TERMS OF REFERENCE
AND TECHNICAL SPECIFICATIONS

1. General information

Assignment name	Integrated Electric Vehicle Pilot for Public Service Delivery in Suriname
Beneficiary	Government of Suriname
Country	Suriname
Total estimated number of months	12 months

2. Context and justification of the need

2.1. Expertise France

Expertise France (EF) is a public agency and the inter-ministerial actor in international technical cooperation, subsidiary of the Agence Française de Développement Group (AFD Group). It designs and implements projects that sustainably strengthen public policies in developing and emerging countries, contributing alongside its partners to the implementation of the Sustainable Development Goals (SDGs).

2.2. The EUROCLIMA programme

EUROCLIMA is the European Union's flagship cooperation programme on environmental sustainability and climate change in Latin America and the Caribbean. It aims to contribute to the green transition of the region by supporting climate mitigation and adaptation, biodiversity conservation, and sustainable development pathways.

In the Caribbean, EUROCLIMA supports country-level action through dialogue processes and Country Action Plans aligned with nationally identified priorities. The programme is implemented through a set of European and multilateral agencies, including Expertise France and GIZ, in coordination with the European Union Delegation and national focal points.

2.3. The EUROCLIMA programme in Suriname

Within the Suriname Country Action Plan, e-mobility has emerged as a priority area under the energy transition agenda. At the same time, the originally envisaged waste-related intervention under the Expertise France envelope has become uncertain, which led to consideration of a reallocation toward an e-mobility-related action.

Consultations among Expertise France, GIZ, the European Union, and Surinamese counterparts highlighted the need for an intervention that is practical, visible, and clearly complementary to the work already being carried out by GIZ.

GIZ is supporting the country on the energy action under the Suriname Country Action Plan, including work linked to strategic and coordinated development of the e-mobility sector.

As a result, the Expertise France intervention should not replicate strategic studies, but rather translate part of the e-mobility agenda into a small, controlled, operational pilot capable of generating practical implementation lessons for the country.

2.3.1. Background and rationale of the action

Suriname remains at an early stage of electric mobility deployment, with very limited EV penetration and no mature ecosystem yet in place for large-scale adoption. At the same time, the country faces structural constraints in the energy sector, including high fossil fuel dependence, fragmented power networks, and substantial investment needs in grid infrastructure.

In this context, the proposed approach is to develop a small integrated pilot, combining a limited number of electric vehicles for one public service with a dedicated charging setup at one site. This pilot would enable the Government of Suriname and its partners to test, in real operating conditions:

- vehicle suitability for public service use;
- charging behaviour and basic infrastructure requirements;
- cost and maintenance implications;
- interoperability and monitoring arrangements;
- institutional responsibilities for operation and upkeep.

The action is therefore intended as a learning and demonstration intervention, not as a scaling programme. Its role is to produce real-world evidence and practical implementation experience that can inform future public investment, donor support, or larger-scale pilots.

2.3.2. Purpose of the tender

This Terms of Reference is designed to commission a service provider to design, procure, install, operationalise, and monitor a small integrated EV pilot for a selected public service in Suriname. The pilot shall combine:

- a very limited public-service EV fleet, expected to consist of one electric vehicle as the base case, with the possibility of a second electric vehicle only if technically justified and demonstrably affordable within the financial envelope. Eligible vehicle types should be limited to EVs suited to predictable public-service use, such as compact cars, small vans, or equivalent low-capex urban service vehicles. Larger vehicles, buses, heavy-duty vehicles, or specialised vehicles are excluded from the scope unless explicitly approved by Expertise France and the Government of Suriname

- one small charging site equipped with AC charging equipment based on interoperable and non-proprietary principles, meaning chargers that can communicate with a standard charging management system, allow basic monitoring and data export, and avoid unnecessary vendor lock-in, preferably through OCPP-compatible functionality where feasible and proportionate to the pilot scale; monitoring and reporting tools;
- and operational procedures for implementation and learning.

3. Objectives and desired results

3.1. General objective

The overall objective of the assignment is to support the Government of Suriname, through a practical and visible pilot, in developing initial operational experience with electric mobility in the public sector.

3.2. Specific objectives

The specific objectives are to:

- **Deploy a small electric vehicle pilot fleet for one selected public service with predictable duty cycles, expected to consist of one electric vehicle as the base case, with the possibility of a second electric vehicle only if technically justified and demonstrably affordable within the financial envelope.** Eligible vehicle types should be limited to EVs suited to predictable public-service use, such as compact cars, small vans, or equivalent low-capex urban service vehicles. Larger vehicles, buses, heavy-duty vehicles, or specialised vehicles are excluded from the scope unless explicitly approved by Expertise France and the Government of Suriname
- Install and commission a small-scale charging solution at one selected site, preferably consisting of two AC charging points in order to provide basic redundancy and operational continuity, subject to site conditions and affordability within the financial envelope. Where the budget or site constraints do not allow for two charging points, the service provider may propose one AC charging point, provided that the operational implications and mitigation measures are clearly explained.
- Ensure that charging equipment is based on interoperable and non-proprietary principles. This should include, where feasible and proportionate to the scale of the pilot, compatibility with the Open Charge Point Protocol (OCPP), an open communication protocol that enables EV chargers to communicate with charging management systems from different providers. The purpose is to allow basic remote monitoring, data export, future scalability, and avoidance of vendor lock-in, establish clear operational arrangements for fleet management, charging, maintenance, and monitoring;

- Generate evidence on use patterns, charging behaviour, operating costs, reliability, and implementation constraints, ensuring that operational data generated through the pilot is

made available to the Government of Suriname and relevant national institutions in a usable format, subject to applicable confidentiality and data protection requirements;"

- Provide practical recommendations for future replication or scale-up in Suriname, including policy and regulatory lessons learned from the pilot on charging standards, interoperability, data management, ownership arrangements, operational models, and future EV deployment pathways.

3.3. Anticipated results

By the end of the assignment, the following results are expected:

- one public-service institution in Suriname is operating a small EV fleet under real conditions;
- one charging site is functional and monitored;
- the pilot has generated a first set of local operational data and implementation lessons, made available to the Government of Suriname and relevant national institutions in an accessible and reusable format, subject to applicable confidentiality and data protection requirements;
- the Government of Suriname has a practical basis for assessing future e-mobility investment options;
- the pilot has produced a clear and documented demonstration of what is operationally feasible, what requires adjustment, and what conditions would be needed for future scale-up, including practical lessons relevant to future EV policy, regulation, charging standards, interoperability, data reporting, and ownership / operational models.

4. Description of the assignment

The assignment concerns one integrated intervention package: a micro public fleet pilot combined with a dedicated charging solution.

The assignment is not intended to finance a broad public charging network, a large fleet deployment, or a national strategy. It is a tightly bounded pilot focused on implementation and learning.

The service provider shall be responsible for proposing and delivering a technically sound, operationally realistic, and financially disciplined package that remains within the ceiling budget and achieves the objectives described above.

4.1. Planned activities

Prior to tender launch, the Government of Suriname is expected, where possible, to identify either a preferred pilot host institution or a shortlist of candidate public-service use cases/sites. This shortlist will serve as the starting point for the service provider's inception assessment.

Phase 0 – Inception, site and use-case confirmation

Target delivery: Month 2 post-contract
Objective: Validate the pre-selected or shortlisted public-service use case(s), confirm the institutional host, and finalise the technical and operational scope of the pilot.

Activities:

- Review the preferred use case or shortlist of candidate use cases/sites provided by the Government of Suriname.
- Confirm, with the Government of Suriname and relevant counterparts, the selected public service for the pilot.
- Confirm the host institution responsible for the vehicle(s), charging site, day-to-day operation, security, parking, charging access, and basic O&M.
- Prepare a governance and responsibility matrix identifying the roles and responsibilities of all relevant stakeholders, including Expertise France, the Government of Suriname, EAS, EBS, the host institution, and any other relevant entity, with regard to asset ownership, vehicle operation, charging infrastructure operation and maintenance, security and access management, monitoring and reporting, data management and storage, and post-pilot responsibilities.
- Assess the candidate site(s) for vehicle parking, charging installation, electricity access, safety, operational suitability, and likely need for civil or electrical works.
- Confirm the preferred vehicle category, indicative usage profile, and minimum number of vehicles required for the pilot.

Validate the final implementation scope in light of budget constraints and site readiness.

Expected output:
A validated inception report confirming the selected service, site, host institution, vehicle concept, charging approach, implementation workplan, risk assessment, and a governance and responsibility matrix covering asset ownership, operation, maintenance, security and access, monitoring and reporting, data management and storage, and post-pilot responsibilities.

Phase 1 – Detailed pilot design and procurement specifications

Target delivery: Month 4 post-contract
Objective: Translate the agreed concept into final technical specifications and procurement-ready documentation.

Activities:

- Prepare the detailed technical design of the pilot fleet and charging setup.

- Define final technical specifications for vehicles, chargers, electrical works, monitoring functions, and data access/export requirements, including the ability, where technically feasible, to export charging and operational data in open and reusable formats such as CSV, XLSX, JSON or equivalent.

- Ensure that the charging solution is based on interoperable principles and includes OCPP-compatible functionality where technically and commercially feasible.
- Prepare implementation protocols covering:
    - vehicle allocation and use,
    - charging procedures,
    - safety procedures,
    - basic operating and maintenance responsibilities,
    - monitoring indicators and reporting logic.
        - data ownership, access rights, storage arrangements, and export formats."
- Develop a final implementation budget and procurement plan consistent with the contractual ceiling.

Expected output:
A detailed design and procurement package, including specifications, implementation protocols, and refined budget.

Phase 2 – Procurement, installation, and commissioning

Before launching procurement of vehicles and charging equipment, the service provider, Expertise France, and the relevant Surinamese counterparts shall confirm the practical arrangements required for delivery and commissioning. These arrangements may include, as applicable, import procedures, customs clearance, tax or duty treatment, vehicle registration, insurance, asset ownership, site access, security, and responsibilities for operation and maintenance. Depending on the legal and operational requirements identified by Expertise France and the Government of Suriname, these arrangements may be formalised through a Memorandum of Understanding, implementation agreement, or other appropriate instrument between the relevant parties.

Target delivery: Month 8 post-contract
Objective: Deliver, install, and commission the pilot assets and associated systems.

Activities:

- Procure and deliver the agreed number of vehicles.
- Procure and install the agreed charging equipment at the selected site.
- Carry out all necessary minor civil and electrical works required for site readiness and charger connection.
- Configure and test the charging management and monitoring system.

- Commission the vehicles and charging equipment.
- Handover the installed assets and technical documentation to the designated host institution.

Expected output:
A commissioned pilot fleet and functional charging site, ready for operation.

Implementation risk note: The procurement and delivery schedule will depend on the availability of suitable vehicles and charging equipment, supplier lead times, shipping, customs clearance, registration procedures, site readiness, and any required institutional agreements. Bidders shall identify these risks in their technical proposal and propose realistic mitigation measures.

Phase 3 – Pilot operation support, data collection and final evaluation
Target delivery: Month 12 post-contract
Objective: Support the initial use of the pilot, capture operational data, and consolidate lessons learned and recommendations for possible replication or scale-up.

Activities:

- Provide onboarding and practical orientation to the host institution and users.
- Provide limited initial operational support during a defined observation period, sufficient to enable first use, troubleshooting, and capture of initial lessons learned.
- Collect, analyse, and hand over a concise set of operational data, including vehicle utilisation, charging sessions, energy consumption, availability, downtime, basic maintenance events, and user/operator feedback, in a format that can be accessed and reused by the Government of Suriname and relevant national institutions.
- Identify implementation bottlenecks, including procurement, site readiness, operating procedures, charging behaviour, and institutional responsibilities.
- Assess the pilot's technical, operational, institutional, and financial performance.
- Formulate practical recommendations on vehicle use cases, charging arrangements, ownership and O&M responsibilities, future procurement models, data requirements for scale-up, and policy/regulatory lessons emerging from the pilot, including implications for EV-related regulation, technical charging standards, interoperability, data reporting, and charging infrastructure ownership and operation.
- Prepare a concise dissemination product suitable for EUROCLIMA capitalisation and communication purposes.

Organise a closing presentation or light stakeholder session.

Expected output:
A final pilot evaluation and lessons learned report, including the operational dataset, implementation findings, recommendations for replication or scale-up, dissemination materials, and a dedicated section on policy and regulatory lessons learned from the pilot.

"The scale-up assessment shall remain proportionate to the size of the pilot and shall not constitute a full national EV deployment strategy, grid impact study, or investment plan."

DELIVERABLES

Deliverable No.	Deliverable Title	Phase	Target Delivery (Post-Contract)	Details
D1	Inception Report	Phase 0	Month 2	Confirmed use case, site, host institution, responsibilities, implementation assumptions and workplan, governance and responsibility matrix, risk assessment
D2	Detailed Design and Procurement Package	Phase 1	Month 4	Technical specifications for vehicles, chargers, electrical works, monitoring, protocols, refined budget and procurement plan
D3	Commissioning Report	Phase 2	Month 8	Procurement,evidence of delivery, installation, testing, and commissioning of vehicles and charging setup, handover of assets and technical documentation to the host institution

D4	Final Pilot Evaluation and Lessons Learned Report	Phase 3	Month 12	Operational dataset delivered in an accessible and reusable format, performance assessment, implementation bottlenecks, recommendations for replication or scale-up, dissemination material, and a dedicated section on policy and regulatory lessons learned, including charging standards, interoperability, data management, ownership and operational models, closing stakeholder session.

Expected outcomes

The assignment is expected to produce:

- a functioning and documented EV pilot for one public service in Suriname;
- a small but operational charging setup demonstrating basic interoperability and monitoring;
- local evidence on the technical and operational realities of public-sector e-mobility;
- a clearer basis for future donor support, public investment, or policy decisions in the sector.

The service provider shall include an optimised work schedule in its proposal. Any deviation from the indicative phasing above shall be justified.

All deliverables and supporting materials shall be submitted in digital format by the agreed dates.

Please note:

- Validation of deliverables cannot be presumed by the service provider and will take the form of written approval by Expertise France when deliverables are deemed satisfactory.
- Expertise France and the national counterparts will make their best efforts to review deliverables in a timely manner.

4.2. Scope constraints

At proposal stage, bidders shall demonstrate how they intend to remain within this ceiling, including all fees, travel, equipment, installation, commissioning, training/orientation, reporting, and contingencies. The pilot must therefore remain small and controlled. As guidance, the package is expected to include only:

- a very limited number of Evs (1 or 2);
- one site or 2 sites
- one or two AC charging points;
- a basic monitoring and management setup, including access to and export of pilot operational data in reusable formats where technically feasible;"
- and limited implementation support.

Any proposal that implies a larger-scale deployment or significant civil/electrical upgrading beyond the available budget will be considered non-compliant with the logic of the assignment.

4.3. Coordination and contacts

The service provider shall designate a single contact person for implementation purposes. The governance and responsibility matrix prepared during the inception phase shall be reviewed and validated by Expertise France and the relevant Surinamese counterparts before procurement and installation activities proceed.

The EUROCLIMA focal point within Expertise France will serve as the main contact for the service provider. Close coordination shall also be maintained with the Government of Suriname, the national focal point, the Energy Authority Suriname (EAS), and any designated host institution for the pilot.

A launch meeting shall be organised no later than 15 days after notification of contract award. The meeting shall gather the service provider, Expertise France, and the key Surinamese stakeholders involved in the pilot.

Regular progress exchanges shall be organised throughout implementation.

Any change of contact persons shall be communicated promptly by the relevant party.

5. Place, duration and terms of performance

Place of the assignment:
The assignment will be conducted partly at the service provider's premises and partly in Suriname. Field missions shall be organised in Suriname as required for site assessment, stakeholder consultations, installation, commissioning, and final presentation.

Duration of the assignment:
The estimated duration of the services is 12 months.

The service provider shall provide a detailed workplan in its technical proposal based on the indicative phases described above. Any proposed modifications shall be justified.

6. Required expertise and profile

Bidders are expected to propose a multidisciplinary team combining technical, operational, and project management expertise in electric mobility.

6.1. Company-level qualifications

Criterion	Scope and requirement	Illustration of acceptable evidence
E-mobility implementation experience	Demonstrated experience in delivery of EV pilots, charging infrastructure deployment, or fleet electrification assignments	Contracts, completion certificates, client references
Charging infrastructure expertise	Experience in specifying, installing, and commissioning EV charging systems, preferably using interoperable standards	Technical specifications, commissioning reports, references
Fleet pilot delivery	Experience in vehicle deployment for public or institutional users, including operating protocols and monitoring	Case studies, performance reports, client references
Operational and monitoring capability	Ability to set up practical monitoring, reporting, and lessons-learned frameworks for pilots	Sample reporting tools, dashboards, monitoring frameworks
Stakeholder coordination track record	Experience in implementing donor-funded assignments involving public institutions and multiple stakeholders	Meeting reports, stakeholder engagement plans, references

6.2. Expert-level qualifications

Role	Scope and requirement	Illustration of acceptable evidence
Team Leader / Project Director	At least 10 years of experience in transport, energy, infrastructure, or e-mobility project delivery; responsible for overall quality assurance, client interface, and coordination	Signed CV, references, assignment list
E-Mobility / Fleet Specialist	Proven experience in EV pilot design, public fleet electrification, or operational assessment of EV use cases	Pilot reports, vehicle deployment references

Charging Infrastructure Specialist	Experience in EV charging design, installation, commissioning, and basic interoperability standards including OCPP-related approaches	Charger specifications, commissioning records, references
Electrical / Site Engineer	Experience in site readiness assessment, minor electrical works, protection systems, and safe charger installation	Engineering assignments, site reports
Monitoring and Data Specialist	Experience in designing pilot monitoring systems, collecting operational data, and evaluating pilot performance	Dashboards, M&E frameworks, pilot reports
Institutional / Stakeholder Engagement Specialist	Experience in working with public institutions, organizing consultations, and supporting adoption of operational arrangements	Meeting records, stakeholder reports, references

7. Monitoring and evaluation

The service provider shall ensure proper monitoring and evaluation of all pilot activities.

The technical proposal shall include:

- a monitoring methodology,
- key milestones,
- indicators to assess pilot operation and performance,
- and a risk management approach.

At a minimum, monitoring shall cover:

- utilisation of vehicles,
- charging sessions and energy use,
- availability and downtime,
- operational issues encountered,
- and stakeholder/user feedback.

“All operational data generated through the pilot shall be made available to the Government of Suriname and relevant national institutions, subject to applicable confidentiality, cybersecurity, and data protection requirements. Where technically feasible, the charging equipment and monitoring setup shall allow export of data in open and reusable formats to support future analysis, policy development, and scale-up planning.”

8. Practical information

1. **Language of the assignment:** English
2. All travel, accommodation, transport, insurance, communication, and internet costs shall be borne by the service provider and included in the financial proposal.
3. The Government of Suriname shall facilitate access to relevant stakeholders and, where possible, support institutional coordination for meetings and site visits.
4. The host institution shall facilitate reasonable access to the pilot site, relevant staff, and operational information needed for the implementation of the assignment.
5. The service provider shall ensure that all activities and deliverables comply with applicable safety requirements and good practice in EV and electrical installations.
6. During implementation, visibility of the European Union as donor of the EUROCLIMA programme must be ensured in accordance with the programme's communication and visibility rules. All reports and deliverables must include the emblem of the European Union (with the words "Funded by the European Union"), the EUROCLIMA programme logo, and the Expertise France logo, together with the standard disclaimer required by the programme.