

Invitation to Tender (ITT)

Location	Mogadishu, Somalia	PR NO	033
DATE	February 2026		
PROJECT NAME	PROVISION OF CONSULTANCY SERVICES FOR THE DEPARTMENT OF URBAN PLANNING AND ENGINEERING (DUPENG)		

The SINAAN Programme, invite bidders from eligible consultancy companies for the above-named project being implemented by the SINAAN Programme.

It should be noted that contractors are automatically disqualified from participating in this tender if they assisted with any part of this project or tender process, including preparation of technical documents, or if they are related to a member of the Bid Committee without prior disclosure. Small businesses, minority-owned firms, and women’s business enterprises are encouraged to apply.

The Mandatory criteria for bidders are as follows. FAILURE TO SUBMIT ANY OF THESE DOCUMENTS WILL LEAD TO AUTOMATIC DISQUALIFICATION:

- a) Valid Business Registration Certificate or Business License issued by the Ministry of Commerce and Industries, Federal Government of Somalia (with Readable QR Code)
- b) Valid Tax Compliance Certificate issued by the Ministry of Finance, Federal Government of Somalia (with Readable QR Code)
- c) Completely Filled out, Signed and Stamped Cost Proposal
- d) Filled and Signed Declaration Confirming the Absence of Any Conflict of Interest.

Other relevant submission requirements related to the evaluation criteria are:

- e) Technical Proposal outlining understanding of the assignment, implementation methodology, and implementation plan.
- f) List of previous relevant experience in the last 5 years indicating company name, project name, company representative (name, telephone number & email), and evidence (contracts, signed recommendation letters and signed Completion/Successful letters)

Where a bidder is already implementing an on-going SINAAN Programme contract, the Bid Committee shall assess the bidder’s capacity to undertake additional works. Multiple awards may be considered only where the bidder is able to demonstrate satisfactory performance and progress achieved against the existing contract and adequate technical, managerial, and financial resources are available to undertake additional responsibilities under a new contract. The Bid Committee may limit concurrent awards to safeguard timely delivery, quality, and value for money.

Submission (Electronically): Completed bid documents should be submitted electronically to SINAAN Tender Team, Email: sinaan.tender@dt-global.com no later than **February 23, 2026 at 1700 Hrs (5 pm) East African Time**. The solicitation number must also be mentioned in the subject of the email. Bids received after the deadline date and time will not be considered and shall be returned to the bidders unopened.

Offers are to remain valid for 180 days from the closing date of this tender. The Bid Committee reserves the right to vary the quantity of work/materials specified in the tender document without any change in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

Bid Opening: Bids will be opened **on or around 24 February 2026 at 10:00 am**. in the presence of the Bid Committee.

Evaluation Criteria: Offers will be evaluated by factors including, but not limited to, financial and technical criteria, record of past performance, integrity, and community rapport.

Women-owned companies are strongly encouraged to apply.

SINAAN Programme

Request for Proposals

Solicitation No.: RFP # 033
Title: Provision of Consultancy Services for The Department of Urban Planning and Engineering (DUPENG)
Issue Date: Thursday, February 5, 2026
Closing Date: Monday, February 23, 2026
Questions Due: Friday, February 13, 2026
Closing Time: 1700 Hrs (5 pm) East African Time
Subject: FCDO Contract No. 6215
SINAAN Programme

DT Global, the implementer of the SINAAN Programme under FCDO Contract No. **6215**, invites proposals for, provision of embedded technical assistance, systems development, training, and implementation support. Location as described in Attachment I, “Statement of Work.”

The period of performance for this activity anticipates commencing in February 2026 and ending July 2026. The issuance of a subcontract is subject to availability of funds, successful negotiation of the subcontract terms and budget, and reception of FCDO’s Contracting Officer subcontract consent, if required. The Contract resulting from this award is envisioned to be a FIRM FIXED PRICE (FFP) CONTRACTUAL AGREEMENT.

DT Global encourages your organisation to indicate its interest in this procurement by submitting a proposal in accordance with the instructions in Attachment II “Instructions to Offerors”. Proposals will be evaluated based on the evaluation criteria established in Attachment III of this solicitation. An award will be made to the Offeror whose proposal represents the best value to the project after evaluation in accordance with the criteria stated in the solicitation.

To be considered under the solicitation process, the Offeror should submit a complete proposal by the means indicated herein no later than the closing date and time indicated above. Offerors should ensure that the proposals are well written, easy to read and follow, and contain only the requested information.

Proposals should be submitted **electronically** via email to:

SINAAN Tender Team
Email: sinaan.tender@dt-global.com

The solicitation number above must also be mentioned in the subject of the email.

All questions relating to this solicitation must be submitted **electronically** via email to:

Procurement Team at sinaan.procurement@dt-global.com, no later than **February 13, 2026** at **1700 Hrs (5 pm)** East African Time. Unless otherwise notified by an amendment to this RFP, no questions will be accepted after this date. No questions/clarifications will be entertained if received by means other than the specified email address. The solicitation number should be stated in the subject. If you are planning to submit a proposal, it is imperative to confirm receipt of this solicitation by email to sinaan.procurement@dt-global.com in order to be included on the solicitation mailing list to receive answers to questions and any future amendment(s).

Proposals must be submitted separately via two different documents. The first document shall include the technical proposal as an attachment and should be named "Technical Proposal – Name of Company" and the second documents shall include the cost/business proposal and should be named "Business Proposal – Name of Company."

Attachments:

- Attachment I: Terms of Reference
- Attachment II: Instructions to Offerors
- Attachment III: Evaluation Criteria
- Annex I: Filled and Signed Declaration Confirming the Absence of Any Conflict of Interest
- Annex II: Cost Proposal Format

Sincerely,

SINAAN Procurement Team

ATTACHMENT I

TERMS OF REFERENCE

Mogadishu is expanding fast as displaced households and job seekers settle in peripheral districts and along major corridors. Informal subdivision and unregulated construction have grown faster than land management and basic services, creating pressure on roads, drainage, water supply, solid waste, and public space. Seasonal flooding and coastal hazards raise the cost of poor siting and design, while dense neighbourhoods face safety and health risks. In this setting, ad hoc approvals and inconsistent standards slow delivery, weaken compliance, and erode public trust.

Inside the municipality, urban planning is not functioning as a coherent service and engineering roles are fragmented across units.

The Department of Urban Planning (DUP) at the Banadir Regional Administration, Mogadishu, was initially set up in 2012 with support from the former UK Department for International Development (DFID), with the aim of improving planning and development control processes.

The DUP has undergone a number of improvements and interventions since its creation, including refurbishment, new equipment, and staff training. However, at present, the department does not have a dedicated office space, and there are no clear indications regarding existing infrastructure, assets, or data. Furthermore, existing processes and procedures for planning and development control are either outdated or non-existent.

Most records are paper-based, spatial data is scattered or outdated, and staff lack a common geospatial view to guide decisions on sites, corridors, and drainage. Reviews, inspections, and maintenance planning are not linked by shared procedures or checklists, so issues repeat across projects. Past training efforts did not leave durable systems in daily use. A focused rebuild of a single Department of Urban Planning and Engineering, with GIS at its core and clear procedures that connect planning, design review, works supervision, and maintenance, is the necessary starting point. The programme has three pre-identified outcomes, including:

- Improved urban planning, land use control and decision making.
- Improved institutional processes and systems.
- Increased sources of finance (including climate finance) for sustainable, inclusive and resilient urban infrastructure and ecosystems.

Organisational Background:

The UK Government's Foreign, Commonwealth and Development Office (FCDO) is currently supporting the Banadir Regional Administration (BRA) through the Sinaan Programme. Sinaan is a transformative initiative that aims to improve urban development in Somali cities. The programme addresses rapid urbanisation, climate risks, and governance issues by transforming clusters of Somalian cities into inclusive, resilient, and sustainable economic hubs. It seeks to enhance access to sustainable services, strengthen resilience among IDPs and the urban poor, and reduce long-term displacement risks.

Sinaan has designed a structured package of institutional strengthening, systems development, and capacity-building support to reinforce BRA's Department of Urban Planning and Engineering (DUPENG).

To deliver this package, Sinaan intends to procure a qualified consultancy firm to provide embedded technical assistance, systems development, training, and implementation support from February to August 2026.

Objectives:

The overall objective of this assignment is to establish a functional, coherent, and GIS-enabled DUPENG within BRA.

The specific objectives are to:

- Operationalise DUPENG's institutional set-up, procedures, and governance mechanisms.
- Establish a functioning GIS lab and shared urban data repository.
- Produce and pilot priority urban planning and engineering products that guide development control and investment decisions.
- Build the practical capacity of municipal engineers and planners through applied training, mentoring, and field-based implementation.
- Ensure that systems, tools, and skills are institutionalised and ready for handover by August 2026.

Specific Scope of Works:

The consultancy firm shall deliver the assignment through four interlinked workstreams:

Workstream 1: Institutional Systems and Governance

- Finalisation and operationalisation of the DUPENG organogram and role descriptions.
- Preparation and rollout of the DUPENG Procedures Manual (planning review, development control, inspections, records management).
- Support the establishment and functioning of the Urban Planning Board and Engineering Review Committee.
- Development of standard submission requirements, checklists, review templates, and decision registers.

Workstream 2: GIS Foundations and Urban Data Systems

- Establishment and operationalisation of a Planning and Engineering GIS Lab¹.
- Configuration of the GIS software stack (QGIS, spatial database, internal map services).
- Development of a structured spatial data repository, metadata standards, access rules, and custodianship arrangements.
- Compilation, cleaning, and validation of priority base datasets (administrative boundaries, roads, drainage, public facilities, hazards).

Workstream 3: Planning and Engineering Products

- Preparation of ward-level urban profiles for selected priority districts, in consultation with BRA.
- Development of growth corridors, right-of-way protection, and setback maps.
- Drainage hotspot mapping and preparation of site-scale intervention notes.

¹ Note: The activity to be completed at inception phase: Identification of GIS Lab space, equipment needed and other furnishing requirements with tentative budget to be procured by Sinaan Project.

- Support in the preparation of a draft two-district structure plan and associated implementation notes.
- Development of standard planning briefs, review templates, and small-works BoQ formats linked to GIS data.

Workstream 4: Capacity Building, Field Implementation, and Quality Assurance

- Delivery of modular, practice-oriented training for municipal engineers, planners, and GIS staff [Minimum 2 training modules of 2 days each with practical case study approach];
- On-the-job mentoring and case clinics linked to live development applications and infrastructure projects.
- Design and rollout of mobile field inspection and data collection tools.
- Support for asset inventory development and basic maintenance planning.
- Quality assurance, performance monitoring, and support to internal reporting and dashboards.

Scope of the Survey:

As part of the assignment, the consultancy firm shall undertake targeted surveys and structured training activities to support evidence-based planning, operational decision-making, and sustainable capacity development within the DUPENG.

Purpose and Scope of the Survey: The survey will be a targeted urban ward profiling and spatial data survey designed to generate reliable, geo-referenced information. The survey will be a technical, spatially anchored assessment focused on producing ward-level planning intelligence that feeds directly into GIS-based products and decision-support tools.

A. Survey Focus Areas (Ward Profile–Driven)

The survey shall collect and validate data required to develop **Ward Profiles** for selected priority wards. Each Ward Profile will combine spatial layers, field-verified attributes, and summary analytics covering:

- 1. Physical and Spatial Characteristics**
 - Ward boundaries and internal neighbourhood structure.
 - Road hierarchy, access constraints, and rights-of-way.
 - Drainage paths, low-lying areas, and flood-prone locations.
 - Public spaces, green areas, and environmental assets.
- 2. Infrastructure and Services**
 - Location and condition of key public facilities (schools, health facilities, markets, water points).
 - Road and drainage infrastructure condition (visual classification).
 - Solid waste collection points and informal dumping areas.
 - Utility corridors and conflict points (where observable).
- 3. Risk and Vulnerability Indicators**
 - Flood and coastal exposure (where applicable).
 - Informal settlement expansion into hazard-prone or restricted areas.
 - Access constraints affecting emergency response and service delivery.
- 4. Land Use and Development Patterns**
 - Predominant land uses and building typologies.
 - Density patterns (low/medium/high).
 - Encroachments into corridors, drains, or public land (indicative, non-legal).

B. GIS Mapping Outputs

All survey data shall be **geo-referenced** and integrated into the municipal GIS repository to produce:

- Ward-level spatial layers (roads, drainage, facilities, land use, risk).
- Standardised Ward Profile map sheets (printable and digital).
- Attribute tables linked to GIS layers for analysis and updates.
- Metadata and data quality notes for each dataset.

These outputs will be used directly in:

- Planning and development control reviews.
- Infrastructure prioritisation and small-works programming.
- Structure planning and corridor protection.
- Monitoring of urban change over time.

C. Analytic and AI-Enabled Information Development

The survey and GIS data will also support basic analytics and AI-assisted decision support, applied in a practical and explainable manner, including:

- Automated ward summaries generated from GIS attributes (e.g. infrastructure gaps, risk hotspots, service deficits).
- Pattern recognition to identify clusters of flooding issues, access constraints, or infrastructure deterioration.
- Change detection by comparing survey data with existing or future datasets (e.g. expansion into risk areas).
- Scenario screening to flag applications or sites that intersect with known risk layers or protected corridors.

Adequate training must be provided to the DUPENG and should be involved in every step of this process to ensure on-the-job training and sustainability.

5. TEAM COMPOSITION

The consultancy firm shall propose a multidisciplinary team with strong applied experience in urban governance, municipal engineering, GIS systems, and capacity development in fragile and low-capacity contexts. The indicative team composition, minimum qualifications, and expected minimum inputs are outlined below. Bidders may propose additional short-term specialists if justified:

Position	Indicative Role and Responsibilities	Minimum Qualifications and Experience	Indicative Inputs (Days)
Team Leader / Urban Planning Specialist	Overall technical leadership; coordination with Sinaan and BRA; oversight of procedures, planning products, and institutional reforms; quality assurance of all outputs	Postgraduate qualification in Urban Planning, Urban Development, Architecture, or related field; minimum 10 years' experience in urban governance, planning reform, and institutional strengthening in fragile or low-capacity contexts; proven experience leading multidisciplinary teams	65
Municipal Engineering Specialist (Roads, Drainage, Utilities)	Lead development of engineering review processes; support drainage hotspot mapping, utilities coordination, and construction	Degree in Civil or Municipal Engineering; minimum 8 years' experience in urban infrastructure design, supervision, and municipal service delivery; experience in FCAS or comparable environments preferred	45

Position	Indicative Role and Responsibilities	Minimum Qualifications and Experience	Indicative Inputs (Days)
	supervision tools; deliver applied training and mentoring to municipal engineers		
GIS / Spatial Data Infrastructure Specialist	Establish GIS lab and spatial data repository; configure GIS software stack; develop data standards and metadata; mentor BRA GIS staff; support production of spatial planning outputs	Degree in GIS, Geomatics, Geography, Urban Planning, or related field; minimum 7 years' experience in municipal GIS systems and spatial data management; hands-on experience with QGIS and spatial databases	55
Urban Policy and Capacity Development Specialist	Design and deliver on-the-job training modules; support development of procedures, manuals, and service standards; embed learning into daily municipal workflows; support a train-the-trainer approach	Postgraduate qualification in Urban Policy, Public Administration, Planning, or related field; minimum 7 years' experience in urban policy reform and capacity building; demonstrated experience in adult learning and on-the-job training approaches	20

Note: The above inputs are exclusive of field surveys, training logistics, and facilitators, which the consulting firm must include in the proposal.

Deliverables and Timeline:

The consultancy firm shall deliver the assignment through a phased set of outputs over a six-month period. The table below presents the required deliverables with indicative timelines expressed in weeks from the project start date (Week 1 = project commencement week).

Phase	Key Deliverables	Indicative Outputs	Timeline (Weeks from Start)
Inception Phase	Inception Report, detailed workplan, staffing, and coordination arrangements.	Approved inception package	Weeks 4
Assessment of Institutional Setup	DUPENG organogram and role descriptions, Procedures Manual (Version 1), standard planning and engineering templates (existing); Identification of GIS Lab space, equipment needed and other furnishing requirements with tentative budget to be procured by Sinaan Project.	Procedures and governance tools are operational	Weeks 4

Phase	Key Deliverables	Indicative Outputs	Timeline (Weeks from Start)
GIS Foundations	GIS Lab operational; spatial data repository structure; metadata standards; priority-based datasets compiled and validated	GIS systems are functional and in use	Weeks 12
Planning and Engineering Products	DUPENG organogram and role descriptions- agreed with BRA. Development of standard submission requirements, checklists, review templates, and decision registers (reviewed by BRA) Ward profiles (selected districts); drainage hotspot maps; growth corridors and setback mapping (draft)	Draft planning products piloted	Weeks 16
Capacity Building and Field Implementation	Modular training delivery (2 training modules of 2-day workshop mode in Mogadishu); on-the-job mentoring; mobile inspection and field data tools deployed	Staff trained; tools applied to live cases	Weeks 20
Planning and Engineering Products	Final ward profiles; adopted growth corridors and setback maps;	Core products finalised and adopted	Weeks 20
Structure Planning Support	Two-district structure plan (draft); implementation and phasing note	Draft structure plan submitted	Weeks 24
Consolidation and Handover Preparation	Train-the-trainer certification; repository documentation; consolidation report; transition and handover note	Exit Strategy and Recommendations for the next phase	Weeks 26

DURATION AND LEVEL OF EFFORT

The assignment will be implemented over a six-month period from February to August 2026. Based on the company's performance, outcomes achieved, and the availability of funding from FCDO, the contract may be extended or Phase II may be advertised.

MANAGEMENT AND REPORTING ARRANGEMENTS

The consultancy firm will report directly to the Team Leader, Sinaan Programme.

Day-to-day technical coordination will be undertaken in close collaboration with the Deputy Team Leader, Urban Development Specialist, and the Urban Lead from the Sinaan team.

Monthly progress meetings will be held to review delivery against the workplan. All key deliverables will be subject to Sinaan's review and approval prior to acceptance.

PROPOSAL SUBMISSION REQUIREMENTS

Interested consultancy firms shall submit:

1. A technical proposal outlining understanding of the assignment, methodology, workplan, and team composition.
2. CVs of proposed key experts.
3. A financial proposal with a clear cost breakdown by expert and activity. The financial proposal should clearly separate the costs for technical assistance, surveys, and training.
4. At least three references for similar assignments undertaken in the last five years.

PAYMENT SCHEDULE

Payments to the consultancy firm shall be made against five (5) milestones, linked to the satisfactory completion and formal acceptance of deliverables by the Sinaan Programme and BRA.

Milestone	Key Deliverables Linked to Milestone	Indicative Timing (Weeks from Start)	Payment (% of Contract Value)
Milestone 1: Inception Report and Assessment of Institutional Setup and Procedures	<ul style="list-style-type: none"> ▪ Detailed workplan, staffing plan, coordination arrangements, and capacity assessment tools. ▪ Existing DUPENG organogram and role descriptions, ▪ DUPENG Procedures Manual, ▪ Existing planning and engineering process flow, templates, and decision registers. 	By Week 4	30%
Milestone 2: GIS Foundations and Ward Profiling	<ul style="list-style-type: none"> ▪ GIS Lab fully operational, ▪ Spatial data repository, metadata standards, and validated base datasets, ▪ Draft Ward Profiles for selected districts, ▪ Draft drainage hotspot maps and growth corridor/setback mapping 	By Week 12	25%
Milestone 3: Capacity Building and Planning Products	<ul style="list-style-type: none"> ▪ Revised DUPENG organogram and role descriptions- agreed with BRA. ▪ Development of standard submission requirements, checklists, review templates, and decision registers (reviewed by BRA) ▪ Delivery of a minimum of two training modules (2 days each) with applied case studies 	By Week 20	25%

Milestone	Key Deliverables Linked to Milestone	Indicative Timing (Weeks from Start)	Payment (% of Contract Value)
	<ul style="list-style-type: none"> ▪ Final Ward Profiles and adopted growth corridor/setback maps 		
Milestone 4: Structure Planning, Consolidation, and Handover	<ul style="list-style-type: none"> ▪ Draft two-district structure plan with implementation and phasing note ▪ Train-the-trainer certification ▪ Repository documentation and consolidation report ▪ Exit strategy, handover, and recommendations for next phase 	By Week 26	20%

Duration:

The assignment will run from February to August 2026, over a period of 6 months.

ANNEX 1: CAPACITY ASSESSMENT FOR DUPENG, BRA (Indicative Outline)

Legal and Institutional Framework

- Mandate
- Existing (endorsed) laws that support the role of DUPENG
- Official policies and guidelines
- Planning instruments and other tools.

Governance

- Committees
- Relations with other departments
- Events, workshops
- Community involvement

Human and Organisational Capabilities

- Number of staff members who perform field and office work, including the number of staff who use digital tools appropriate to their roles.
- Provide a profile of the staff- education, years of employment, current role, and current department.
- Outsourcing and External Dependence

Existing Processes

Map out and describe all existing processes for the following subjects:

Core Processes

- Building permits (including submission of applications, payment, reception, review, verification, approval, monitoring, enforcement)
- Environmental management, including hazards and climate risks
- Building and asset management
- Population growth, infrastructure and services planning
- Land and housing management
- Any other

Support Processes

- Human Resources Management
- Supply System Management
- Budget and Financial Resources Management
- Communication and Institutional Image Management
- Document Management and User Support

Register the information in the following table

Code process	Process name	Objective	Timescale for completion	Instruments used	Owner

For all Core Processes, describe in greater detail. Include the following information:

- step by step process
- All forms and instruments used
- Mode (e.g., paper registration or online registration).
- Fees and costs
- Compliance and enforcement (including existing capacities)
- Diagram of the process
- RACI Matrix (see below)

If it exists, develop a RACI Matrix for the processes mapped above

Code process	R - Responsible	A - Accountable	C - Consulted	I - Informed

Existing Maps

Itemise all existing maps, whether they are digital or paper copies.

Examples of expected maps are: Built up areas, natural hazards maps, flood risk assessments, risk analyses, green areas, social infrastructure (location of all public facilities such as schools, hospitals, mosques, water points, libraries, etc), public utilities network (water, electricity, drainage, etc), land uses, densities and number of storeys, transport infrastructure, among others.

Code and name	Description	Location of the map*	Scale	Format	Date of creation / modification

*Refers to the office or department where the map is stored (either digital or paper copy), not the area the map is referring to.

Existing Software

Map out all software currently in use by personnel related to DUPENG

Area / process used for	Software name	Year of update (e.g. AutoCAD 2025)	Number of licences	Specific use	Observations and technological risks

Geospatial tools

Existing GIS Layers

Code (if existing)	Layer name	Metadata and Characteristics	Type (Raster, Vector /shapefile, etc)	Date of creation / modification

Existing Hardware

Map out all hardware currently in use by personnel related to DUPENG, including Server, network, storage, PCs/endpoints, printers, scanners, etc.

Equipment / model	Quantity	Capacity / specification	Role / function	Current location and condition (including security measures)

Other equipment

Map out any other key office equipment, such as furniture or office fitting related to DUPENG

Equipment type	Quantity	Specification	Role / function	Current condition

Gaps and Obstacles Identified.

ATTACHMENT II

INSTRUCTIONS TO OFFERORS

General Instructions

These Instructions to Offerors will not form part of the offer or of the Subcontract. They are intended solely to aid Offerors in the preparation of their proposals.

- The proposals, and all corresponding documents related to the proposal must be written in the English language unless otherwise explicitly allowed.
- No costs incurred by the Offerors in preparing and submitting the proposal are reimbursable by SINAAN Programme. All such costs will be at the Offeror's expense.
- Proposals and all cost and price figures must be presented in U.S. dollars. All prices should be net of all applicable taxes and duties.
- The Offeror must state in its Proposal the validity period of its offer. The minimum offer acceptance period for this RFP is **180 days** after closing date of the RFP. Offers with a shorter acceptance period will be rejected. This RFP in no way obligates DT Global to award a subcontract.
- Responsibility Determination: Award shall only be made to "responsible" prospective Offerors. To enable DT Global to make this determination, the Offeror must briefly describe in the Attachment Section of the proposal that it:
 - has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them;
 - is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
 - has a satisfactory performance record;
 - has a satisfactory record of integrity and business ethics;
 - has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
 - is otherwise qualified and eligible to receive an award under applicable laws and regulations.
- Taxes: SINAAN Programme is not exempt from cooperating country taxes, and duties. As such, all prices must be presented inclusive of any taxes, duties, and VAT. All fees or additional costs shall be disclosed in the Offeror's quotation. Any fees, costs, taxes, or other demand of funds not disclosed in the offeror's quotation will not be considered for payment.
- Eligibility: By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the UK Government. DT Global will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
- Late Offers: Offerors are wholly responsible for ensuring that their offers are received in accordance with the instructions stated herein. SINAAN Programme reserves the right to reject any offer not submitted by the indicated deadline, even if it was late as a result of circumstances beyond the Offeror's control.
- Modification/Withdrawal of Offers: Offerors have the right to withdraw, modify or correct their offer after such time as it has been emailed to SINAAN at the email addresses stated above and provided that the request is made before the RFP closing date.
- Disposition of Proposals: Proposals submitted in response to this RFP will not be returned. Reasonable efforts will be made to ensure confidentiality of both Cost and Technical Proposals received from all Offerors. This RFP does not seek information of

a highly proprietary nature but if such information is included in the Offeror's proposal, the Offeror must alert SINAAN Programme and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.

- Regardless of the method used in the submission of the proposal, the Technical Proposal and Cost Proposal must be kept separate from each other. Technical Proposals **must not** make reference to cost or pricing data in order that the technical evaluation may be made strictly on the basis of technical merit.
- **Clarification and Amendment to the RFP:**
 - Any question raised regarding this solicitation should be received no later than 1700 Hrs (5 pm) East Africa Time (EAT) on **Friday, February 13, 2026**. All questions must be **in writing**, emailed to the email addresses specified in the cover letter. No questions/clarifications will be entertained if they are received by means other than the aforementioned email addresses. The solicitation number should be stated in the subject line. Responses to questions received will be compiled and emailed to potential Offerors.
- If Offeror intends to submit a proposal in response to this solicitation and wishes to receive any updates thereto, Offeror is encouraged to confirm receipt of this solicitation by email to the email address specified in the cover memo.
- Offeror's email message should state in the subject the solicitation number. Also, the email should include the name of your organization, the name of contact person, email address and telephone number.
- SINAAN Programme anticipates that discussions with Offerors will be conducted following vendor Technical and Cost Proposal submission; however, SINAAN Programme reserves the right to make award without discussions. Therefore, it is strongly recommended that Offerors present their best offer as their initial Technical and Cost proposal submission.
- SINAAN Programme may waive informalities and minor irregularities in proposals received.

Submission of Proposal:

- Proposals must be submitted in an electronic format as an email attachment, sent to the email address specified in the cover letter, no later than the date and time specified in the cover letter.
- The email should state the solicitation number in the subject line as well as title.
- The file attachment should be in a format that can be opened by one of the following applications: PDF, MSWord, MSeXcel, MSPowerPoint.or ZIP. The submission of attachments in any other format may result in disqualifying the offer.
- Please note that the DT Global email server has a limitation of 20MB for the total attachments per single email. It is strongly recommended that the size of ALL attachments per a single email be less than 20MB.
- The technical proposal and business proposals should be submitted in two separate documents. The first should be named "Technical" and the second is named "Cost/Business." If the submission will be through several emails, then the emails should be sequentially numbered indicating the total number of emails that will be submitted (example 1/4, 2/4, 3/4 and 4/4).

Content of Proposal:

The proposal shall consist of five (5) sections. 1) The Cover Page-Technical, 2) The Technical Proposal, 3) The Cover Page-Cost, 4) the Cost/Business Proposal; and 5) The Attachments

1. The Cover Page-Technical:

The cover page should be on the Offeror’s letterhead and MUST contain the following information:

- Solicitation Number
- Company’s Name:
- Company’s Address
- Name of Company’s authorized representative
- Telephone No, Cellular Phone #, Email address
- Validity of Proposal
- Signature, Date and time

Below is the template to be filled, signed and submitted together with the proposal:

Proposal Cover Letter

[On Firm’s Letterhead]

<Insert date>

TO: DT GLOBAL- SINAAN Programme

We, the undersigned, provide the attached proposal in accordance with **RFP PR 033 Provision of Consultancy Services for The Department of Urban Planning and Engineering - DUPENG (PR 033)** issued on February 5, 2026. Our attached quoted proposal has fixed prices.

I certify that our proposal is valid for a period of **180** days. Upon award, our proposal price shall be binding upon us, subject to the modifications resulting from any discussions and final negotiations. I certify our financial responsibility as well as have the ability to pre-finance.

We understand that SINAAN Programme is not bound to accept any proposal it receives.

Yours sincerely,

Signature

Name of Authorized Representative

Title of Authorized Representative

Company Seal/Stamp

2. Technical Proposal:

The technical proposal shall describe how the Offeror intends to carry out the statement of work. It will also address the Offeror's corporate capabilities to carry out the work and the extent to which the Offeror has a demonstrated ability to provide the required services.

The Offeror will also include the resumes of all proposed personnel. The Offeror shall provide information about past performance implementing similar work globally, and most particularly, in Somalia within the last 5 years. Capacity to undertake the technical and administrative backstopping of all interventions described in the Scope of Work. Offeror should also provide detailed description of existing goods and services in Somaliland.

The technical proposal should be divided into three sections following the same order of the technical evaluation criteria mentioned in Attachment III. Failure to respond to any section will be the basis for disqualification of the Offeror from further consideration.

3. The Cover Page - Cost/Business:

The cover page should be on the Offeror's letterhead and MUST contain the following information:

- Solicitation Number
- Company's Name:
- Company's Address
- Name of Company's authorized representative
- Telephone No, Cellular Phone #, Email address
- Total Proposed Price
- Validity of Proposal
- Acceptance of Tax Withholding Statement
- Name and address of Government Audit Agency and name and phone number of the auditor
- A valid Business License or Registration Certificate (with Readable QR Code)
- A valid Tax Compliance Certificate (with Readable QR Code)
- Signature, Date and Time

4. The Cost Proposal/BOQ:

As stated earlier, the cost proposal/BOQ shall be submitted separately from the technical proposal. The budget will present the cost for performing the work specified in this solicitation. A template is provided for the pricing in the Bid Book (Annex I). At a minimum, the cost proposal will include the following information:

- A detailed cost break-down of the proposed budget to the maximum extent practical including using the template provided.
- A detailed and comprehensive budget narrative explaining the basis for the cost estimates.
- Valid Business Registration Certificate or Business License issued by the Ministry of Commerce and Industries, Federal Government of Somalia (with Readable QR Code)
- Valid Tax Compliance Certificate issued by the Ministry of Finance, Federal Government of Somalia (with Readable QR Code)
- Completely Filled out, Signed and Stamped Cost Proposal
- Filled and Signed Declaration Confirming the Absence of Any Conflict of Interest.
- A detailed cost break-down of the proposed budget to the maximum extent practical using the template provided.
- If Offeror does not have a cognizant audit agency, the Offeror must provide audited balance sheets and profit & loss statements for the last two complete years and current year-to-date; and

- The most recent two fiscal year pool and base cost compositions along with derived rates, the bases of allocation of these rates and an independent certified audit by a certified accounting firm of these rates.

Please refer to Cost Proposal – Annex II for a budget template for the cost proposal.

5. Attachments

This section will include any information or document that was not listed in the above sections and the Offeror finds necessary to include in the proposal. In this section, the Offeror will also include the information that will assist SINAAN PROGRAMME to determine the Offeror's responsibility. The following are **mandatory** required documents to be submitted with the proposal:

- Valid Business Registration Certificate or Business License issued by the Ministry of Commerce and Industries, Federal Government of Somalia (with Readable QR Code)
- Valid Tax Compliance Certificate issued by the Ministry of Finance, Federal Government of Somalia (with Readable QR Code)
- Completely Filled out, Signed and Stamped Cost Proposal
- Filled and Signed Declaration Confirming the Absence of Any Conflict of Interest.

This solicitation in no way obligates DT Global to award a subcontract, nor does it commit DT Global to pay any costs incurred in preparation and submission of a proposal in response to the RFP. Furthermore, DT Global reserves the right to reject any and all offers if such action is in the best interest of DT Global.

Instructions for the Preparation of the Cost/Business Proposal

The subcontract type will be FIRM FIXED PRICED (FFP) CONTRACTUAL AGREEMENT.

A Firm Fixed Price Subcontract is: An award for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

The Offeror must provide a completed budget in the template provided. If an Excel file, it should NOT be 'read only' or 'protected' The proposal must include any necessary supporting information to substantiate proposed costs. The Offerors must submit a detailed budget narrative that supports and clarifies item for item the cost estimates proposed in its budget. Narratives for the individual cost items must provide a discussion of any estimated escalation rates where applicable. Estimated costs proposed to exceed ceilings imposed by FCDO or FCDO procurement policy must be fully explained and justified.

ATTACHMENT III

EVALUATION CRITERIA

TECHNICAL PROPOSAL EVALUATION

Proposals will be evaluated according to the criteria stated herein. The relative importance of each individual criterion is indicated by the number of points assigned thereto. A total of 100 points is the maximum possible technical score for each proposal. The evaluation criteria serves to: (a) identify the significant factors which the Offeror should address in their proposal under each section and (b) set the standard against which all proposals will be evaluated.

Technical Approach (50 Points):

The proposal demonstrates a full understanding of the work that needs to be performed under the SOW, as well as a clear, straightforward approach to achieving the activity objective, where the offeror provides a proposal indicating:

- **Implementation Methodology (40 Points):** Covering:
 - **Understanding of the Assignment and Objectives:** Demonstrates a comprehensive and coherent understanding of the assignment, including the objectives, scope, and expected outcomes related to urban planning, urban development, urban architecture, urban infrastructure design and supervision, municipal service delivery, GIS systems, data management, and applicable urban policy frameworks.
 - **Technical Approach and Design:** Evaluation of the suitability, soundness, and practicality of the proposed technical approach and urban planning and engineering designs, including consistency with relevant international and local standards, regulatory requirements, best practices, and responsiveness to local physical, social, environmental, and institutional conditions.
 - **GIS Systems and Spatial Data Management:** Provides an assessment of the proposed GIS methodology, including system architecture, data collection and validation processes, spatial analysis techniques, integration with existing municipal systems, data security, interoperability, and the ability of the GIS platform to support planning, decision-making, monitoring, and long-term sustainability.
 - **Monitoring, Reporting, and Quality Assurance - Adequacy and effectiveness of the proposed monitoring and evaluation framework, data collection and management systems, reporting tools and schedules, and quality assurance/quality control (QA/QC) measures to ensure timely delivery and high-quality urban planning and engineering outputs.**
- **Detailed Work Plan/Implementation Plan and Work Schedule - Clarity and feasibility of the proposed implementation plan, including timelines, sequencing of activities, and milestone deliverables (10 points)**

Past Performance and Experience (10 Points):

- Provide evidence of a minimum of five (5) years of relevant experience, including at least three (3) years of operational experience in East Africa or the Horn of Africa in urban planning and engineering (5 Points)
- Provide past performance documentation for similar assignments from Somalia or other OECD developing countries. This may include signed contracts, signed recommendation letters and signed Completion/ Successful letters or signed delivery notes. Offeror to provide in addition a list with name of companies, company representatives name and contact details (telephone and email). (5 Points)

Proposed Key Personnel (10 points)

The Offeror must provide:

- Qualifications and Experience of Key Personnel - Adequacy of the proposed key personnel, including submission of detailed CVs and copies of relevant academic and professional qualifications, demonstrating expertise in urban planning and engineering. (5 points).
- Organisational and Staffing Structure - Clarity, coherence, and effectiveness of the proposed organisational and staffing plan, demonstrating an appropriate mix of technical, environmental, and data management skills required for successful implementation of urban planning and engineering activities. (5 points).

Technical Proposal Pass Mark: 70 Points

COST PROPOSAL EVALUATION (30 Points)

Evaluation scores are not assigned for cost. The review of the cost proposal shall include cost realism. This process will include a review of the cost portion of the Offeror's proposal to determine if the overall costs proposed are reasonable and realistic for the work to be performed, if the cost reflects that the Offeror understands the requirements, and if the costs are consistent with the technical part of the proposal. Cost proposals providing more direct funding towards the program instead of administrative costs will be reviewed favourably in the best value determination. Offerors must use the costing template provided as Annex 1.

Evaluation of cost proposals will consider, but not be limited to, the following:

- Cost realism and completeness of cost proposal and supporting documentation.
- Overall cost control evidenced in the proposal such as avoidance of excessive salaries, competitive procurement of subcontracts, excessive cost of management oversight and other costs in excess of reasonable requirements.
- Amount of proposed fee, if any.

Bidders are reminded that DT Global is not obligated to award a negotiated subcontract based on lowest proposed cost or to the bidder with the highest technical evaluation score. DT Global will make award to the bidder whose proposal offers the best value to the SINAAN program considering both technical and cost factors. When competing technical proposals are considered essentially equal then cost will become the determining factor.

ANNEX II: COST PROPOSAL FORMAT

(Include Company Logo, Fill and Sign)

STAFFING			
Name of the Expert and Position in the team	Input Days	Daily Rate (In USD)	Total Cost (In USD)
Team Leader / Urban Planning Specialist	65		
Municipal Engineering Specialist (Roads, Drainage, Utilities)	45		
GIS / Spatial Data Infrastructure Specialist	55		
Urban Policy and Capacity Development Specialist	20		
EXPENSES			
Item and description	Quantity	Unit Rate (In USD)	Total Cost (In USD)
Local Road Transport			
Hotel Accommodation			
Security			
Survey			
Local Office Rent (if any)			
TOTAL COST (in USD)			
<i>Tax</i>			
GRAND TOTAL COST (in USD)			

Name of Representative: _____

Title of Representative: _____

Date: _____

Signature of Representative: _____

ANNEX I

DECLARATION CONFIRMING THE ABSENCE OF ANY CONFLICT OF INTEREST

Subject: DECLARATION CONFIRMING THE ABSENCE OF ANY CONFLICT OF INTEREST

Ref: PR 033 – Provision of Consultancy Services for The Department of Urban Planning and Development – DUPENG (PR 033)

We, as authorized representative of _____ (Insert Company Name Here, and Fill out and sign table below) certify that:

- I do not have any material, personal or financial relationship with **SINAAN Programme/BENADIR REGIONAL ADMINISTRATION (BRA), MOGADISHU**, or to its employees;
- I will uphold the integrity and impartiality of this procurement process in sprit and in fact;
- I will not engage in any corrupt practice during the procurement process i.e. solicit or accept, either directly or indirectly any gift, favour, loan, kickback, payment, commission or any other thing of monetary value from a potential or actual bidder;
- I will not engage in fraudulent practice (misrepresentation or omission of facts in order to influence a procurement process;
- I will immediately notify the **SINAAN Programme** of any attempt to influence me.

Signed:

NAME	ORGANISATION	TITLE	SIGNATURE