



IC Cover page template

Invitation to Submit an Offer for Individual consultancy - Individual Contractor (International) - Consultant – Mini Grid Expert.

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 – Mini Grid Expert.
E-Mail	benard.korir@undp.org
Reference Number	PRC0151044/PRC0151044
Beneficiary Country	SOM
Introduction	Country: Somalia.

Description of the Assignment: Individual Contractor (International) - Consultant – Mini Grid Expert.

Period of assignment/services 45 Days within Twelve 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 10:27 AM
Close Date	27/10/25 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_Senior Energy Minigrid Exp	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. The Africa Minigrids Program (AMP)

The Africa Minigrids Program's (AMP or 'the Program') is a country-led regional technical assistance program for minigrids, active in an initial 21 African countries. It is led by the United Nations Development Programme (UNDP) with funding primarily from the Global Environment Facility (GEF) and implemented together with Rocky Mountain Institute (RMI) and the African Development Bank (AfDB), linking up with a wide array of minigrid stakeholders in Africa and beyond.

AMP's overall objective is to increase access to electricity by improving the financial viability and promoting scaled-up commercial investment in renewable energy minigrids ('minigrids'). AMP will focus on cost reduction – across hardware, soft and financing costs – and innovative business models for minigrids. With lower costs, minigrids will be more financially viable, commercial capital flows will increase, and end-users will benefit from lower tariffs and expanded service.

The program is comprised of two main elements:

1. An initial 21 national projects, each with a common architecture consisting of five components: (i) policy and regulations, (ii) business model innovation with private sector, (iii) innovative finance for minigrids scale-up, and (iv) digital, knowledge management, and (v) M&E.
2. A regional project acting as the knowledge, advocacy and coordinating platform for AMP. This will be achieved through a suite of knowledge tools, technical and operational expertise and support, communities of practice, and promoting innovative digital approaches for minigrid cost reduction.

2.

Technical advisory, oversight, and private sector engagement for the design and implementation of the AMP Somalia minigrid pilots.

The Senior Energy Minigrid Expert will coordinate and support all technical aspects of the design and implementation of the minigrid pilots under the AMP national project, Component 2. This includes providing strategic guidance, technical oversight, and operational support to the Implementing Partner and other stakeholders, while ensuring strong engagement with the private sector and alignment with AMP's cost-reduction and sustainability objectives.



Key responsibilities:

- **Lead** the technical design, implementation, and oversight of the minigrid pilots, ensuring alignment with project objectives and national energy strategies.
- **Oversee** and provide quality assurance for feasibility studies (including demand assessments, load profiling, and site-specific engineering for pilot sites).
- **Provide** technical support in evaluating proposals for minigrid pilot plants.
- **Facilitate** engagement with private sector developers, providing technical guidance and promoting innovative business models that incorporate cost-reduction levers such as productive use of electricity. Provide technical guidance to ensure alignment with AMP principles, including the use of smart meters and other digital tools to monitor the performance of minigrid pilots in alignment with the AMP Quality Assurance and Monitoring Framework (QAMF).
- **Ensure** compliance with environmental and social safeguards, including battery disposal and e-waste management, and promote the integration of productive use applications and gender-responsive approaches in pilot design and implementation. This includes in particular the oversight and quality assurance of the design and implementation of safeguards instruments such as the Environmental and Social Impact Assessment (ESIA), Environmental and Social Management Plan (ESMP), Stakeholders Engagement Plan (SEP) and Gender Action Plan (GAP) developed through other consultancies.
- **Monitor** the implementation of pilot projects, including review of construction progress, commissioning, and operational performance. Conduct field visits to pilot sites (subject to security conditions) to verify implementation progress, engage with local stakeholders, and support troubleshooting. Provide technical input to adaptive management of pilot implementation based on lessons learned and performance data.

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 Mini Grid 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.**

- ~~Minimum~~ Master's Degree or higher in a relevant field, such as Energy, Engineering, Renewable Energy, Environmental Sciences, or a related discipline
- ~~Minimum~~ Minimum 12 years of demonstrable experience in the area of climate change mitigation, renewable energy, or a closely related area, with specific and demonstrable experience in decentralized renewable energy applications such as minigrids.
- ~~Minimum~~ Demonstrable experience in provision of technical advice to donors, international entities,



NGOs, foundations or minigrid operators in Africa in renewable energy minigrid policy, strategy, regulatory framework development and pilot design.

- ~~Minimum~~ Minimum work experience of 5 years in African countries. Experience in Somalia would be an asset.

- ~~Previous~~ Previous working experience with GEF project agencies active in climate change mitigation initiatives in Africa (such as UNDP, UNIDO, the World Bank and/or the African Development Bank) and familiarity with GEF policies, procedures and practices are assets.

- ~~Demonstrated~~ Demonstrated leadership, facilitation and coordination skills, with ability to engage with technical teams, engage with stakeholders, design participatory processes and form strategic partnerships and alliances.

*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-Deliverable 1: Customize TORs for pre-feasibility, feasibility and technical assessments and detailed technical review of pilot feasibility studies and technical studies for the implementation of minigrid pilot plants (Estimated 7 working days)	Temporary research and development services						
2-Deliverable 2: Support the evaluation of the tender documents and technical inputs to evaluation reports (Estimated 5 working days)	Temporary research and development services						



Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
3-Deliverable 3:Private sector engagement and capacity building report (Estimated 10 working days)	Temporary research and development services						
4-Deliverable 4:Monitoring reports on pilot implementation, including field visit summaries and recommendations during the first 6 months of the pilot implementation. (Estimated 10 working days)	Temporary research and development services						
5-Deliverable 5:Monitoring reports on pilot implementation, including field visit summaries and recommendations during the second 6 months of the pilot implementation. (Estimated 6 working days)	Temporary research and development services						
6-Deliverable 6:Final technical summary report on pilot implementation (Estimated 5 working days)	Temporary research and development services						

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

