



IC Cover page template

Invitation to Submit an Offer for National Expert - Disaster Volunteer Trainer

The United Nations Development Programme (UNDP) is currently implementing a project under the ERID project 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 favourable response and thank you in advance for your interest in working with UNDP.

Sincerely, UNDP Somalia



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1 Overview

1.1 General Information

| | |
|----------------------------|--|
| Title | National Expert - Disaster Volunteer Trainer |
| E-Mail | everline.shireka@undp.org |
| Reference Number | PRC0157736/PRC0157736 |
| Beneficiary Country | SOM |
| Introduction | Country: Somalia |

Description of the Assignment: **National Expert - Disaster Volunteer Trainer**

Period of assignment/services (21 days): [Within two 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 | 08/12/25 12:19 PM |
| Close Date | 11/12/25 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 National Consultant SDG In | File | TOR National Consultant |

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*

National Expert - Disaster Volunteer Trainer

2.1 Section 1. Overview of the assignment

1.

A. BACKGROUND

The 2023 Deyr Floods in Somalia affected over 2.48 million people across multiple regions, displacing thousands and causing severe damage to infrastructure, livelihoods, and access to essential services. The Post-Disaster Needs Assessment (PDNA) led by the Somali Disaster Management Agency (SoDMA) with support from the United Nations (UN), World Bank, and European Union (EU) highlighted the urgent need to strengthen local disaster preparedness, response, and recovery systems.

In response, the Disaster Volunteer Network (DVN) will be established as a pool of trained community volunteers anchored in local knowledge and existing community structures. The DVN will play a critical role in strengthening disaster preparedness, supporting risk awareness and early warning at the community level, and contributing to recovery and resilience-building efforts. By mobilizing and training local volunteers, the DVN will help bridge the gap between national disaster management institutions and local communities, ensuring that recovery processes are inclusive, locally owned, and better aligned with long-term resilience goals. The National Expert (Disaster Volunteer Trainer) will implement the following task.

The Phase I: Disaster Preparedness and Response Training marks the initial stage of capacity development for DVN members. It focuses on equipping volunteers with practical skills and knowledge to effectively prepare for and respond to disasters, supporting the broader objective of strengthening community-based recovery efforts at the grassroots level

2.

B. SCOPEOFWORK.

The National Expert - Disaster Volunteer will perform the following key tasks:

1.Preparation of training package and presentation

- Review the approved DVN Training Manual and training agenda to structure the sessions clearly and ensure alignment with local, state, national DRR systems and project objectives.



- Prepare presentation slides, facilitator notes, group exercises, case studies, role plays, and simulation materials required for participatory learning during the Phase I training.
- Ensure materials are gender-responsive and ready for smooth delivery during training.

2.Training of the Disaster Volunteer Network

- Conduct the full phase 1 Disaster Preparedness and Response training using the approved DVN Training Manual and agenda.
- Facilitate participatory learning sessions through presentations, group discussions, role plays, case studies, and simulations.
- Ensure active participation volunteers and gender balance (at least 50% women volunteers).
- Support volunteers in applying practical exercises, including early warning communication, first aid, and community response drills.

3.Coordination with Government Institutions (SoDMA, MoYS, MoHADM and Local Authorities)

- Collaborate closely with SoDMA, MoYS, and MoHADM to plan, organize, and deliver training sessions.
- Ensure alignment with state and national DRR frameworks and coordination mechanisms.
- Participate in debriefings and coordination meetings related to the DVN with the relevant institutions.

4.Ensuring Community Participation and Ownership

- Engage local authorities and communities in all phases of the DVN training.
- Ensure inclusive, community-led approaches that foster sustainability of the DVN.

5.Preparation and Submission of Training Reports

- Document all training activities, attendance, and evaluation results.
Prepare comprehensive Training Reports summarizing objectives achieved, participant performance, lessons learned, and recommendations.
- Submit final reports to UNDP for review and record

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 detailed breakdown of the 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.

Attachments:

| File Name or URL | Type | Description |
|--------------------------------|------|-------------|
| PSU_ Individual Contract_Offer | File | |

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. Bac Bachelor's degree (or equivalent qualification) in Disaster Risk Management, Humanitarian Affairs, Environmental Science, or Community Development or other related degree.

Target: University degree

- *2. D Do You meet the requirement of having Minimum 5 years of relevant experience in disaster preparedness, response, and recovery training, community mobilization and coordination with government institutions

Target: Yes

- *3. Do you have:

Experience

- Proven experience facilitating participatory and simulation-based trainings.
- Familiarity with local DRR structures and DRR Coordination with government (SoDMA, MoYS, MoHADM) and local coordination systems.
- Excellent communication, facilitation, and report-writing skills.
- Fluency in Somali required; working knowledge of English preferred.

Competency:

- Strong facilitation and interpersonal communication skills.
- Ability to coordinate effectively with diverse partners and communities.
- Commitment to gender equality and youth empowerment.



•High integrity, adaptability, and professionalism in field settings.

*4. Do you have practical experience as per ToR requirement?

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. Lowest price and technically compliant offer

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

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

"responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.

*2. **Evaluation criteria**

(Points) Technical Evaluation Criteria Maximum obtainable score

1. Academic Qualifications **10**
2. Technical/Functional **15**
3. Knowledge management and Learning **10**
4. **relevant experience in disaster preparedness, response, and recovery training, community mobilization and coordination with government institutions. 20**
5. Proven experience facilitating participatory and simulation-based trainings **20**
6. Proven experience – reference will be made to CV **25**
7. **Total Obtainable score 100**

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 **National Expert - Disaster Volunteer Trainer.**

3.1 Line Information

| Line Description | Category | Item | UOM | Requested Quantity | Unit Price | Total Price | Additional Attributes |
|--|---|------|-----|--------------------|------------|-------------|-----------------------|
| 1-Deliverabel I: Develop Training Package and Presentations | Temporary research and development services | | | | | | |
| 2-Deliverabel II: Deliver Training to the Disaster Volunteer Network | Temporary research and development services | | | | | | |
| 3-Deliverabel III: Prepare and Submit Detailed Training Reports. | Temporary research and development services | | | | | | |

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