



IC Cover page template

Invitation to Submit an Offer for A National Consultancy - Design a project document on Innovative Local Governance for Somaliland and Puntland.

The United Nations Development Programme (UNDP) is currently implementing a project under the ERID 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,



Tender Overview

National Consultancy - Design a project document on Innovative Local Governance for Somaliland and Puntland.



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1 Overview

1.1 General Information

Title	National Consultancy - Design a project document on Innovative Local Governance
Contact Point	Procurement unit
Outcome	
E-Mail	benard.korir@undp.org
Reference Number	PRC0139784
Beneficiary Country	SOM
Introduction	Country: Somalia

Description of the Assignment: National Consultancy - Design a project document on Innovative Local Governance for Somaliland and Puntland.

Period of assignment/services 70 days within Four 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

Preview Date	
Open Date	04/08/25 10:59 AM
Close Date	08/08/25 09:00 AM



Time Zone Coordinated Universal Time

1.3 Response Rules

This negotiation is governed by all the rules displayed below.

	Rule
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1.4 Terms

Negotiation Currency USD



2 Requirements

**Response is required*

2.1 Section 1. Overview of the assignment

1.

UNDP Somalia Mission Statement

The Economic Recovery and Institutional Development (ERID) Portfolio directly contributes towards programme priority 3 for "Sustainable Natural Resources Management for Inclusive Economic Growth" of UNDP Country Programme (2021 – 2025). The core business of the Portfolio can be encapsulated in three main thematic areas that take gender mainstreaming to be a core of its modus operandi. Gender mainstreaming is embedded in all projects and activities by ensuring that gendered principles on planning, service delivery, innovation, financial inclusion, and other areas are financed and included.

- Institutional and Capacity Development for core functions of government institutions: This involves the important function of ensuring that key government offices are equipped with human and operational resources to deliver core government functions and policies in areas of national/sub-national planning, data management, anti-corruption, statistics, reporting, aid coordination and management among others.
- Economic development and livelihoods recovery for vulnerable populations: This work stream of the portfolio responds to key vulnerable population groups such as women, youth, and Displacement Affected Communities (DACs) and their host communities in a bid to provide them with sustainable resilience and coping mechanisms to the shocks of natural disasters, insecurity, limited-service delivery, and poverty. The strand also works at the national level in a bid to create the right platforms for local and international investment promotion as well as ramping up the drivers of employment creation through digital transformation initiatives among other interventions.
- Decentralization initiatives: these interventions seek to support the



localization of policy and development support down to the Federal Member States (FMSs) where it is then cascaded to the district levels finally reaching the local community on the ground through service provision, capacity building and inclusive citizen participation and engagement.

2.

The consultant will be required to deliver the following tasks:

The objective of this assignment is to support the International Consultant to undertake an in-depth assessment of key issues related to the planning, design, and drafting of a local governance project document for Somaliland and Puntland. The consultant will review existing governance programmes—including the Joint Programme on Local Governance (JPLG)—to identify lessons learned, best practices, and institutional gaps. The assignment will also explore opportunities to scale up successful models of innovative decentralized service delivery, citizen participation, and local government capacity-building.

The outcome will be a comprehensive and forward-looking project document that supports the consolidation of local governance systems, deepens decentralization reforms, and aligns with national development priorities, while guiding UNDP and development partners in shaping the next phase of local governance programming.

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	Offer form

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. Master's degree in public administration, political science, development studies, governance, or other relevant fields.

Indicate the highest academic qualification that you possess and upload a copy of the certificate.

Target: Masters Degree

- *2. Do you meet the requirement of having five years of work experience in local governance, public sector reform, or decentralization in complex or fragile settings.

Target: Yes

- *3. Do you have solid experience in the areas of;

- ~~Proven~~ In-depth knowledge and understanding of local governance systems in Somalia, particularly Somaliland and Puntland, is highly desirable.
- ~~Proven~~ Proven expertise in project strategy design, policy development, and implementation in governance and institutional strengthening at a senior level.
- ~~Proven~~ Experience working in post-conflict or transitional contexts is an asset.



- Demonstrated experience working with international development partners, including the UN, World Bank, and other multilateral/bilateral institutions, as well as government and civil society stakeholders.

* Strong track record of delivering similar assignments, including the development of project documents, strategic frameworks, and stakeholder engagement processes

*4. **Multilingual Communication:** Fluent in both English and Somali.

2.4 Section 4. Technical Evaluation

1.
Evaluation method;

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
Academic Qualifications 15
Technical/Functional 30



Knowledge management and Learning 10

A portfolio showcasing past work 10

Expertise in project strategy design, policy development, and implementation in governance and institutional strengthening at a senior level. 10

Proven experience – reference will be made to CV 25

Total Obtainable score 100

Response attachments are optional.

2.5 Section I-1.

2.6 Section I-2.

2.7 Section I-3.



3 Lines

Instructions

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-National Consultant_SL_ PL local Government Programme - sustainable financial plan	80111620						