



IC Cover page template

**Invitation to Submit an Offer for National Consultant-Tailor trainings in leadership, public speaking, media and visibility and fund raising for Women**

**Candidates**

The United Nations Development Programme (UNDP) is currently implementing a project **Strengthening Public Institutions and Unlocking Economic Potential in Puntland and Somaliland** 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, UNDP Somalia



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## 1 Overview

### 1.1 General Information

<b>Title</b>	National Consultant-Tailor trainings in leadership, public speaking and media.
<b>E-Mail</b>	everline.shireka@undp.org
<b>Reference Number</b>	PRC0153720/PRC0153720
<b>Beneficiary Country</b>	SOM
<b>Introduction</b>	Country: Somalia

Description of the Assignment:

Period of assignment/services (20 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

<b>Open Date</b>	13/11/25 09:18 AM
<b>Close Date</b>	18/11/25 09:00 AM
<b>Time Zone</b>	Coordinated Universal Time

### 1.3 Terms

**Negotiation Currency** USD (US Dollar)



#### 1.4 Attachments

File Name or URL	Type	Description
PSU_Individual Contract_Offer	File	Offerors Letter to UNDP
TOR of local consultant of Wom	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 United Nations Development Programme (UNDP), through its Economic Recovery and Institutional Development Portfolio, is supporting efforts to address long-standing structural and governance challenges that hinder inclusive and sustainable development. These challenges include weak domestic resource mobilization, fragmented planning systems, limited citizen participation, and institutional gaps in service delivery and accountability. The Project Initiation Plan (PIP), implemented over a 10-month period, aims to lay the foundation for a long-term, scalable governance and development programme. Implementation is led by UNDP's Area Offices, with strategic oversight provided by the Country Office in Mogadishu.

In Somaliland, women's political and electoral participation remains critically low despite gradual progress in promoting gender equality and civic engagement. The 2021 joint parliamentary and local council elections saw women candidates face systemic and structural barriers, including limited access to campaign financing, deeply rooted social norms, and the absence of a legislated quota system. As a result, only one woman currently serves in the House of Representatives, while no women hold seats in the House of Elders.

Nevertheless, women's networks and civil society organizations, particularly NAGAAD Network, continue to play a pivotal role in mobilizing women candidates, providing mentorship, and advocating for inclusive political processes and reforms that advance women's leadership. Strengthening the leadership, visibility, and campaign capacity of women candidates remains essential to achieving more equitable and representative governance in Somaliland.

The purpose of this consultancy is to design and deliver tailored trainings in leadership, public speaking, media and visibility, and fundraising for women candidates in Somaliland. The consultant will be responsible for developing training materials adapted to the specific needs of women candidates running for parliamentary and local council elections. This will include reviewing previous trainings conducted for women candidates, identifying lessons learned, and producing updated, relevant materials for both new and returning candidates.

Additionally, the consultant will provide technical support to NAGAAD Network and relevant stakeholders in developing a general campaign strategy for women candidates to enhance their visibility and competitiveness.

2.

Under the supervision of the Head of the Hargeisa Area Office and in close collaboration with the Gender Team, the consultant will:

- Review existing training materials and reports from previous women candidates' capacity-



- building initiatives.
- Develop training materials tailored to the needs of women candidates.
- Organize and deliver three (3) tailored trainings covering:
  - Leadership and public speaking
  - Media and communication
  - Strategic campaigning and fundraising
- Support NAGAAD in developing a comprehensive campaign strategy for women candidates.

**EXPECTED OUTPUTS AND DELIVERABLES**

- 1.Training materials and presentation slides (including methodology and timeline)
- 2.Delivery of three tailored trainings in leadership, public speaking, media, communication, strategic campaigning, and fundraising
- 3.Draft campaign strategy developed with NAGAAD
- 4.Final training report submitted

**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. Advanced degree in Gender Studies, International Law and Human Rights, Development Studies, or a related field.

\*2.

Minimum of 5 years of professional experience in women's political participation, gender equality, human rights, and project management.

Demonstrated experience working with civil society organizations and government institutions.

Proven record in facilitation, and in producing strategic documents and policy briefs

*Target: Yes*

\*3.

**Skills and Competencies:**

- Strong facilitation, consultation, and interpersonal skills.
- Excellent writing, analytical, and presentation abilities.
- Familiarity with the Somaliland context, governance structures, and political parties

**2.4 Section 4. Technical Evaluation**

**\*1. Evaluation criteria -Technical Evaluation**

Academic Qualifications **10**

Technical/Functional **15**

Knowledge management and Learning **10**

experience in women's political participation, gender equality, human rights, and project management. **20**

Proven record in facilitation, and in producing strategic documents and policy briefs. **20**



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 PART: Schedule of Requirement and Price Schedule

Instructions

#### 3.1 Line Information

Line Description	Category	Item	UOM	Requested Quantity	Unit Price	Total Price	Additional Attributes
1-Local Consultant for Tailor trainings in leadership, public speaking, media and visibility and fund raising for Women Candidates	Temporary Travel Staffing						

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