



IC Cover page template

Invitation to Submit an Offer for Individual consultancy - Individual Contractor (International) - Consultant – Security Systems Assessment & Upgrades (CCTV & Access Control).

The United Nations Development Programme (UNDP) is currently implementing communication support services for the CO in editorial, graphic design, photography and videography, that requires the services of an individual to perform the work described in this document.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following :

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly submit directly in the online supplier portal no later than the deadline indicated in the system.

Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

If any discrepancy between deadline in the system and in deadline indicated elsewhere, deadline in the system prevails.

We look forward to your favorable response and thank you in advance for your interest in working with UNDP.

Sincerely,



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1 Overview

1.1 General Information

Title	Individual Contractor (International) -Consultant – Security Systems Assessment
E-Mail	benard.korir@undp.org
Reference Number	PRC0150678/PRC0150678
Beneficiary Country	SOM
Introduction	Country: Somalia. Description of the Assignment: Individual Contractor (International) - Consultant – Security Systems Assessment & Upgrades (CCTV & Access Control).

Period of assignment/services 40 Days within Three Months.

Proposal should be submitted directly in the portal no later than indicated deadline.

Any request for clarification must be sent in writing via messaging functionality in the portal. UNDP will respond in writing including an explanation of the query without identifying the source of inquiry.

Please indicate whether you intend to submit a bid by creating a draft response without submitting directly in the system. This will enable the system to send notifications in case of amendments of the tender requirements. Should you require further clarifications, kindly communicate using the messaging functionality in the system. Offers must be submitted directly in the system following this link: <http://supplier.quantum.partneragencies.org> using the profile you may have in the portal. In case you have never registered before, you can register a profile using the registration link shared via the procurement notice and following the instructions in guides available in UNDP website: <https://www.undp.org/procurement/business/resources-for-bidders>. Do not create a new profile if you already have one. Use the forgotten password feature in case you do not remember the password or the username from previous registration.

1.2 Tender Timeline

Open Date	22/10/25 10:28 AM
Close Date	28/10/25 09:00 AM
Time Zone	Coordinated Universal Time



1.3 Terms

Negotiation Currency USD (US Dollar)

1.4 Attachments

File Name or URL	Type	Description
TOR_Consultant_Security_System	File	ToR

Note: The attachments above are part of general attachments to this Tender. There may be more attachments uploaded with requirement or price schedule. All attachments can be accessed from the portal directly



2 PART: TENDER REQUIREMENT AND EVALUATION CRITERIA

**Response is required*

2.1 Section 1. Overview of the assignment

1. Background UNDP Somalia seeks a qualified consultant to review and streamline security systems across selected sites. The assignment focuses on practical, fit-for-purpose improvements to the Closed-Circuit Television (CCTV) and Access Control (card-reader) systems, using a simple, outcome-oriented approach. The consultant will work with UNDP's Security Unit and a designated technical expert to ensure any changes are consistent, sustainable and user-friendly.
2. Scope of Work (by Site) 3.1 Mogadishu – CCTV • Review the current CCTV system with site walk-throughs and operator interviews. • Identify what to keep, what to improve, and where new installations are needed; prioritise high-value changes. • Agree an implementation plan with UNDP; support installation/configuration and basic operator training.

3. Individual Contract and its General Terms and Conditions

Please see the [INDIVIDUAL CONTRACT TEMPLATE](#)

Please see the [GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONTRACTORS.](#)

2.2 Section 2. Documents to be included with the proposal;

*1. Technical Proposal

Upload a brief proposal highlighting:

1. Why you are the most suitable for the job;
2. A Brief methodology on how you will approach and conduct the work (if applicable)

*2. Offeror's Letter to UNDP to Confirm Interest and Availability

Please complete and submit a signed copy of the offer letter using the provided template, including a detailed cost breakdown of the financial proposal.

Please provide financial proposal and submit required financial information directly in the system as applicable. Make sure there are no mathematical errors , the amounts are accurate and match with amount entered directly in the system.



Under;

I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of Security consultant

Attachments:

File Name or URL	Type	Description
PSU_ Individual Contract_Offer	File	Offer letter

Target: Offer Form

***3. Personal CV**

Please upload your personal CV including past experience in similar projects at least 3 references

2.3 Section 3. Qualification and experience requirements

*1.

- Bachelor's degree in engineering, ICT, security technology or related field; relevant certifications are an asset.
- 5–7 years' practical experience in CCTV and/or electronic access control assessments and upgrades.
- Experience producing simple, user-friendly designs, diagrams and handover materials.
- Familiarity with organizational security operations and guard-force workflows; UN/INGO experience is an asset.
- Strong communication skills; ability to explain technical matters plainly; training experience preferred.

*2. Do you meet the requirement of having required years of work experience as per ToR?

Target: Yes

*3. Do you have solid experience in the areas mentioned in the ToR?

Document this in in your cover letter by highlighting your past experience and technical capacity.

*4. Do you have practical experience as indicated in the ToR?



Demonstrate this by highlight relevant past experience and achievements.

2.4 Section 4. Technical Evaluation

1. Individual consultants will be evaluated based on the following methodologies:

1. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; 70*

** Financial Criteria weight; 30*

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

***2. Evaluation criteria - Experience**

Do you have solid experience as per respective ToR requirements?

Response attachments are optional.

***3. Evaluation criteria - Competence**

Do you have competence and language skills as per respective ToR?

Response attachments are optional.

2.5 Section I-1.

2.6 Section I-2.

2.7 Section I-3.



3 PART: Schedule of Requirement and Price Schedule

Instructions

Please add the price for each deliverable listed below. Upload financial proposal using template provided. make sure that the total in the breakdown matches with total in the system.

3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-System consultant- Security Systems Assessment & Upgrades (CCTV & Access Control)	Temporary engineering services						

*For Additional Attributes of lines, please review the negotiation lines from supplier portal.