover

- Train end-users and site personnel on system operation, basic troubleshooting, and safety.
- Provide comprehensive operation and maintenance (O&M) manuals.
- Submit as-built drawings and warranties for all components.
- Handover of the system to the client with full documentation and inventory.

3. Product and Installation Requirement

- Provide a minimum 1-year workmanship/installation warranty.
- Provide the component warranties:
  - PV modules: 15–25 years (a performance warranty of 90% output for 10 year).
  - Inverters: 5–10 years.
  - Batteries: Minimum 8,000 charge-discharge cycles without degradation under Ghana temperature conditions.

4. **Operations and Maintenance**

- Provisions for training end-users and beneficiaries in basic solar PV system operation.
- Mechanisms for performance monitoring (e.g., remote monitoring systems).
- Schedule of routine inspections and maintenance.
- Minimum service response time commitments.
- Proposed warranty and after-sales service arrangements.
- Availability of spare parts and tools for timely interventions.

5. **Legal and Statutory Requirements:**

- Valid Certificate of Incorporation/ Certificate of Registration (International firms to incorporate under Ghana's Companies Act, 2019 (Act 992).
- Valid Tax Clearance Certificate.
- Social Security and National Insurance Trust (SSNIT) compliance certificate.

6. **Qualifications of the Company:**

- Track records of solar installations.
- Completion and commissioning of at least 5 solar PV installation projects with a total of 30kWp in the last 5 years of similar scope and scale (attach completion certificates or client references).
- Evidence of experience in working with off-grid or mini-grid solar solutions is an advantage.

7. **Qualification of the Key Staff:**

a) **Lead Engineer:**

- The lead Engineer must have a degree/HND in engineering
- The lead Engineer must have a minimum of two (2) years of professional experience in the design and installation of PV projects.
- The lead Engineer must have a certificate in the design and installation of solar PV systems.

b) **Electrical Technician/Engineer:**

- The Electrical Technician/Engineer must have a certificate in electrical engineering.
- The Electrical Technician/Engineer must have a minimum of two (2) years of professional experience.
- The Electrical Technician/Engineer must have a valid Certified Electrical Wiring Professional (CEWP) Certificate.

8. **Financial Capacity:**

- Cumulative turnover of at least one hundred Ghana Cedi GH₵100,000.00 for the last two (2) years.
- Audited financial statements for the last one (1) year or unaudited financial statements/ management reports if financial statements are not yet audited.

- Proof of having a bank account and period of operating the bank account, such as an introductory letter from a reputable bank stating the ownership of the bank account and period of operating the account.

9. Industry Compliance:

- Comply with the following Regulations:
  - Renewable Energy (Standards and Labelling) (Solar Panel) Regulations, 2022 (L.I. 2449)
  - Renewable Energy (Standards and Labelling) (Renewable Energy Batteries) Regulations, 2022 (L.I. 2452)
  - Renewable Energy (Standards and Labelling) (Inverters) Regulations, 2022 (L.I. 2461)
- Comply with national and international standards (e.g., IEC, ISO) on solar PV systems, components and installations.
- Solar PV systems tested and certified by the Ghana Standards Authority, if applicable.

10. Reporting Obligation and Documentation

During implementation, selected installers are expected to:

- Submit periodic progress reports during implementation.
- Maintain quality assurance records and inspection logs.
- Prepare completion report, including photos, test results, and beneficiary feedback.
- Submit operations and maintenance reports.

11. Submission of Required Documentation:

Interested installers are invited to submit their **application** including the following. Clearly label the submitted documents in the format below:

Document	Label As:
Technical Proposal: (Refer to Annex 1 of this TOR for the format).	Technical Proposal
Company registration certificates.	C1a: Registration
Valid Tax Clearance Certificate.	C1b: Tax
Test reports of solar panels, batteries and inverters from accredited third-party certification body.	C2a: Test Report
Certificates specifying the quality standards provided by the equipment manufacturers.	C2b: Quality Certificate
Valid Installation & Maintenance certificate.	C2c: Installation Certificate
Any affiliations or partnerships with solar product manufacturers or distributors.	C2d: Affiliations
Evidence of qualified technical personnel (CVs of solar/lead engineers, technicians, and electricians).	C3a: CVs
Certification of key staff from recognized institutions.	C3b: Staff Certificate

Evidence of similar assignments work done (at least 4kWp and up to 30kWp). Submit pictures or videos, evidence, and details of the installation, including the client's address.	C4a: Assignments
Price quotation for a 4kWp, 10kWp, 15kkWp, 20kWp, 25kW, and 30kWp system both grid-tied and standalone.	C4b: Invoice
Audited financial statements for the last one (1) year or unaudited financial statement or a management report in the absence of an audited financial statement.	C5a: Financial Statement
Evidence of operating a bank account, such as an Introductory letter from the bank specifying ownership of the bank account and the period of operating the bank account.	C5b: Bank Evidence

12. Criteria for Selecting Solar PV Technology Providers

Submitted proposals will be evaluated based on the cumulative analysis method, under the following conditions:

Criteria	Total scores
Legal and Statutory Requirements • Compliance with statutory and regulatory obligations (valid licence from Energy Commission)	10%
Technical Capacity • Test reports on PV system components issued by an accredited third-party certification body. • Compliance with technical specification and standards	25%
Qualifications & CVs of the core Team • Relevant academic and professional qualifications • Demonstrated expertise and experience of key personnel	25%
Solar PV Technology Provider Experience • Evidence of previous assignments of a similar nature • Reference from past client/partners	25%
Financial Capacity • Demonstrated financial strength • Availability of resources to execute the assignment successfully	15%
Total	**100%**

Minimum Qualification Requirement:
Only proposals that achieve a minimum overall score of 70 % will be considered responsive for further engagement.

12. Submission Details:

Interested installers must submit their proposals based on the Terms of Reference (ToR). This Terms of Reference can also be obtained at the Renewable Energy Regulation Unit at the address provided below from 9:00 am to 4:00 pm or by request via email to: **asap@energycom.gov.gh** and **asap-pmu@ecobank.com**

All proposals must be delivered via **asap@energycom.gov.gh** and **asapproject@ecobank.com** in copy or in sealed envelopes clearly labelled, ***"ASAP Solar PV Installation Services: Technical Proposal".*** **Deadline is 4 p.m. on Friday, October 31, 2025.**

CONTACT INFORMATION:

The Executive Secretary
Attn: The Deputy Director, Renewable Energy Regulation
Energy Commission
Airways Avenue, Airport Residential Area, Accra
Ghana Post Address: GA-107-5175
Telephone: +233-(0) 302-813576

*E-mail: **asap@energycom.gov.gh***

All applicants will be contacted and informed of their selection or not. The Commission reserves the right to accept or reject any or all proposals without assigning any reason.

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Annex 1: Technical Proposal

1. **Chapter 1: Legal and Statutory**

   - Name of Company
   - Date of Submission
   - Contact Information (Name, Address, Email, Mobile, WhatsApp No.)
   - Brief profile of the company and legal registration
   - Organizational structure
   - Years of experience in solar PV installation
   - Geographic coverage of operations

2. **Chapter 2: Technical Capacity**

   - Summary of technical competencies (system design expertise, equipment sourcing)
   - Compliance with international and industry regulations
   - Description of quality control processes and tools for monitoring system performance, and operations and maintenance.

3. **Chapter 3: Qualifications of Core Team**

   - Introduction of key personnel (Lead Engineer, Electrical Technician)
   - Roles and qualifications
   - Years of experience
   - Relevant certifications
   - Summary of previous solar PV installations

4. **Chapter 4: Solar PV Installation Experience**

   - Summary of some solar PV installations totaling 30kWp.
   - Types of systems installed (e.g., grid-tied, off-grid, hybrid)
   - Typical client segments served (households, MSMEs, agricultural users, etc.)

5. **Chapter 5: Financial Capacity**

   - Summary of turnover, banking history, and financial resource availability.