



IC Cover page template

**International Consultant for "Unlocking Somalia's Creative and Cultural Industries**

The United Nations Development Programme (UNDP) is currently implementing a project Unlocking Somalia's Creative and Cultural Industries 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



## Table of Contents

1 Overview.....	3
1.1 General Information.....	3
1.2 Tender Timeline.....	3
1.3 Terms.....	3
1.4 Attachments.....	4
2 Requirements.....	5
2.1 Section 1. Overview of the assignment.....	5
2.2 Section 2. Documents to be included with the proposal;.....	6
2.3 Section 3. Qualification and experience requirements.....	7
2.4 Section 4. Technical Evaluation.....	8
2.5 Section I-1. ....	9
2.6 Section I-2. ....	9
2.7 Section I-3. ....	9
3 Lines.....	10
3.1 Line Information.....	10



## 1 Overview

### 1.1 General Information

**Title** International Consultant for "Unlocking Somalia's Creative and Cultural  
**E-Mail** everline.shireka@undp.org  
**Reference Number** PRC0160465/PRC0160465

**Beneficiary Country** SOM

**Introduction** Country:

Description of the Assignment:

Period of assignment/services (60 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

**Open Date** 24/12/25 08:48 AM  
**Close Date** 07/01/26 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 _ IC Individual Contractor	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 global cultural and creative industries (CCIs)—sometimes referred to in development literature as the "Orange economy"—represent one of the most dynamic and rapidly expanding sectors globally. They encompass a wide spectrum of activities grounded in creativity, culture, heritage, knowledge, and intellectual capital. These industries generate employment, stimulate innovation, reinforce cultural identity, and contribute significantly to inclusive and sustainable development. Their essential characteristic is the transformation of cultural and creative expressions into goods, services, and experiences with social and economic value.

While terminology varies across institutions, the United Nations system increasingly adopts the broader CCIs framework to emphasize the integration of cultural policy, creative entrepreneurship, heritage protection, and digital transformation. **These sectors are highly labor-intensive, forward-looking, and inclusive, offering unique opportunities for women and youth and for communities often excluded from traditional economic pathways. Digital technologies, AI-driven tools, and new cultural production models** continue to expand market access and reshape global value chains, further amplifying the potential of CCIs to support economic diversification and community resilience.

CCIs serve as catalysts for socioeconomic progress, social inclusion, innovation, and environmental sustainability. They can contribute to peacebuilding, strengthen cultural rights, and expand civic participation—critical dimensions in fragile and post-conflict contexts. Against this background, Somalia possesses a rich reservoir of cultural assets and creative practices that remain largely underexplored as vectors for sustainable development.

2. The scope of work includes:

- Conducting a Comprehensive desk research, ecosystem mapping, value chain analysis of at least 3 CCIs sub-sectors, identifying relevant benchmarks at regional level



- Conduction Online and Field consultations in Mogadishu and selected Federal Member States (FMSes), including the Somaliland, Puntland and Banadir regions
- Engaging with government institutions, private sector, civil society, academia, youth groups, creators, and international partners
- Preparing of a baseline report, strategic vision, policy recommendations, a stakeholder Engagement plan and a five-year roadmap
- Delivering future programme/projects options for UNDP

**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	Offerors Letter to UNDP

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. Higher Education degree, at least Master, in Culture, Heritage, Marketing, Communication or a related discipline

\*2.

- Minimum 10 years of general professional experience in the field of Culture management with specific experience related to cultural economics, creative industries statistical measurement

- Minimum 5 years of cultural policies advisory experience at Government level Including experiences in Africa and the Middle East region

*Target: Yes*

\*3.

**1. Competencies**

***Corporate***

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.



- Treats all people fairly without favoritism.

### ***Functional***

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.
- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- Excellent analytical, statistical as well as drafting and organizational skills.
- Demonstrated ability to work independently and deliver high quality outputs in a timely manner
- Exercises the highest level of responsibility and is able to handle confidential and politically sensitive issues in a responsible and mature manner.

## **2.4 Section 4. Technical Evaluation**

1. *[The procuring UNDP entities will choose among one of these two evaluation methods prior to submit the have the Individual Consultant Procurement Notice. Once the evaluation method has been selected the other one shall be deleted to avoid any misunderstanding]*

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 -Technical Evaluation**

Academic Qualifications **10**

Technical/Functional **15**

Knowledge management and Learning **10**

cultural policies advisory experience at Government level Including experiences in Africa and the Middle East region **20**

Proven experience in the field of Culture management with specific experience related to cultural economics, creative industries statistical measurement **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-International Consultant for "Unlocking Somalia's Creative and Cultural Industries	Temporary human resources services						

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